

CalPERS Long-Term Care Program

[2006 Application Period - July through September](#)

**CALIFORNIA STATE
UNIVERSITY,
EAST BAY**

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[HR Website](#)

Newsletters are posted on our website. Check our website for:

- Downloadable forms
- Benefits programs
- Pre-Tax programs
- Employment opportunities
- Workers' Compensation
- Leave programs

What is Long-Term Care?

- It is the extended care you or a loved one may need when you need help from another person with basic Activities of Daily Living (ADL's) like bathing, dressing , or eating.
- It can occur because of a chronic illness, injury or due to the frailty of old age.
- It can be due to a Severe Cognitive Impairment, such as Alzheimer's Disease.
- It can be provided in the home, an adult day care center, assisted living facility, or in a nursing home.

How can Long-Term Care help me?

Today, as escalating medical costs collide with an increase in general longevity, we are faced with difficult choices to make. Without coverage, paying for long-term care can quickly erode even sizeable savings and retirement accounts.

Think you already have Long-Term Care Coverage?

Many people incorrectly assume that they are already covered for long-term care. Although Medicare, Medigap or health insurance may cover a very limited long-term care, these plans were designed to pay for hospital and doctor care- not extended , personal care.

Long-and-short term disability insurance is another area of confusion. These programs replace lost income due to disability. They were never intended to pay for services you would need as a result of a disability. Medi-Cal only pays for long-term care after you have exhausted most of your own assets and income.

How do I apply?

As a California Public Employee, you are eligible to submit an application for coverage during July through September 2006. You will need to submit your completed application by mail . You will then be notified if your application is approved.

Who is eligible to apply?

All California public employees (including non-CalPERS members), retirees, their spouses, parents, parent-in-laws, and siblings age 18 or older are eligible to apply. To request an application, call 1-800-338-2244.

How can I find out more?

CalPERS Webinars dates will be announced soon through the CalPERS website, www.calpers.ca.gov. A webinar is a web-based presentation. Participants can log in from anywhere. You need only a computer with Internet access and a phone line.

Visit us at
www.aba.csueastbay.edu/hr

Compensation and Training

Workshops & Training Sessions

The Human Resources Department will be offering workshops in May and June on the following topics:

- Search Committee Training
- Management Training
- Supervisory Training

Watch our HR web site for upcoming information on the above workshops.

www.aba.csueastbay.edu/hr



Performance Review

With the annual cycle for performance evaluations now approaching, this is a good opportunity to revisit some basics regarding this important process.

What is a Performance Evaluation?

It is the culmination of an on-going process of performance feedback, which normally includes a written and verbal review of performance covering the period immediately preceding the evaluation.

Why is it important?

It is an opportunity for supervisors and employees to communicate about the job. It is an opportunity to: discuss employee performance in relation to performance expectations; formulate a performance improvement plan and review career development goals; and improve teamwork. It is a key factor considered in some types of salary increases, particularly those that are performance based, and in promotional consideration.

Who must have performance evaluations?

All employees in a classification that is represented by a bargaining unit must have a performance evaluation. All MPPs and Confidential employees must have a performance evaluation on an annual basis.

Who conducts the evaluation?

In most bargaining units, the employee's immediate supervisor prepares the evaluation form and conducts the appraisal meeting with the employee.

When are Performance Evaluations required?

Probationary employees with a one year probationary period are evaluated before the end of the 3rd, 6th, 9th and 11th month. Probationary employees with a time base of 0.50 have a two year probationary period and are evaluated in the 6th, 12th, 18th and 23rd month. Permanent employees are evaluated once a year, and the evaluations are due on a specified date, after attainment of permanent status is achieved. Temporary employees are evaluated periodically, usually during the midpoint of their temporary appointment. In most bargaining units, a supervisor may do an evaluation more frequently than the normal cycle if there is need to provide formal feedback regarding performance.

Can I do a Self-Evaluation?

Any employee may complete an Employee Self-Appraisal Worksheet in preparation for an appraisal meeting with their supervisor. The Evaluation and Self-Evaluation form can be found at HR Forms:

www.aba.csueastbay.edu/HR

Meet the Human Resources Staff

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Workshops



Interested in saving additional money towards retirement?

Bing your lunch and join us as a representative from the **Savings Plus Program** discusses the 457 Deferred Compensation Plans and 401(K) Thrift Plans available to employees on a pre-tax basis through payroll deduction. These plans do not provide an employer contribution but can supplement your CalPERS Retirement plan with your contributions.

If your Not Yet Participating? Attend a workshop listed below to help to get you started:

Date: Wednesday, May 17, 2006
Time: Session 1a: 12:00 noon to 1:00 p.m. OR Session 1b: 1:00 p.m. to 2:00 p.m.
Location: Meiklejohn 2106

Currently Participating and want additional information? Attend a workshop listed below which will focus on asset allocation and will explain various investment options.

Date: Thursday, June 15, 2006
Time: Session 2a: 12:00 noon to 1:00 p.m. OR Session 2b: 1:00 p.m. to 2:00 p.m.
Location: Meiklejohn 2106

Please call Human Resources, (510) 885-3634 with the date and sessions you wish to attend.



Thinking of Purchasing a Home or Refinancing?



CalPERS Member Home Loan Program is celebrating it's 25th anniversary of helping California Public Employees achieve their home ownership dreams. The Program provides competitive financing, a variety of loan choices, low-to-no down payment options, closing cost assistance and controlled closing fees.

Join us for a CalPERS Home Loan workshop:

Date: Monday, May 22, 2006
Time: Session 1 will be from 12:00 noon to 1:00 p.m. OR Session 2 will be from 1:00 p.m. to 2:00 p.m.
Location: Library Building, Biella Room

If you would like to attend, please contact Human Resources, (510) 885-3634, to reserve your spot.



Plan Now. Have a Choice in Retirement.



Thinking about Retirement? Don't understand how your retirement works? Or just simply want more information? A CalPERS retirement representative will be on campus to discuss the following topics and any questions you may have.

- How Retirement benefits are calculated.
- What to consider when choosing a retirement date
- Benefit options at retirement/CalPERS health benefits
- Taxability of retirement benefits
- The Application process and timelines
- Post retirement issues and concerns.

Date: Tuesday, July 11, 2006
Time: Session 1: 10 a.m. to 12:00 noon OR Session 2: 1:15 p.m. to 3:15 p.m.
Location: Meiklejohn 2106

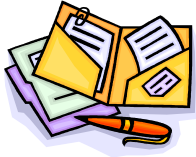
Guests are welcome to attend the workshop . Please contact Human Resources at (510) 885-3634 to reserve a spot.

Leave Programs

CSU Leave Programs Booklet will be posted online this Summer

A formal leave of absence may be granted for:

- Family Medical Leave*
- Non-Industrial Disability Leave*
- Maternity/Paternity/Adoption Leave*
- Military Leave*
- Organ Donor Leave*
- Personal Leave (Full or Partial) for Staff and Administrators



Employees need to apply through Human Resources for such leaves in accordance with the guidelines and eligibility established under the CSU Leave guidelines based on the appropriate Collective Bargaining Agreement.

***These leaves programs are administered and coordinated through Human Resources for all Faculty, Staff, and Administrators.**

An approved leave of absence assures the employee a right to his/her former position, or a position within his/her classification, upon expiration of the leave. Verification that the conditions of the leave were met may be required. Refer to the appropriate Collective Bargaining Agreement regarding the affect an approved leave of absence may have on:

- Probationary status
- Seniority points
- State service credit
- Salary adjustments
- CalPERS Service Credit

The Leave of Absences Resource Guide and the Leave of Absence Request form can be downloaded from the HR website. For additional information please contact Human Resources at (510) 885-3634.

NOTE: Faculty members must apply for sabbatical, professional development, and personal leaves of absence using procedures established by Academic Affairs, Warren Hall 945, (510) 885-3712.

Workers' Compensation

Preventing Injuries

CSU East Bay is committed in providing a safe and healthy work environment for Faculty, Staff, Student Assistants, and Administrators. Everyone has a responsibility to work in a safe manner and not put themselves or others at risk of injury or illness. Employees need to:

- Comply with applicable policies, regulations, and job description
- Observe warning signs
- Body mechanics
- Use personal safety gear and proper equipment
- Report unsafe conditions

The Office of Environment, Health and Safety (EH&S) is responsible for providing guidance and direction on campus compliance with health and safety regulations. EH&S provides training, chemical and noise exposure monitoring, sitting safe seminars, ergonomic assessments and other health and safety consultation services to the campus. Employees can make a difference through their efforts both to prevent and to correct potential problems. These efforts may require an initial investment of time, but with some attention can become integrated into the day-to-day operations. The long-term results will pay off with benefits for all.

If an injury does occur, however, it is essential to correct situations that are unsafe or address unhealthy work conditions or practices. The injured employee should report accidents immediately to their supervisors. Both employee and supervisor will need to download the necessary forms to complete and return to Human Resources within **8 hours** of injury or illness.

Forms and related information can be downloaded from the Human Resources website.



Benefits Corner

▶ Should you update your Beneficiary Forms?

Certain life events, such as marriage, domestic partnership, divorce birth or adoption of a child, may affect your current beneficiaries. If there is no Beneficiary Designation Form on file at the time of your death, benefits will be paid as designated by law.

Beneficiary forms can be picked up at the Human Resources Office, Warren Hall, Room 615 for :

- CalPERS Retirement
- Standard Employer-Paid Life Insurance
- Designee of Last Pay Warrant



▶ Did you move recently?

If so, please notify Payroll office . You will need to complete an *Employee Action Request (EAR)* Form in the Payroll office. CalPERS will be notified of the change once the form is completed and received.

▶ Upcoming CalPERS Board of Administration State Election

In August 2006, ballots will be mailed directly to eligible active members' home address. To vote, please return you ballot in the postage paid envelope by September 29, 2006 to have your ballot counted.

▶ Are you female and age 50 or above

Your invited to join the newly formed San Francisco Bay Area Chapter of **The Transition Network (TTN)**, a vibrant community of women over 50 years of age facing transitions by dynamically taking control of their lives. For more information check out the website at www.thetransitionnetwork.org or contact con-chairs Janet Mandelstam (jmand99@earthlink.net) or Arlene Reiff awr1@mindspring.com).

▶ Do you have PersChoice or PersCare ?

Beginning July 1, 2006, Medco will become the administrator of the PERS Choice and PERSCare prescription drug plans.

What's changing?

- Mail-order pharmacy will change.
- Specialty pharmacy will change.
- Preferred drug list will change, but members on non-preferred drugs will have a grace period.

What is not changing?

- Benefits will stay the same (e.g., copayments, out-of-pocket maximums).
- Mail-order incentive program will remain in place.
- Coverage management programs will continue (e.g. prior authorization).
- Specialty programs products list (with minor exceptions) will remain the same for July 1, 2006
- Retail pharmacy network contains most major chains and has more than 40,000 pharmacies that participate throughout the U.S.

Sexual Harassment Training

On January 1, 2005, AB 1825 became law in California. That law requires that employers in California who have 50 or more employees must provide training on sexual harassment to all of their supervisors. Those of you that are identified as having supervisory duties will be receiving an email from Workplace Answers indicating that you must complete this training. Once notified, this training should be completed in a timely manner.

The law specifically requires that we provide at least two hours of interactive training and education for supervisors which includes:

- information and practical guidance regarding federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment;
- the remedies available to victims of sexual harassment in employment; and
- practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.

The California State University System is committed to providing a workplace free from harassment of any kind. We at CSU East Bay believe that education of all employees, and of our supervisors in particular, is critical to eliminating harassment on our campus.

Health Benefits

Q - What happens if I get sick and need to see a doctor during a vacation while I am traveling out of town or out of the country? Do I have health care coverage?

A - If you need urgent medical care while out of town, you should go to the nearest emergency room for treatment. Health care benefits will be provided anywhere in the world in case of any emergency. You could be liable for an emergency room co-pay but it will be waived if you are admitted to the hospital.

Q - I need an eye exam, how do I find an eye doctor to go to?

A - With the Medical Eye Services Plan, you may select any licensed ophthalmologist, optometrist, or dispensing optician to provide services covered under this benefit, including such providers outside of California. However, the highest benefit is received when using a participating provider. Provider lists are available in Human Resources.

Q - I have made an appointment to get my eyes examined, what do I need to bring to my appointment to show that I have coverage?

A - You must obtain a claim form prior to your visit to your eye care provider. Forms are available in Human Resources. The participating provider will verify benefits and eligibility and obtain authorization from. Medical Eye Services.

EEO Matters

CSUEB has numerous collective bargaining agreements that govern the terms and conditions of employment, including procedures for investigating complaints of discrimination and harassment. In addition, CSU has Executive Orders and CSUEB has student procedures also governing procedures for investigating complaints of discrimination and harassment brought by non-bargaining employees and students. Sometimes these procedures overlap in that certain collective bargaining agreements have adopted CSU Executive Orders.

Accordingly, there are numerous informal and formal complaint procedures/timelines depending on the constituency making the complaint. Below is a table setting forth the applicable informal and formal complaint procedures for employees. Additional procedures applicable to students and other constituencies are available on the Human Resources/EEO website.

Employees:

Complaining Party by Collective Bargaining Agreement	Non-Discrimination/ Anti-Harassment Article	Applicable Informal Complaint Procedure	Applicable Formal Complaint Procedure
1 Physicians	Article 26.21 – 26.25	CSUEB Informal Equal Opportunity Complaint Procedures (http://www.aba.csueastbay.edu/HR/deo/EOOtherComplaintProcs.pdf) as amended by Executive Order (“E.O.”) 419, Section V.B (http://www.calstate.edu/HR/EO-419.pdf).	E. O. 419 (http://www.calstate.edu/HR/EO-419.pdf), as amended by Article 26.21 – 26.25 (http://www.calstate.edu/LaborRel/Contracts_HTML/UAPD_Contract/article26.shtml)
2, 5, 7, 9 CSUEU	Article 25.1 – 25.2	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)
3 CFA	Article 16.1 – 16.2	Article 10 (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article10.shtml)	Article 10 (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article10.shtml) and (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/appendixE.shtml)
4 Acad. Prof.	Article 21.1 – 21.5	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf) as amended by Article 21.2 et. seq. (http://www.calstate.edu/LaborRel/Contracts_HTML/APC_Contract/Article21.shtml)
6 Skilled Crafts	Article 6.6	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)
8 Public Safety	No (See E.O. 883 and 927)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)
11 Academic Students	No (See E.O. 883 and 927)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)
Non-Unit Employees, e.g., MPPs and Confidentials	E. O. 883 and 927	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)	Exec. Order 928 (http://www.calstate.edu/eo/EO-928.pdf)

The Director, Employment Relations and Practices (“Director, ER&P”) or designee will investigate both informal and formal complaints of discrimination and/or harassment pursuant to the CSUEB Investigation Procedures for Discrimination and Harassment Complaints, <http://www.aba.csueastbay.edu/HR/deo/EOInvProcs.pdf>.

When it is determined by the Director, ER&P that an investigation cannot be completed within the timelines provided in the applicable procedure, the Director, ER&P will so notify the complainant and the accused and will advise of the anticipated date of completion.

The Director, ER&P will periodically, but no less than monthly, notify Complainants of the status of the investigation. Complainants are always welcome to contact the Director, ER&P to inquire about the status of the investigation.