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# News from The Human Resources Office

Volume I, Issue I

2009 Spring Newsletter

## Spring Is Here! Recover, Refocus, & Regenerate...

Major changes at work or in life are common: promotions, relocations, divorce, parenthood, and numerous other events. Whether these changes are welcomed or not, all changes can be extremely stressful unless we learn how to adjust to them. Taking the time to recover, refocus and regenerate following life changes can help us survive and ultimately thrive.

### Recover

After life changes, you need to regain your sense of balance and routine. Your situation may be, at least for now, stressful, challenging, or unfamiliar. You may have symptoms such as headaches, backaches, or depression. To begin your recovery, it will help to step back from your new situation. Planning a weekend get-a-way, or just going to the movies, can help you get distance and perspective. Exercising or sharing your feelings with others are excellent stress reducers which can get you back on track!

### Refocus

If you are able to look at “the big picture” you’ll gain greater peace of mind about change. Take time to think about what has happened, why, and what it might mean. You might realize that your feelings are mixed. For example, if you’ve been promoted you might be pleased with the higher salary, but uncomfortable about supervising your friends. You may feel sad or angry about having to let go of familiar people and routines. Talking to trusted friends, family members, a counselor, or a human resources professional may be helpful.

### Regenerate

Change is stressful for your body and your body needs time to heal. Get extra rest and eat properly. Try to increase your circle of support— connect with new people or reinforce old friends. No one can escape change. Accepting the fact that change has taken place is important. When you take steps to recover, refocus, and regenerate, you will find acceptance easier. These steps will help you successfully accept any transition as an important part of life.

PacifiCare Behavioral Health

## New Benefits Orientation Refresher!

We are pleased to announce our new Benefits Refresher course, a benefits orientation refresher for benefit eligible employees. This session will provide an up-to-date overview of benefits including health, dental, vision, health care reimbursement, dependent care reimbursement, retirement, life insurance and more..

If you are a current employee with questions about benefits, please join us on Wednesday, July 29, 2009 in LI2550 from 10:00am to 11:30am. Registration is required. Space is limited. Please call Human Resources at (510) 885-3634 or e-mail Stefanie Broughton at [stefanie.broughton@csueastbay.edu](mailto:stefanie.broughton@csueastbay.edu) to register for the course.



## Benefit Facts...

### **Employee Discounts**

Planning on visiting Great America, Busch Gardens or renting a car for your trip? For discount ticket information, visit our website at [www.aba.csueastbay.edu](http://www.aba.csueastbay.edu)

### **APlus Auto & Home Insurance**

As a university employee, you qualify for special lock-in rates which include low rates negotiated exclusively for employees and their families, guaranteed rates for an entire year and unlimited towing and roadside service. Call 1-877-999-8952 for a free quote or log onto [www.aplus.com](http://www.aplus.com).

### **Home Loan Program Exclusively for CalPERS Members**

The CalPERS program offers eligible members protection, opportunity, comfort, and security in purchasing or refinancing a home. There are no minimum services or vesting eligibility requirements. For more information, visit [www.calpers.ca.gov](http://www.calpers.ca.gov) or call (800) 874-7377



## Employee Self Service in PeopleSoft –Coming April 10th!

On April 10th all CSU East Bay employees will be able to view benefits information and update personal information in PeopleSoft . As an employee, you will be able to update your contact information, including address, phone and email; update emergency contact information; and view data related to your job, compensation and benefits.

This is the first of many self service initiatives coming your way in the coming months. Our goals are to make your data more accessible to you, to eliminate paper and to streamline processes.

Documentation for the Self Service application will be posted on MyCSUEB (<http://my.csueastbay.edu>) and help will be provided by the Administrative Applications team via the Service Desk (<http://www.csueastbay.edu/serviceDesk>).

If you receive an error or don't have the access you should, please log a Service Desk ticket and select PeopleSoft/PeopleSoft HR (eventually, there will be a 3<sup>rd</sup> option of Employee Self Service to select). When you view your benefits or payroll information and find it requires updating, please contact the appropriate office for assistance (Human Resources or Payroll). Log into MyCSUEB on or after April 10th and check out your data!

Carrie Medders, Director , Administrative Applications

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## Upcoming Benefits Seminars

### **Money Matters Seminar**

Please join us at the Money Matters seminar featuring EAP presenter, Peggy Green.

The discussion will include:

- Developing a personal spending plan
- Decreasing spending & increasing income
- Daily spending habits
- Budgeting tools to manage money

#### Hayward Campus

**Date: Tuesday, April 14, 2009**

Location: Library Biella Room

Time: 3pm to 5pm

#### **All Staff and Faculty are welcome!**

Registration is required. Contact Myrtle Brown to register at 510-885-3634 or email at [myrtle.brown@csueastbay.edu](mailto:myrtle.brown@csueastbay.edu).

### **Retirement Planning**

Thinking about Retirement? Want to learn more? Attend our CalPERS Retirement Workshop! A representative will be on campus providing information about CalPERS Retirement.

#### Concord Campus

**Date: Wednesday, April 22, 2009**

Location: LB 149

Time: 1:30pm - 3:30pm

#### Hayward Campus

**Date: Wednesday, May 13, 2009**

Location: Library Biella Room

Time: 10:00 am - 12 noon

**Spouses & domestic partners are welcome to attend.**

Registration is required. Contact Human Resources at 510-885-3634 or [stefanie.broughton@csueastbay.edu](mailto:stefanie.broughton@csueastbay.edu) to sign up.



### JOIN US AT OUR 401K & 457 EVENTS

Attend one of our SAVINGS PLUS Events on May 14th, either morning or afternoon session; 10am **or** 1pm

Call 885-3634 to register and attend this event. GREG SABIN will share with you the best reasons to save more for your retirement now.



## Tax Shelter Annuity Events Spring 2009

Attend our **Financial Fair** on April 21st at 10am, University Union, room 311. Guest speaker: Greg Sabin, Retirement Specialist. Learn more about saving and investing for your Retirement. Representatives from the fund sponsors will attend the fair.

Visit with representatives from AIG Retirement, ING, MetLife, TIAA-CREF, and Savings Plus. Receive information and brochures from Fidelity and join the Raffles!

**JOIN THE FUN. WE WILL OFFER RAFFLES & GIVEAWAYS.**

**ALL EMPLOYEES MAY ATTEND THIS EVENT!!**

### **PRESENTATIONS AND FINANCIAL CONSULTANT APPOINTMENTS**

We have invited representatives from AIG, ING, MetLife, Fidelity & TIAA-CREF to meet with you one on one to answer questions and guide faculty and staff through the online enrollment process using the AIG Retirement Manager. We will send out information to set up appointments soon.

**Please see the schedule of events below:**

**All Sessions will be held in Warren Hall, Room LM73**

- May 4, 2009 Fidelity- 12pm to 4pm (By appointment only,)
- May 5, 2009 ING - 12pm to 4pm (Presentations & by appointment)
- May 6, 2009 TIAA-CREF - 9am to 1pm (by appointment only)
- May 7, 2009 AIG Retirement - 3 to 4pm (Presentation: "Investing in Volatile Times")
- May 8, 2009 MetLife - 9am to 1pm (By appointment only)

WE WILL SEND OUT CONTACT INFORMATION FOR APPOINTMENTS SHORTLY.

## Human Resources Managers Corner

Do you have questions about reclassifications or in-range progression reviews? Need information on recruitment, salary compensation, and performance evaluations? Feel free to contact your Human Resources Manager below:

Kristine Fagundes; (5-2077) - College of Allied Studies, College of Letters, Arts & Social Sciences, Planning & Enrollment Management, University Advancement (*currently on leave of absence until June 2009. Contact Sheryl Garrett or Andre Johnson until Kristine returns.*)

Sheryl Garrett ( 5-2549) - Academic Affairs, Information & Computing Sciences

JoAnne Hill ( 5-2264) - Administration & Business Affairs

Andre Johnson (5-2164) - College of Business and Economics, College of Science, Student Affairs

## ScholarShare 529: College Savings Plan



The ScholarShare College Savings Plan is California's tax-advantaged 529 plan, open to everyone. It is sponsored by the ScholarShare Investment Board, an agency of the State of California and managed by Fidelity Investments. The plan offers tax advantages and other benefits.

**Tax Benefits:** Withdrawals are federal and California state income tax free when used to pay for qualified higher education expenses.

**Flexibility:** Your contributions can be used for qualified higher education expenses at virtually any accredited college nationwide.

**Affordable:** Open an account with only \$50 or as little as \$15 a month when you sign up for automatic contributions.

**Cost Savings:** No annual account maintenance fee.

**Financial Aid:** 529 assets have a low impact on financial aid eligibility

To open an account online, visit [www.scholarshare.com](http://www.scholarshare.com). You can also request an enrollment kit online or by calling ScholarShare toll free at 1-800-544-5248 to speak with a representative.

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## Blue Shield HMO: Wellness Tools & Resources

As a CalPERS Blue Shield member, you'll receive access to health and wellness resources, extra services and support that help make it easier to manage your family's health.

### NurseHelp 24/7

Not sure which level of care you need? Talk to registered nurse and expert counselors anytime for medical support with NurseHelp 24/7. Services are confidential. You may visit [www.blueshieldca.com](http://www.blueshieldca.com) for additional information.

### LifeReferrals 24/7

Members have access to LifeReferrals 24/7 for services including counseling, children & elder care, legal aid, managing chronic conditions, and financial assistance. Please visit [www.blueshieldca.com](http://www.blueshieldca.com) for more information.

### Discount Programs

As a BlueShield member, you'll have access to significant discounts on chiropractic, acupuncture, & massage therapy. Visit the Alternative Care Discounts section on [www.blueshield.com](http://www.blueshield.com) for information on how to receive 25% off these services!

*Get healthy in 2009  
and get up to \$200!*



*For more information  
log on to  
[www.blushieldca.com](http://www.blushieldca.com) or  
call 1-800-334-5847*

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## Delta Dental 2009

Services such as cleanings, examinations and bitewing x-rays now apply to calendar year. Delta Dental PPO and Delta-Care USA will pay for the following diagnostic and preventative care:

- Two examinations
- Two cleanings
- Two sets of bitewing x-rays for children under age 18 or one set of bitewing x-rays for adults age 18 or over

As of January 1, 2009, implants are covered under the prosthodontic benefit level (50%) and are subject to the plan's prosthodontic limitation (once every five years), as well as the plan's annual maximum and deductible. As an alternative to partial and full dentures and bridges, dental implants and related procedures offer enrollees an additional choice to replace lost teeth. Implant procedures include: Surgical placement of the implant, implant-supported prosthetics (crowns), an any repair and/or recementation. Employees are encouraged to obtain a pre-determination of benefits from Delta Dental to determine available benefits and the employees' share of the costs) relating to this service.



## Update of Leaves for Military Families

On January 28, 2008, President Bush signed the National Defense Authorization (NDA) Act, (HR 4986). Section 585 of the NDA Act amends language of the Family Medical Leave Act (FMLA) of 1993, and specifically adds Service Member Family Leave provisions to employees with family members in the military. Even though federal law does not recognize the rights of domestic partners, for purposes of administering this policy California State University (CSU) will treat domestic partners in the same manner as spouses in accordance with the California Domestic Partner Rights and Responsibilities Act of 2003 (Assembly Bill (AB) 205), effective January 1, 2005. Based on that law, current and former domestic partners registered in California shall have the same rights, protections, and benefits, as well as the same responsibilities, obligations, and duties as current and former spouses under California state law. Consequently, the CSU FML Policy will extend the following leave provisions to an employee who is the registered domestic partner of a covered service member.

Please note, under the CSU FML Policy, full leave entitlement rights are extended to both parties of a marriage and/or registered domestic partnership in cases wherein both parties are CSU employees. This law became effective immediately on January 28, 2008, and implemented the following two (2) new types of FMLA leave:



### Leave to care for wounded service member

An eligible employee who is the spouse, domestic partner, son, daughter, parent or next of kin of a covered service member, may take up to 26 weeks of leave to provide care for a covered service member with a serious illness or injury sustained in the line of duty while on active duty in the Armed Forces, Reserves or National Guard of the United States.

If the employee qualifies for and takes such leave, the employee is required to provide the campus with a certification issued by a health care provider of the service member being cared for. This leave is available only during a single 12-month period and is combined with all other FMLA leaves in that period, resulting in a maximum total leave entitlement of 26 weeks. As with all FMLA leaves, employees are required to exhaust the appropriate leave credits applicable to his/her employee category.

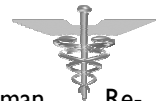


### Leave related to "qualifying exigency" arising from active duty or call to duty.

An eligible employee also may take up to 12 weeks of FMLA leave in a 12 month period to deal with any "qualifying exigency", as defined by the United States Secretary of Labor, that arises from a spouse's, domestic partner's, son's, daughter's or parent's active duty, or in an impending call to active duty status, in the United States Armed Forces, in support of a contingency operation. The 12 weeks is reduced by leave for any other qualifying FMLA event during the 12-month period. Language in Section 585 of the NDA Act indicates that an employer may require that a request for such leave be supported by a certification issued at such time and in such manner prescribed by regulation.

Please contact Human Resources for additional information pertaining to the definitions used in the NDA Act, General Military Law

## Reminder! In Case of Injury!



All work related Injury/illness must be reported to a manager/supervisor within 8 (eight) hours. Contact Human Resources within 24 hours of an injury/illness. Prompt reporting of an injury/illness will help prevent problems and delays in receiving medical care you may need to avoid further injury. For more information please log onto the Human Resources website at <http://www.aba.csueastbay.edu/HR/Benefits/WorkersCompensation.htm>

**First Aid:** If the injury or illness requires medical attention and is not an emergency, your manager/supervisor will direct you to Student Health Services and contact Human Resources. Our campus medical facility is designated to treat first aid injuries and illness that require **no more than one visit.** Human Resources must be contacted for authorization of treatment.

**Beyond First Aid:** injuries that need medical treatment beyond first aid will be referred to St. Rose Occupational Health (Designated Occupational Health Facility)

**Emergency:** Call 911 immediately from any campus phone. You will be connected to a campus dispatcher who will send the needed emergency medical personnel. After normal business hours and weekends: Please go to the nearest hospital emergency room. Contact University Police Department to report the injury dial 911 from a campus phone or call dispatch at (510) 885-3791. Contact your supervisor and Human Resources on the next business day.

## Maternity/Paternity/Adoption Leave Information

Employee Category	Number of Eligible Paid Days	Timeframe Guidelines
Physicians (R01)*	20 days	Commences with the arrival of the employee's new child, and days run consecutively.
CSUEU (R02,5,7,9)	30 days	Per calendar year. Commences within 60 days of the arrival of the new child due to birth, adoption, or foster care assignment; up to the child's sixth (6 <sup>th</sup> ) birthday. Days are taken consecutively unless mutually agreed otherwise by employee and appropriate administrator. Five (5) days of non-consecutive paid time upon available upon approval of the appropriate administrator for issues related to placement of an adopted or foster child, who is six (6) to eighteen (18) years of age. Must be taken in full days, and within one year of the date of placement.
Faculty (R03)*	30 days	Commences within one-hundred thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child, and ending seventy-five (75) days after the arrival of a new child due to birth, adoption or foster care. Charged only for workdays in such a period of time and days taken consecutively.
Academic Support (R04)*	30 days	Commences within 60 days after the arrival of each new child. Days run consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. Limited to a maximum of 30 workdays with pay per calendar year if leave is for placement of one or more foster children with the employee or with the employee's spouse or domestic partner. Must be taken in full days
Skilled Trades (R06)	30 days	Commences with the arrival of a new infant or adopted child up to age five (5), and days run consecutively. Scheduling of leave may be modified by mutual agreement. Must be taken in full days.
Public Safety (R08)*	30 days	Per calendar year. Commences within 60 days of the arrival of the new child, in connection with the birth of one's child, or placement of one or more children with the employee for the purpose of adoption or foster care. An employee is entitled to up to the equivalent of thirty (30) consecutive, eight-hour work days (not to exceed 240 hours for employees on alternate work schedules). Must be taken in full days.
IUOE (R10)	15 days	Commences with the arrival of a new infant or adopted child up to age five (5), and days run consecutively. Scheduling of leave may be modified by mutual agreement. Must be taken in full days.
UAW (R11)	None	Not available to employees within this employee category.
Confidential (C99)*	30 days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Management Personnel Plan (MPP)(M80)*	30 days	Commences within 60 days of the arrival of the new child, and days run consecutively. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Executives (M98)*	30 days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Excluded (E99, including TAs)	None	Not available to employees within this employee category

\* Parental leave benefit applies to foster care.

Note: Should the above listed information differ from the collective bargaining agreement, the collective bargaining agreement shall take precedence. For more information, please refer to appropriate [Memorandum of Understanding \(MOU\)](#)

09/08