

Human Resources

NEWS

August, 2010

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6-week class
begins Sept. 20

1:30–3:30 9/20 and
2:00–3:00 9/27–10/25

Open to all
USU employees

Training Corner

*Handling Crucial Conversations® Successfully**

[Register online](#)

Handling Crucial Conversations® Successfully* is a 6-week class, offered at USU now for the 3rd semester. In it we'll help you develop techniques for getting heard, getting your real goals met, *and* resolving conflictual situations *while simultaneously building your relationship(s).*

So, what is a Crucial Conversation®, anyway? It's one where...
stakes are high
feelings are high, *and*
you don't see eye-to-eye.

In this class you'll learn *about* **Crucial Conversations®**, but more importantly, you'll learn to *recognize* them when they pop up unexpectedly... and learn how to *handle them better*. We'll do readings, including good and bad examples, watch films, recognize our own "default" style for handling difficult conversations, and practice new techniques, in class and outside of class.

These difficult conversations happen in all areas of life...at work, at home, in the neighborhood... everywhere. So, in the class we'll examine and practice on a wide range of examples. Handling them well is just an excellent work and life skill.

I hope you'll join us for the class. Questions? Please call 7-9144 or email Carolyn.andree@usu.edu.

Carolyn Andree, Ph.D.

Management Training and Professional Development

* (previously called Foundations of Crucial Conversations®)

HR—General-Info Corner

Prefer NOT to receive future HR news?

You can opt out below.

The Human Resources newsletter has a new look, and a new way for you to stay informed! Future HR newsletters...and other important HR information... will continue to be sent via email. *If you want to **continue receiving** the HR newsletter and occasional informative announcements, **take no action**.* (If you do NOT want to receive them, see below to opt out.)

HR Newsletters and announcements will be used to inform you of important upcoming dates (flu shot clinics, health fairs, benefits open enrollment, new training opportunities, etc.) and new information about benefits (additional voluntary benefits, special open enrollment periods for new benefits, etc.).

Human Resources will not overwhelm you with emails, and each email will clearly state the contents (e.g. Newsletter, Open Enrollment Deadlines, etc.) so that you can determine (before opening it) whether the information is pertinent to you.

*If you **wish NOT to receive** the HR newsletter and informative emails, [click here](#), to have your name removed from the distribution list.*

What Goes on at BUG Meetings?

Here's just a sample of what's discussed...



- updates/revisions to HR Banner module/policies
- new HR/Payroll laws
- new processes
- refresher trainings
- questions/issues... and much more.

(FIND MORE INFO ABOUT BUG ON P.3)

Wellness Corner



USU fall fitness classes start soon - yoga, fit club, water aerobics...

Details: usu.edu/wellness
caroline.shugart@usu.edu
435-797-0735

Weight Watchers "money-back" program available to employees throughout the state.

Details: shannon.johnson@usu.edu

Fitness Passport: Any Class, Any Day, Any Time - One great price.

Details: usu.edu/camprec

Fabulous Omron HJ112 Pedometers: \$22.36 includes tax. A great way to get and stay

motivated. Available at the Employee Wellness Center, HPER 109. Aim for 10,000 steps daily or 10% improvement weekly.

Walking Support Groups:

Logan Campus (MW 12-1 pm, Fieldhouse).

Brigham City Campus (New Walking Route).

Fitness Assessments, Personal Training, Health Advocate Wellness Coaching, and

Employee Wellness Center - FREE - to USU benefit-eligible employees and spouse/partner. Details: dayna.barrett@usu.edu



BUG? Are we talking Biology? That is what you might think at first, but it actually stands for **'Banner Users Group'**. Adding 'HR/Payroll' in front of 'Banner Users Group' (BUG) makes it unique to Human Resources and Payroll functions. This elite group meets once a month to discuss an assortment of items/issues pertaining to the HR/Payroll Banner module. This is also a good way to meet and hear from other HR Banner users on campus about what works for them...as well as their struggles. If you would like to join this elite group and attend the meetings, receive the agenda and minutes, then please email leanna.lammert@usu.edu to add your name and email address to the list. For any questions regarding HR/Payroll Banner you can either email hrbanner@usu.edu or call the HR Banner Help at 797-1810.

Meetings:

WHEN: **9-10, 2nd Tues.** of each month
Library 154

Benefits Corner

Here's how...

BCBS provider-coverage is calculated under USU's new health insurance

Providers are listed by category...

Category 1: (Preferred Providers) If you choose a Category 1 provider you will receive the highest benefit and save the most in out-of-pocket expenses. Choosing this category means you will not be billed for balances beyond deductibles, co-pays, and coinsurance for covered services.

Category 2: (Participating Providers) If you choose a Category 2 provider your out-of-pocket expenses will be higher than if you choose a Category 1 provider.

Category 3: (Non-Participating Providers) If you choose a Category 3 provider that does not have a participating contract with BCBS, your out-of-pocket expenses will be higher than choosing a provider from Category 1 or 2. Choosing Category 3 providers means you may be billed for balances beyond deductibles, co-pay, and coinsurance. This is referred to as Balance Billing.

Two New Voluntary Benefits for Employees

USU is pleased to announce two new voluntary benefits for USU employees: Critical Illness Insurance, and Accident Insurance. These new products are offered by Unum Co., a leader in employee benefits for the last 160 years who currently provides insurance benefits to over 12 million individuals at over 100,000 employers. Both of these insurance products are entirely voluntary for employees, but if you wish to have either Critical Illness (including cancer) or Accident coverage, you can do so through payroll deduction.

The new voluntary benefits offered through Unum are Critical Illness Insurance and Accident Insurance. All "full-time/benefit- eligible" employees will receive a *Benefits Plus enrollment communication brochure* at their homes during the week of August 30th. The brochure contains an overview of the new benefits offered by Utah State University.

We would like to introduce a new benefits program for our employees, *Benefits Plus*. We will be using an enrollment firm to assist us in educating and enrolling our employees in some new voluntary benefits with Unum. Enrollment Advisors, Inc. (EA) is a specialized service company providing a tailor-made approach to the communication, education, and enrollment of employee benefits. Enrollment Advisors has a team of Benefit Educators who are seasoned veterans with their organization and take great pride in their ability to engage each employee as a benefits consumer.

The Benefit Educators will be coming to campus to meet with employees, one-on-one, to discuss the new benefit offerings with Unum. Each meeting will take 15-20 minutes. More information will be coming in the next few weeks regarding how to sign up for meetings. We encourage you to take advantage of this opportunity to hear about the new voluntary benefits.

**Enrollment dates:
Sept. 14 - Oct. 1**

[Click here](#) to sign up for your one-on-one meeting with a Benefits Educator