

Human Resources 101

August 16, 2007

Welcome to
George Fox University!

Course Objectives

At the end of this course, you will:

- ❖ Be familiar with services provided by the HR team at George Fox University
 - ❖ Understand your employee benefit options and make selections
 - ❖ Demonstrate understanding of policies and legal compliance by completing forms
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Syllabus

Introduction to Human Resources

- ❖ W-4 due today
 - ❖ I-9 due today
 - ❖ Direct deposit form as soon as poss
 - ❖ Employee Data form due today
 - ❖ EEO Data form due today
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Syllabus

Lecture: Benefit Plans and Options

- ❖ Medical Enrollment due 9/14/07
 - ❖ Dental Enrollment due 9/14/07
 - ❖ Flexible Spending due 9/14/07
 - ❖ Retirement Plan Enrollment: varies
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Syllabus

Lecture: Other Benefits and Introductions

❖ George Fox ID Cards: Today (smile)

QUIZ!

Today's Assignments

- ❖ W-4 and I-9 due today
 - ❖ Direct deposit card as soon as poss
 - ❖ Employee Data form due today
 - ❖ EEO Data form due today
 - ❖ Confidentiality due today
 - ❖ Conflict of Interest due today
 - ❖ Handbook Ack. due today
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Pay and Time Off

- ❖ Pay day!
 - ❖ Contracts
 - ❖ Sick time
 - ❖ Family and Medical Leave (FMLA)
 - ❖ Holidays
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Health Insurance Information

- ❖ George Fox offers two medical insurance plans
 - ✓ Pioneer Educators Health Trust
 - ✓ Kaiser Permanente HMO

 - ✓ Cash-in-lieu of medical - \$50 / month
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Cost of Health Insurance

- ❖ For employees with a Full Time Equivalent (FTE) of .75 or greater, George Fox pays 80% of employees' and family members' medical insurance premiums.
 - ❖ We pre-pay our insurance premiums, so your September medical premium will be withheld from your August pay (if we have your election form prior to processing payroll).
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Dental Insurance

- ❖ Group dental insurance is offered by Pioneer Educators Health Trust
 - ❖ George Fox pays part of premium
 - ❖ Annual limit of \$1,500 per person
 - ❖ Orthodontia benefit included
 - ❖ \$50 annual deductible per person
 - ❖ Go to any dentist (no network)
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Flexible Spending Accounts

- ❖ You may set aside pretax dollars for dependent care expenses and/or unreimbursed medical expenses.
 - ❖ Flexible spending accounts are “use it or lose it”.
 - ❖ Our plan year is April 1 through March 31, with “grace period” through June 15
 - ❖ Your first year plan will be for 7 months (Sept-Mar)
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Flexible Spending Accounts

- ❖ The maximum amount you can set aside is \$5000 for dependent care and \$5000 for un-reimbursed medical expenses
 - ❖ Example of medical expenses include vision care, co-payments, co-insurance, deductibles, dental and orthodontia
 - ❖ Certain over the counter medicines and supplies also qualify as un-reimbursed expenses
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Other Benefits

- ❖ Short term disability coverage
 - ❖ Long term disability insurance
 - ❖ Life insurance
 - ❖ Tuition Remission – prior service counts
 - ❖ Retirement Plan – TIAA-CREF
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Miscellaneous but important stuff

- ❖ Key authorization
 - ❖ Parking & auto registration
 - ❖ Disability accommodation
 - ❖ On-the-job injuries & workplace safety
 - ❖ Credit union memberships
 - ❖ ID card perks
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Dates to Remember

- ✓ *September 1, 2007*: Medical, Dental & Flexible spending eligibility date.
 - ✓ *September 14, 2007*: Enrollment deadline.
 - ✓ Next open enrollment is March 2008 for an effective date of April 1, 2008.
 - ✓ Changes in your benefit elections during the plan year must meet IRS guidelines for a change in status and must be made within 30 days of a qualifying event – marriage, birth of a child, divorce, death, loss of other coverage.
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Dates to Remember

- ✓ *September 1, 2008:* Life Insurance, STD & LTD eligibility.
- ✓ *September 1, 2008:* Retirement Plan match eligibility.*
- ✓ *Fall 2007:* Tuition Remission eligibility;* benefit level is determined by years of service.

*May qualify for prior service credit.

Discrimination and Harassment and how NOT to do them

- ❖ Definitions
 - ❖ Inappropriate behaviors
 - ❖ Commonly student to student
 - ❖ Teasing rule of thumb
 - ❖ Prevention: respect for differences
 - ❖ "It won't happen on my watch."
 - ❖ Supervisor vulnerability
 - ❖ BE AWARE
 - ❖ Health and Counseling Center = resource
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Who's Who in Human Resources

- Peggy Kilburg, Director of HR
 - Lisa Burton, Associate Director (Benefits & Student Employment)
 - Brooke McGillivray, Employee Payroll Specialist
 - Tory Cole, Student Employment Payroll Specialist
 - Melodee Powers, HR/Payroll Specialist
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QUIZ!!!

- ❖ What are the 2 choices for medical insurance?

 - ❖ When is pay day?
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QUIZ!!!

- ❖ Who do you call about benefits?

 - ❖ Who do you call about employee payroll?
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QUIZ!!!

- ❖ Who do you call about student employee payroll?

 - ❖ Who do you call when you don't know who else to call?
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QUIZ!!!

- ❖ What information from today's course was most helpful / useful?

EXTRA CREDIT:

- ❖ What information was not covered but should have been?
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