

# Human Resources

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## Newsletter

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## Human Resources

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## 2010-11 Health & Dental Rates

### Blue Cross Blue Shield Comprehensive Major Medical/Delta Dental

#### Employees with 0.75 FTE or Greater

	Premium	Employer	Employee
Single	\$ 511.86	\$ 412.06	\$ 99.80
Single + 1	\$ 1,044.40	\$ 711.24	\$ 333.16
Family	\$ 1,575.66	\$ 1,073.02	\$ 502.64

#### Employees Between 0.50 and 0.749 FTE

	Premium	Employer	Employee
Single	\$ 511.86	\$ 309.04	\$ 202.82
Single + 1	\$ 1,044.40	\$ 533.44	\$ 510.96
Family	\$ 1,575.66	\$ 804.78	\$ 770.88



#### Premium Changes

Single - Increase of \$19.30/month, from \$80.50/month to \$99.80/month  
Single +1 - Decrease of \$34.60/month, from \$367.76/month to \$333.16/month  
Family - Increase of \$17.26/month, from \$485.38/month to \$502.64/month

#### Design changes to the medical plan:

#### Deductibles

	Current Deductible	2010-11 Deductible
Single	\$ 500	\$ 600
Single +1	\$ 1,000	\$ 1,200
Family	\$ 1,250	\$ 1,800

#### Out of Pocket Maximum

	Current Deductible	2010-11 Deductible
Single	\$ 1,200	\$ 1,200
Single +1	\$ 2,400	\$ 2,400
Family	\$ 3,000	\$ 3,600

#### Prescription Co-pays

	Current Co-pay	2010-11 Co-pay
Single	\$ 0	\$ 0
Brand Name	\$ 20	\$ 30
Non-formulary	\$ 30	\$ 75

If you have any questions or would like more information about the rates above, please contact our office at x3068 or [hrstaff@stolaf.edu](mailto:hrstaff@stolaf.edu).



## 3 Month Supply of Prescriptions for 2 Co-payments Can Be Filled Locally



### *Benefits Corner*

As many of you know, the St. Olaf Blue Cross and Blue Shield medical plan has a mail in program for prescriptions that allow a participant to get a three month supply of brand name or non-formulary drugs for two co-pays. Generic drugs have no co-payments but drugs that are not available in a generic currently have a \$20 or \$30 co-payment. To take advantage of this discount, participating members need to ask their physician to write a prescription for a three month supply. Participants then send this prescription along with the PrimeMail Order Form to Prime Therapeutics. Forms are available on the HR web site under forms and in the Human Resources Office.

There are a number of local retail pharmacies that will also fill a prescription for a three month supply for two co-pays They are listed below.

#### Faribault

HyVee Pharmacy  
Sterling Drug  
Walgreens  
WalMart Pharmacy



#### Northfield

Cub Pharmacy  
Econo Foods  
Northfield Village Drug  
Walgreens

## New Faces on the Hill

### Regular Employees

**Jimmie Hodges**, Custodial Supervisor, Facilities  
**Leila Keita**, Admissions Officer, Admissions  
**Amanda McConnell**, Area Coordinator, Residence Life  
**Jessica Pena**, Area Coordinator, Residence Life  
**Alison Wobschall**, Area Coordinator, Residence Life

### Temporary Employees

**Brandon Berg**, Public Safety Officer, Public Safety  
**Christy Hall-Holt**, International Student Advisor, International Student Services

### Employee Transition

**Kathleen Doran Norton**, Director, Enrollment Information and Research  
**JoElyn Otto**, Counselor, Financial Aid  
**Kevin Rusk**, Assistant Dean, Admissions  
**Sandra Sundstrom**, Director, Financial Aid  
**Glen Lloyd**, Area Coordinator, Residence Life



## EAP VitaMin Campaign

This month's topic: Summer Safety, Summer Fun

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".



## EAP Seminar

### Personal Safety

The seminar was on Wednesday, July 14. It is currently available for listening and will end at 11:59 pm CT, on July 23.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 569432

Click [here](#) for the promotional flyer.

The seminar will also be available on the Cigna website in approximately two weeks. For instructions on how to access the replay via the web, see the directions below.

Below are additional documents on personal safety.

[Personal Safety PowerPoint](#)

[Personal Safety Handouts](#)

All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to [www.cignabehavioral.com](http://www.cignabehavioral.com)
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or [smisekj@stolaf.edu](mailto:smisekj@stolaf.edu) for assistance.



## Election of Benefits Form Reminder

The Election of Benefits (EOB) form and salary letter (if applicable) will be going out to the faculty and staff on the following dates:

- ♦ Hourly staff - July 23
- ♦ Salaried staff - July 30
- ♦ Faculty - July 30



All EOB forms are due back to the Human Resources office by **August 11**.

Instructions for completing the EOB form are available on the Human Resources home page or at this [link](#). If you need assistance filling out the form or would like to meet with someone from HR, please call x3068.

## Volunteer Registration Form

A reminder that if you have a volunteer working in your department or program, together you and your volunteer need to fill out and submit a Volunteer Registration Form to our office.

Who is a volunteer? *St. Olaf College defines a volunteer as any person who commits to a consistent time schedule to support the mission and efforts of the College.*

The form is available online via the HR site via the Forms link. <http://stolaf.edu/services/hr/forms/VolunteerRegForm.doc>. The form should be viewed online as there are links to information that volunteers will be responsible to know and understand as a representative of St. Olaf College. The form also advises them of their rights in the event of an accident or incident while performing their duties.



### Tip of the Month

eat less, just smarter. Filling up with healthier alternatives can satisfy your hunger while still monitoring your caloric intake.

Consider some of [these](#) healthier 100-calorie or less options, next time you're hungry for a snack.

### 100 Calories or Less!

Did you know that one snack-sized bag of potato chips has about the same number of calories as an apple *and* one cup of strawberries *and* one cup of carrots with low-calorie dip? When trying to lose weight, one of the most important points to consider is eating fewer calories than you did previously. But this doesn't mean that you necessarily have to

## Campus Conduct Hotline

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

**As always, we welcome any comments, questions, or concerns.**

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek