

Human Resources

NEWS

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Missed getting a free Flu Shot?
It's not too late.

[See p.4](#)

VISIT USU'S NEW TRAINING WEBSITE

[training.usu.edu](#) brings something new to USU. Whether your title is manager, researcher or something else, if you manage people or money...or assist someone who does...this website is designed to make your job easier.

- You might think of it as **A hub** (as distinct from THE HUB)...a central location to look for training and training-related information on a range of topics at USU.
- It provides basic, essential information...again, on a range of relevant topics...so you don't have to peruse numerous websites to find what you need. But please note: It doesn't replace Subject-Matter Expert's (SME's) individual websites, with their detailed information. Instead, it works in conjunction with them in many ways, including providing direct links to relevant spots on other webpages both at USU...and at related official sites outside USU.

This website has several sections (with more planned). Each section is designed to serve a specific purpose:

Quick Reference Training Modules have much in common with wikis...and some differences. They are a one-stop source for accurate, up-to-date instructions on a range of topics important to managers and assistants at USU. To help you save time, the modules are written in a consistent format, with links to pertinent policies, to forms and (where practicable) to relevant spots on SME webpages. Unlike wikis, though, content on each module is provided first by the relevant SME and then goes through a rigorous approval process before being posted online. [more on p.4](#)

Professional Development lists in-person classes relevant to managers and assistants across all departments and units at USU. This section is still in its infancy.

Department/Unit Training Links provide a central hub to help you find existing training (and departments/units/campus groups that offer training) at USU. [more on p.4](#)

Training Calendar lists by date upcoming training events, such as workshops, conferences, or in-person classes with links for registering.

What's New/Modified — Information and "how-to" procedures change often in response to external changes (such as new laws, etc.) and to the needs of our users. To stay up-to-date with the Quick-Reference modules or other parts of our website, check the "[What's New/ Modified](#)" section on the home page often.

Feedback? Please, we'll love it! (There's a feedback arrow at the bottom of each module...and on the navigation bar.)

Benefits Corner—FYI

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA is a federal law that provides job protection and returns the employee to the previous position, or a position of similar status, seniority, and pay, after the FMLA leave. It permits eligible employees who experience a qualifying event to have up to 12 weeks of paid or unpaid leave in a rolling 12-month period. Under the Military Caregiver Leave section of the FMLA, an eligible employee may have up to 26 weeks of leave in a rolling 12-month period. An eligible employee taking FMLA will be required to use accrued annual and/or sick leave before the FMLA becomes unpaid. Employees utilizing FMLA may keep one week of sick and one week of annual on the books so as to not completely exhaust all paid leave.

Eligibility Requirements. You must meet all three.

1. You must have worked for your employer for 12 months, and have worked at least 1,250 hours in the previous 12 months;
1. Your job appointment is 50% or more; and
2. You have experienced an FMLA qualifying event.

What is a FMLA qualifying event?

- The serious health condition of the employee, including continuing treatment.
- The birth of a child or the placement of a child for adoption or foster care.
- The care of the employee's family member due to a serious health condition.
- Qualifying Exigency.
- Military Caregiver leave.

How do I sign up for FMLA?

Fill out the [Request for FMLA form](#) found under the Forms tab on the HR website and have your supervisor sign the form, then forward it to the Office of Human Resources (UMC 8800).

Notice Requirements

Employees must give their supervisors 30 days notice of the need for FMLA leave when practicable.

When am I required to turn in a Medical Certification form?

For your own serious health condition or for the serious health condition of a family member.

What is intermittent or reduced schedule FMLA leave?

Intermittent or reduced schedule FMLA leave is leave that can be taken in increments of less than a full day or leave taken as needed for periods of incapacity, and may be used if medically necessary.

If an employee is eligible for short-term disability and FMLA, or if an employee on worker's compensation also qualifies for FMLA, the two (FMLA and STD or FMLA and WC) will run concurrently.

For more information on the FMLA go to training.usu.edu, click on "find a topic" and go to FMLA, or see Policy 351 Family and Medical Leave and/or contact the Office of Human Resources at 7-0216.



FYI...2,030 Flu Vaccines were given 10/7 at our Flu Shot Clinic. Thanks everyone!

Benefits Corner—cont.

ASI FLEX SPENDING

For the 2010-2011 plan year, ASI claims must be incurred before September 15, 2011. This gives employees a 2 ½ month grace period after the cut-off date of June 30, 2011. Claims must be submitted for reimbursement to ASI flex no later than December 15, 2011. If funds are left in accounts after that date, they will be forfeited.

As of January 1, 2011, the Health Care Reform legislation has directed that many over the counter (OTC) medications will no longer be reimbursable with Flexible Spending Account funds, unless purchased in conjunction with a physician's prescription. Items purchased to treat an existing or imminent medical condition can be claimed but the participant must indicate on the claim submission what medical condition is being treated and the prescription.

For a list of eligible expenses, please visit ASiflex.com.

HUMANA MEDADVANTAGE SEMINARS

Effective January 1, 2011, Humana will be the vendor USU has contracted with for group rates for a medadvantage plan. This plan is available to retirees who are medicare eligible. To learn more about the Humana MedAdvantage plan please attend one of their presentations at:

The Alumni House
Nov. 17, 18 and Dec. 8
10am – 1pm and 2pm – 5pm each day
Please RSVP to: **1-800-824-8242**

WHAT TO DO *WHEN AN EMPLOYEE IS INJURED*

Workers Compensation Fund

When an employee has a work related injury, the first thing that needs to happen is to get the injured worker treatment. In most instances the employee will need to be seen by our preferred provider: Intermountain WorkMed located at 412 N. 200 E. here in Logan. There are several WorkMed locations in Utah if the injury is outside of the Logan area. *If the injury is of serious nature or life threatening then Environmental Health and Safety should be contacted at **797-2892**.

Once the employee has been treated, the Worker's Comp 1st report of injury form will need to be completed as timely as possible and returned to Kristie Larsen in Human Resources for processing. This form needs to be completed on every injury whether medical treatment is sought or not. The form can be found on the HR website www.usu.edu/hr.

The form will need to be completed from employee part down, the more information provided the better. The form can be completed by the employee or the department. It is also helpful if the A# is included on the form. If there are parts of the form you are unsure of, please leave a good contact number for questions, or call Kristie Larsen at **797-0197**.

CHECK OUT THESE

Be-Well Freebies!

FREE FOOD! Take a 15-minute online health risk assessment, sign up with a wellness coach, and you'll receive a free Be Well meal. www.healthadvocate.com/portal.

FREE FITNESS ASSESSMENT! Schedule your fun free fitness assessment with dayna.barrett@usu.edu; 435-797-8519.

FREE 15-minute chair massage! Get a coupon for a free 15-minute chair massage with your fitness assessment. [Meet our new wellness attendant/massage therapist.](#)

Training Corner, cont....

More about the new training.usu.edu...

Quick-Reference Modules

A valuable time-saver for both new and experienced managers and assistants, the [Quick-Reference Training Modules](#) cover a wide range of essential information which is continuously updated. These modules are built on a **1-2-3** objective:

- 1-minute to **find** the module,
- 2-minutes to **scan** for main points and (as needed)
- 3-links to **additional sources**...forms, policies and in-depth content-expert information.

(Some of the modules are in two forms...the 2-minute quick-scan OR the mouse-over of PDF screens.)

You'll find the modules by topic, grouped under general categories OR via the [Find-a-Topic](#) page that lists them alphabetically.

(We are committed to bringing you both easy-to-use and accurate information. Each module goes through a rigorous process. Information is first provided by the Subject-Matter Expert (SME) identified by the head of that subject area, formatted for the website by the training website team, and then goes back for final approval by the relevant experts before being posted. Modules are also updated regularly.)

Department/Unit Training Links

Had trouble just knowing what training is available?

This section is a centralized list of training resources across USU, including workshops, classes, conferences and retreats, as well as film and computer-based training in many forms (but rarely material written in an "information" format) with links to websites and trainings of over 30 departments/units.

You can find trainings alphabetically by topic or by the department/unit/campus group offering them... with further links for more information or to sign-up.

(If we've failed to list something your department/unit/campus group offers, please let us know.)

Wellness Corner

Know Your Numbers -

- Glucose
- Cholesterol
- Blood Pressure
- Body Mass Index
- Body Fat

...Because You Matter.

USU now provides **FREE** annual prevention exams with lab work. No co-pay, no deductible, no out of pocket expense. So what are you waiting for? Start your wellness journey today! [Downloadable form.](#)



Want to become a Wellness Ambassador?

Wellness Ambassadors are volunteers who help promote health and wellness throughout the USU community. USU Wellness hopes each department will have a Wellness Ambassador. [More.](#)

Free Flu Shots...It's not too late to get yours!

Use the BCBS [reimbursement form.](#)



**Dayna's Stability Ball Class
FREE week of sweat!**

M-F, Dec 13-17, 12-1 pm. You must pre-register at pool service desk.



Looking for a stocking stuffer? This popular pedometer makes a great gift, and it's a nice way to tell someone you love them. Aim for 10,000 steps daily or weekly improvement.

Available at the Employee Wellness Center, HPER 109 for \$22.36 including tax.