

News from the Human Resources Office

FALL 2006



**California State
University,
East Bay**

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HR Website

Check our website for:

- *HR downloadable forms*
- *Recruitment Guide*
- *HR staff directory*
- *Open Enrollment information*
- *Equal Employment Opportunities*
- *Past Issues of the Newsletter*

www.aba.csueastbay.edu/HR/

Join Us at the Benefits Fair!

Hayward Campus

Tuesday, October 3rd from 11:00 a.m. to 2:00 p.m. In UU 311

Meet representatives from: Blue Shield (HMO) * Kaiser (HMO) * PERSCare (PPO) * PERSChoice (PPO) * Delta Dental * PMI/Delta Care * Medical Eye Services * Sanders Insurance * Standard Insurance * Cal 9 Credit Union * CalPERS * Savings Plus Program * California Casualty Alternative Transportation Program * Payroll Department * Golden One Credit Union * University Police Department * Office Max * Environmental Health & Safety * CalPERS Home Loan * CitiMortgage * Foundation

Concord Campus Benefits Session

Wednesday, October 4th from 11:00 a.m. to 1:00 p.m. in LB 149

A Human Resources representative will provide information and materials from the Hayward Campus Benefits Fair. If you have benefit questions and would like to schedule an individual appointment, please call the Human Resources Office at (510) 885-3634.

Open Enrollment 2006



Open Enrollment is the time you may enroll in a health plan or FlexCash, change health plan, and/or delete eligible family members. Open enrollment changes take effect **January 1, 2007**.

Open Enrollment will run from September 1 to October 6, 2006 this year. All Open Enrollment documents must be submitted to Human Resources, WA 615, **no later than Friday, October 6th, 2006.** Please refer to our website for additional details. If you would like to compare the health plans side-by-side and rank each plan based on personal preference, you can use the Health Plan Chooser on-line guide located at:

<http://calpers.chooser.pbgh.org/wizzard.asp>

Who Can Sign Up for the CalPERS Health Benefits Program?

Employees of the State of California and contracting public agencies whose appointments exceeds six months and at least .50 time base may sign up for the CalPERS Health Benefit Program. **Lecturers should contact Human Resources for eligibility requirements.**

Eligible Dependents

- Spouse, unmarried, natural, stepchildren or adopted children under the age of 23.
- Domestic partners (contact Human Resources for more information)
- Economically dependent children (contact Human Resources for more information)

When May I Add Dependents?

- You have **60 days** from the date of marriage to enroll your spouse and stepchildren .
- You have **60 days** from the registration of a domestic partnership with the Secretary of State's office to enroll your domestic partner and children of domestic partner.

IMPORTANT- It is your responsibility to notify the Human Resources department when there are ANY changes in your family situation. Changes include marriage, birth of a child or newly adopted child, acquisition of a dependent child, divorce, legal separation, and death.

Split Enrollments

Married employees or retirees can enroll separately. However, when married employees are enrolled in a CalPERS health plan in their own right, one parent must carry **all** children on one plan. Children and dependents cannot be split between parents. When split enrollments are discovered, they will be retroactively cancelled. You may be responsible for all costs incurred from the date the split enrollment began.

Dual Coverage

Dual coverage occurs when you are enrolled in a CalPERS health plan as both a member and a dependent, or as a dependent on two enrollments. This is against the law. When dual coverage is discovered, the enrollment that causes the dual coverage will be retroactively canceled. You may have to pay for all costs incurred from the date the dual coverage began.

Medical Premium Rates



	2007 STATE CONTRIBUTIONS	
	UNIT 6	ALL OTHER UNITS
EMPLOYEE ONLY:	\$444.00	\$439.00
EMPLOYEE + 1:	\$833.00	\$823.00
EMPLOYEE + 2 OR MORE DEPENDENTS:	\$1,062.00	\$1,042.00

PLAN	Group No.	Party 1	Party 2	Family	
Blue Shield (HMO) www.mylifepath.com/calpers	1-(800)-334-5847 Unit 6 Other Units	PH0001	\$0.00	\$39.22	\$71.89
			\$0.00	\$49.22	\$91.89
Kaiser (HMO) www.kaiserpermanente.org	1-(800)-464-4000 Unit 6 Other Units	3	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$2.39
PERSCare (PPO) www.bluecrossca.gov	1-(877) 737-7776 Unit 6 Other Units	KB010	\$317.88	\$690.76	\$918.69
			\$322.88	\$700.76	\$938.89
Medco, Pharmacy Manager	1-(866)-999-7377				
PERSChoice (PPO) www.bluecrossca.gov	1-(877) 737- 7776 Unit 6 Other Units	CB010A	\$6.67	\$68.34	\$109.74
			\$11.67	\$78.34	\$129.74
Medco, Pharmacy Manager (800) 939-7091					

Health Care Reimbursement Account (HCRA) & Dependent Care Reimbursement Accounts (DCRA)

Are you paying out of pocket for some medical expenses and/or dependent care costs?

If so, you may want to consider enrolling in a HCRA and/or DCRA plan for 2007 plan year.

- With HCRA and DCRA, you pay for certain health care and dependent care expenses tax-free.
- Your contributions are deducted from your pay before taxes are withheld.
- When you have an eligible expense, you are reimbursed with dollars that are not taxed.
- Depending on your tax bracket, you can save approximately **20-40%** on each dollar you set aside.
- Once enrolled the savings are in effect for one year, from January 1 – December 31.

What Expenses Can I Claim Under HCRA?

Depending on your needs you can set aside as little as \$240, or as much as \$5,000 per year to pay for such expenses as:

- Deductibles and co-payments for medical, dental and vision care;

- Routine doctor visits;
- Prescription and certain over-the-counter drugs;
- Dental expenses, such as fillings, crowns, braces;
- Eye exams, LASIK surgery, eyewear, including prescription sunglasses.

What Expenses Can I Claim Under DCRA?

You can set aside up to \$5,000 (\$2,500 if you're married*) per year to pay for:

- Day care charges for children under age 13;
- Before and after-school care;
- Day camp expenses;
- Adult day care provided for a spouse or other adult dependent who is mentally and/or physically disabled and whom you can claim as a dependent on your income tax return.

Guidelines under DCRA Reimbursements

Under DCRA, you submit dependent care claims after service is provided. You can be reimbursed **ONLY** when balance has accrued in the DCRA account.

Get your money back fast by using ASI's, the third party administrator's toll free fax number. It is fast and eliminates post-age costs. You use your original receipts to fax & then keep them for your tax records. You can also sign up for **direct deposit**, with this option, you could even get your money in your bank account the day after you fax it!



Don't forfeit your 2006 HCRA/DCRA Plan funds. Submit your 2006 claims by June 2007

How do I get more Information to Enroll?

Before you decide to enroll, there is much more information that you should know about the HCRA and DCRA plans. To get more details, you can refer to the informational plan brochure dated January 2006 available through our website or you can contact Human Resources for a hard copy of the brochure. You must re-enroll in either plan each year.

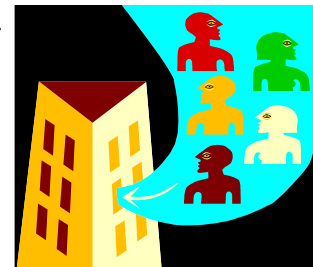
Toll Free Fax # 1-866-381-9682

New PDF claim form available: <http://www.asiflex.com/claimforms.html> is easy to use, easy to read & even does the addition!

You use your originals to fax & then keep them for your tax records!

Introducing Our Staff Recruitment Web Site

CSU, East Bay is devoted to achieving a workforce reflective of the diversity of the State of California. The CSUEB recruitment program supports the goals and objectives of the University through the recruitment, placement, and retention of a diverse, talented, and professional workforce. The University will cultivate a campus that promotes mutual appreciation for the uniqueness of each member of our community. This commitment to diversity enriches and provides an atmosphere wherein all human potential is valued. This commitment will better enable the University to promote a productive and responsible workforce in this global society.



What you will find on the web site

This staff recruitment web site is provided to the campus to facilitate recruitments for staff positions. The web site is located on our HR page or you may go to it directly by clicking on the following link:

Check it out!

Staff Recruitment

The recruitment process is divided into four basic steps. You will find detailed information about each step on the web site.

[Step 1 - Initiating Recruitment](#)

[Step 2 - Screening Criteria](#)

[Step 3 - Interviewing/Selecting](#)

[Step 4 - Making an Offer](#)

Additional information on our web site

Employment Opportunities are posted until filled or with a specified closing (end) date.

Postings Open Until Filled: Will remain posted and applications will be accepted until the position is filled.

Postings with closing dates: Closing dates are always on Friday. The Wednesday before your position is scheduled to close, HR will call and inform the contact person on the Recruitment Request of the number of applications currently received. The department may decide to close the position as scheduled or extend the closing date one week. A member of the search committee may come to HR to review the applications to assist in deciding whether to close or extend the posting. If no one is able to confirm to HR to close the position, the posting will automatically be extended one week.



The [Recruitment Guidelines](#) were created to provide valuable information to recruiting departments and their search committees. The Guidelines cover topics such as:

- What are the legally protected areas that we cannot ask candidates about during the interview?
- What can we do if the top candidate declines the offer of employment?
- What do we, the hiring department, need to do when our new employee starts?

Forms and Resources

[Recruitment Request](#)

[Job Description](#)

[Interview Guidelines](#) - to assist you during the interview process

[Recruitment Guidelines](#) - PowerPoint presentation with information that will assist you during the recruitment process

Recruiting Templates

[Application Screening Grid](#) - use to log scores during application screening (one per search committee member)

[Screening Criteria Sample](#) - use as a guideline to create your own screening criteria

[Application Screening Summary](#) - use to total all scores from screening grids

[Interview Rating Sheet](#) - use to note candidates' answers and scores during interview

[Interview Results Summary](#) - use to log and total all interview scores

For more information visit the Human Resources Staff in WA 615 or phone us at (510) 885-3634 FAX (510) 885-2951

Injury and Illness Prevention Program (IIPP)

The purpose of this program is to minimize accidents, injuries, and illness through planning, anticipation and prevention and to comply with CalOSHA requirements. An effective Injury and Illness Prevention Program assures the safety and health of employees while on the job.

This program applies to all persons employed by California State University, East Bay. Management at every level must be dedicated to protecting their employees, students, and public, and to instill in the mind of each employee a total awareness of safety and a sense of responsibility for themselves, the public and others who depend on them.

The terms **supervisor** and **employee** are utilized throughout the IIPP and outlines their responsibilities.

Supervisor refers to anyone who supervises or oversees the activities of any other employee, including part-time and student employees.

- Assist Environmental Health and Safety in carrying out the requirements of this plan.
- Implement, revise, and maintain departmental job specific training programs designed to instruct employees and students in general safe work practices.
- Assure that each employee receives training in safe and healthful work practices.
- Understand the employee's job task (s) and related hazards.
- Complete and submit a Supervisor's Injury/Illness Report as soon as the injury is reported and submit the completed form to Human Resources with a copy to Environmental Health & Safety.
- Conduct accident investigation.
- Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal, to a supervisor or Environmental Health and Safety.

“Report Injuries/illness to your supervisor within 8 hours .”

Employee refers to faculty, staff, temporary workers, union , student assistants, graduate assistants, and foundation employees.

- Must comply with the Injury and Illness Prevention Program.
- Report any safety and/or health hazards to the immediate supervisor.
- Report any injury or illness encountered on campus to the supervisor this includes First Aid type injuries. CalOSHA requires injury and illness to be reported within 8 (eight) hours. The Supervisor's Injury/Illness Report and the Employee's Injury/Illness Report are both available on the Human Resources Website.
- Report any safety and/or health hazards anonymously, in writing, or verbally to Environment Health and Safety.

Accident and Injury/Illness Investigation & Reporting



It is essential that all accidents, injuries, illnesses occurring either on University property or at off-campus University sponsored events are reported immediately and in writing to the Department of Human Resources by completing a *Supervisor's Injury/Illness Report* and *Employee's Injury/Illness Report*. **This includes minor injuries requiring First Aid.** The complete *Illness and Injury Prevention Program* and *Workers' Compensation Program* can be download from the Human Resources website or Environmental Health & Safety.

The Human Factors of Safety

With today's emphasis on safety and accident prevention, why do employees still have accidents or get injured on the job? Injuries could be the result of unsafe conditions or mechanical failures but sometimes human factors account for them. What are these factors and what can supervisors do to make sure that employees do not have a negative affect on safety?

Human factors include * **Poor work habits** * **Physical failure or fatigue** * **Improper training** * **Working hastily vs. safely**

Many human factors can be corrected or safely channeled, if they are recognized. One way to know if these factors are present in your workforce is to stay in touch with workers. Conduct daily walk-throughs of the work site. Talk to workers and observe how they're doing their jobs. Schedule periodic training where questions about safe work practices including ergonomics can be discussed. Employee's attitudes and behaviors can be a negative factor in causing accidents but they can also be a positive factor in the prevention of accidents.

“Supervisors should observe work performance and enforce safe work practices.”

Benefit Facts ...

Changing your Address



When you change your address, Payroll and Human Resources will need to be notified. An *Employee Action Request (EAR)* form is available through the Payroll Office. CalPERS will be notified of the change once the EAR form is completed.

Health Plans

When should I contact my health plan?

Contact your health plan directly whenever you need assistance with your plan or have any questions. Your health plan can help you with all aspects of your coverage, including:

- Member identification cards
- Verification of provider participation in the plan
- Service area boundaries (covered zip codes)
- Evidence of Coverage booklets
- Individual conversion policies
- Covered services; deductibles, maximums and co-payments; and limitations and exclusions of your coverage.

2006 CalPERS Annual Member Statement

Statements with your CalPERS Account status as of June 30, 2006 will be mailed to member's home address during the month of November. The statement shows an accounting of your retirement related work history as reported by your employer. If you do not receive your member statement by the first week of December, please contact CalPERS at 1-888-225-7377. **To view your account on-line log onto: www.calpers.ca.gov**

CalPERS Long Term Care Application Period ends on September 30, 2006

The CalPERS Long Term Care open enrollment began July 1 and runs through September 30, 2006. All California public employees, retirees, their spouses, parents, parents-in-law, and adult siblings (age 18 –79) are eligible for this CalPERS program. You can request to have information materials mailed to you, including an information guide, plan options, an application, and more by calling the Kit request phone line at (800) 266-1050. For more information go to: <http://www.beginswithaplan.com> or stop by Human Resources to pick up a 2006 informational packet.

Want to know how your contributions affect your paycheck? You can use the State Controller's Paycheck Calculator at

<http://www.sco.ca.gov/ppsd/emplinfol>

Once there, click on "State Employee", then "Paycheck Calculator download", choose the appropriate payroll payment period, and enter the data from your pay stub.

Brown Bag Savings Plus Program Workshop

Greg Sabin, a representative from the Saving Plus Program will be presenting information on the State Deferred Compensation (457) and the State Thrift Plan (401k) to campus:

Date: Wednesday, November 1, 2006

Date: Wednesday, November 8, 2006

Focus: Overview about 401k and 457 plans

Focus: Asset Allocation within the Plan

Session 1: 12:00 (noon) to 1:00 p.m.

Session 1: 12:00 (noon) to 1:00 p.m.

Session II: 1:00 p.m. to 2:00 p.m.

Session II: 1:00 p.m. to 2:00 p.m.

Location: Meiklejohn 2106

Location: Meiklejohn 2106

Please reserve your space by contacting Human Resources at (510) 885-3634.

PRE-TAX Savings Plans

The deadline for deduction changes for the 2007 Tax year is coming up. Your Salary Reduction Agreement form must be submitted to Human Resources, WA 615, no later than Thursday, November 30, 2006 to take affect for the December 2006 pay period which is payable on January 2, 2007. Forms can be downloaded through our website.

As a CSU employee, you have three voluntary pre-tax savings plans available to you. Contributions are made solely by the employee through payroll deductions, prior to federal and state taxes being calculated.

Tax Sheltered Annuity (TSA) Plan

The Tax-Shelter Annuity (TSA) Program is a voluntary program that allows eligible CSU employees the opportunity to:

- Benefit from tax-deferred investment growth,
- Choose the investment company and funds you want to invest with,
- Access your money through loans and withdrawals,
- Access your account at least by age 55 and retired, or 59 1/2.



Savings Plus Program

The Savings Plus program offers two supplemental retirement plans: A **401(k) Thrift Plan** and a **457 Deferred Compensation Plan**. They offer a wide variety of investment options with varying levels of risk. Investing in one or both of these plans allows you to contribute part of your income on a pre-tax basis.

- How much you contribute by making changes via the internet via a PIN # (Subject to contribution limits established by the Internal Revenue Code).
- How your contributions and earnings are invested.
- When and how you want to withdraw funds from your account for retirement income upon separation from service or retirement with the State.

2007 Tax Year	TSA Plan (403b)	Deferred Comp. (457)	Thrift Plan (401K)
Annual Contribution Limit	The lesser of \$15,500/yr or 100% of adjusted gross income*	The lesser of \$15,500/year or 100% of taxable income*	The lesser of \$15,500/yr or 100% of adjusted gross income*
Catch-up	15 yr "Catch-up" provision available for up to \$3,000 per year for 5 years, for a lifetime maximum of \$15,000	"Catch-up" provision available. Contact the Savings Plus Program for details.	No "Catch-up provision available.
Age Based Catch-up	Additional \$5,000 age based catch up deferral for 2007 available who have reached age 50 by the end of the plan year and who have reached plan or dollar limit.	Additional \$5,000 age based catch up deferral for 2007 available who have reached age 50 by the end of the plan year and who have reached plan or dollar limit.	Additional \$5,000 age based catch up deferral for 2007 available who have reached age 50 by the end of the plan year and who have reached plan or dollar limit.