AGENDA

> Kummer Center for STEM Education with Courtney Jones
> Annual Enrollment
> Flu Shot Clinics
> Reorganization of HR Duties
> Leadership Development Program
> Percipio demonstration
> Compliance training reminder
> PTO Plan Update
Kummer Center for STEM Education
Courtney Jones
https://stemcenter.mst.edu/
Annual Enrollment (AE)

- October 24 - November 4
- Watch for communication regarding AE around the end of September
- Virtual AE informational meetings:
  - Thursday, October 6 from 10:00am – 11:00am
  - Wednesday, October 12 from 2:00pm – 3:00pm
- Contact Marcia Lane (lanema@mst.edu) for department meetings for AE information
New for 2023

- **Premiums**: Minimal changes to health plan premiums
- **Increase to medical out of pocket maximums**
- **New dental plan option**: Called the Buy Up Plan
- **New vision plan carrier**: Transition from EyeMed to VSP
- **Increase to HSA/FSA contribution limits**

- **No changes to premiums or plan design for**
  - Life (including spouse and dependent)
  - Accidental Death and Dismemberment
  - Long Term Disability
# Medical insurance options and premiums

<table>
<thead>
<tr>
<th>Medical plan option</th>
<th>Coverage level</th>
<th>You pay in 2022 (monthly premium)</th>
<th>You will pay in 2023 (monthly premium)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Healthy Savings Plan</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‧ Lowest premium</td>
<td>Self</td>
<td>$58</td>
<td>$58</td>
</tr>
<tr>
<td>‧ Combined medical and deductible</td>
<td>Self and spouse</td>
<td>$164</td>
<td>$166</td>
</tr>
<tr>
<td>‧ HSA w/ University contribution</td>
<td>Self and children</td>
<td>$141</td>
<td>$147</td>
</tr>
<tr>
<td>‧ Broad network</td>
<td>Self and family</td>
<td>$273</td>
<td>$284</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Custom Network Plan</strong> (Columbia and St. Louis area)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‧ Mid-level premium</td>
<td>Self</td>
<td>$84</td>
<td>$84</td>
</tr>
<tr>
<td>‧ Medical deductible; separate deductible</td>
<td>Self and spouse</td>
<td>$236</td>
<td>$238</td>
</tr>
<tr>
<td>‧ Focused network</td>
<td>Self and children</td>
<td>$212</td>
<td>$221</td>
</tr>
<tr>
<td>‧   - Columbia: MU Health providers</td>
<td>Self and family</td>
<td>$383</td>
<td>$399</td>
</tr>
<tr>
<td>‧   - St. Louis: Mercy health providers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‧   - Other providers are considered out-of-network, even if they accept UHC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PPO Plan (includes Tiered PPO)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‧ Highest premium</td>
<td>Self</td>
<td>$176</td>
<td>$176</td>
</tr>
<tr>
<td>‧ Medical deductible; separate deductible</td>
<td>Self and spouse</td>
<td>$426</td>
<td>$430</td>
</tr>
<tr>
<td>‧ Broad network</td>
<td>Self and children</td>
<td>$391</td>
<td>$408</td>
</tr>
<tr>
<td></td>
<td>Self and family</td>
<td>$661</td>
<td>$690</td>
</tr>
</tbody>
</table>

*Tiered Feature: In-network providers are divided into categories to provide opportunity for savings on your copay and coinsurance.*
## Side-by-side comparison of dental plans

<table>
<thead>
<tr>
<th></th>
<th>Base Plan</th>
<th>Buy Up Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Current plan for 2022)</td>
<td>(New plan for 2023)</td>
</tr>
<tr>
<td><strong>Deductible</strong></td>
<td>$100/person</td>
<td>$50/person</td>
</tr>
<tr>
<td></td>
<td>$300/family</td>
<td>$150/family</td>
</tr>
<tr>
<td><strong>Preventive services</strong></td>
<td>100% (no deductible)</td>
<td>100% (no deductible)</td>
</tr>
<tr>
<td><strong>Basic services</strong></td>
<td>80% after deductible</td>
<td>80% after deductible</td>
</tr>
<tr>
<td><strong>Major services</strong></td>
<td>50% after deductible</td>
<td>50% after deductible</td>
</tr>
<tr>
<td><strong>Annual maximum</strong></td>
<td>$1,500 per calendar year for each covered individual</td>
<td>$2,000 per calendar year for each covered individual</td>
</tr>
<tr>
<td><strong>Orthodontia services</strong></td>
<td>N/A</td>
<td>50% (no deductible)</td>
</tr>
<tr>
<td><strong>Orthodontia lifetime max</strong></td>
<td>N/A</td>
<td>$1,500 per lifetime for each covered individual</td>
</tr>
<tr>
<td><strong>Orthodontia eligibility</strong></td>
<td>N/A</td>
<td>Adults and children</td>
</tr>
</tbody>
</table>
## Dental insurance options and premiums

<table>
<thead>
<tr>
<th>Dental plan option</th>
<th>Coverage level</th>
<th>You pay in 2022 (monthly premium)</th>
<th>You will pay in 2023 (monthly premium)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Plan</strong> (current plan for 2022)</td>
<td>Self</td>
<td>$14.76</td>
<td>$15.53</td>
</tr>
<tr>
<td></td>
<td>Self and spouse</td>
<td>$29.52</td>
<td>$31.05</td>
</tr>
<tr>
<td></td>
<td>Self and children</td>
<td>$35.82</td>
<td>$37.68</td>
</tr>
<tr>
<td></td>
<td>Self and family</td>
<td>$50.58</td>
<td>$53.21</td>
</tr>
<tr>
<td><strong>Buy Up Plan</strong> (new plan for 2023)</td>
<td>Self</td>
<td>N/A</td>
<td>$22.46</td>
</tr>
<tr>
<td></td>
<td>Self and spouse</td>
<td>N/A</td>
<td>$44.89</td>
</tr>
<tr>
<td></td>
<td>Self and children</td>
<td>N/A</td>
<td>$72.13</td>
</tr>
<tr>
<td></td>
<td>Self and family</td>
<td>N/A</td>
<td>$96.44</td>
</tr>
</tbody>
</table>
Vision Plan

- Transitioning from EyeMed to VSP
  - VSP Choice Network
- No additional copay for progressive lenses
- LightCare blue light protection
- Essential medical eye care
- Lower premiums than in 2022

Note: No ID cards will be issued.

<table>
<thead>
<tr>
<th>Vision Plan</th>
<th>Coverage level</th>
<th>You pay in 2022 (monthly premium)</th>
<th>You will pay in 2023 (monthly premium)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>Self</td>
<td>$5.26</td>
<td>$5.06</td>
</tr>
<tr>
<td></td>
<td>Self and spouse</td>
<td>$10.49</td>
<td>$10.08</td>
</tr>
<tr>
<td></td>
<td>Self and children</td>
<td>$11.45</td>
<td>$11.00</td>
</tr>
<tr>
<td></td>
<td>Self and family</td>
<td>$18.12</td>
<td>$17.41</td>
</tr>
</tbody>
</table>
Walmart providers near Rolla

- All Walmarts are considered in-network for material benefits.  
  - There are a limited number of providers at Walmart not contracted as in-network.

- Verified have in-network providers on staff in:
  - Rolla
  - Houston
  - Jefferson City (both locations)
  - Osage Beach
  - St. Robert

- Go to the VSP website to see providers
  - universityofmo.vspforme.com
Health savings account (HSA)

About the account

- University contributes:
  - Employee: $400
  - Employee and Spouse: $800
  - Employee and Children: $800
  - Employee and Family: $1,200

- Use it for medical, prescription, dental and vision expenses

- Unused funds roll over from year to year

- Funds must be available prior to use

- If you’re switching from a Health FSA to an HSA in 2023, your FSA must have a zero balance by 12/31/22, or it will delay contributions to your HSA until 04/01/23.

About eligibility

- Eligibility requirements
  - Must be in a high-deductible plan (the Healthy Savings Plan is the university’s IRS-designated high-deductible plan)
  - Cannot be claimed as a dependent on some else’s taxes
  - Other coverage may disqualify you

- IRS contribution limits for 2023:
  - $3,850 per individual ($1,000 additional catch-up for 55 or older)
  - $7,750 per family ($1,000 additional catch-up for 55 or older)

- If you leave, you take funds with you.
Flexible spending account (Health Care FSA)

About the account
- University does not contribute
- Use it for medical, prescription, dental and vision expenses
- Cannot roll over funds
  - 2.5 month grace period allows extra time to incur expenses through March 15 of following year
- ASI FlexCard option
- Enrollment does not automatically roll over from one plan year to the next.
  - If you wish to contribute funds in 2023, you must re-enroll during Annual Enrollment.

About eligibility
- Cannot be enrolled in the Healthy Savings Plan
- Contribution limits for 2023:
  - $2,850 for individual
- If you leave the university, you will no longer be eligible to participate in the FSA
  - Any remaining funds can only be used for expenses incurred prior to coverage end date

* If you have an FSA in 2022 and are changing to the Healthy Savings Plan with an HSA in 2023, your 2022 FSA must have a zero balance by December 31. A balance of any other amount will prevent you and the university from contributing to your HSA until April 1.
Flexible spending account (Dependent Care FSA)

About the account

- Use it for out-of-pocket childcare and/or elder care dependent expenses
- Funds must be available prior to use.
- Cannot roll over funds
  - 2.5 month grace period allows extra time to incur expenses through March 15 of following year
- Enrollment does not automatically roll over from one plan year to the next.
  - If you wish to contribute funds in 2023, you must re-enroll during Annual Enrollment.

About eligibility

- Any benefit eligible employee may enroll in a Dependent Care FSA, even those enrolled in the Healthy Savings Plan
- IRS contribution limits for 2023:
  - $5,000 for family
Flu Shot Clinics

Havener Center in Meramec/Gasconade Room

> Thursday, October 20 from 10:00am – 1:00pm
> Wednesday, October 26 from 10:00am – 1:00pm
Reorganization of HR Duties

Your Human Resources Team
Reorganization of HR Duties

- **Recruit**
  - Position Management
  - Recruit/Job Posting

- **Hiring**
  - Job Offer/Pre-Boarding
  - First Day/Onboarding

- **Retention**
  - Ongoing Employment
  - Separation/Retirement
Reorganization of HR Duties

- Position Management
  - (position numbers, job classifications & descriptions)
  - Student Hiring

- Recruitment
  - Job Postings
  - H1-B Support

- Executive Recruit
  - Applicant Sourcing
  - Search Committee Management
Reorganization of HR Duties

- Job Offers
- Pre-Boarding Activities
- Benefits Enrollment & Info
- New Employee Orientation
- On Boarding Program
- Training and Development

Hiring
Reorganization of HR Duties

Strategic Partner
Employee Relations Matters
Supervisor/Management Coaching
Legal and Policy Guidance
Compensation Guidance
Specialized Content Areas
Retirement Consultation

Retention
Reorganization of HR Duties

- Policy Development
  - Reclassifications
  - Labor Relations

- Assistant Director
  - Escalated Employee Relations Matters
  - Payroll Subject Matter Expert

- Campus Strategic Initiatives
  - Policy and Program Development
  - Overall Management of HR Functions
Rachel Norris

- Primary Job Duties:
  - Coordinate student hiring
  - Temporary position number requests
  - HR Monthly Meeting Coordinator
  - Legal/preferred name changes
  - HR Website Coordinator
  - Position Management: PCQs/Reclass/Job descriptions
  - Courtesy/Volunteer appointments
  - Finalize work address/phone number change ePAFs

- Contact information:
  - Phone: 341-4241
  - Email: rlnffp@mst.edu
Tritonia Wheeler

- Primary Job Duties:
  - Career Skills Program Coordinator
  - eHRFile Project Contact
  - H-1B & Other Work Authorizations
  - Job Postings
  - Service Awards
  - Special Projects
  - Training

- Contact information:
  - 573-341-4275
  - twheeler@mst.edu
Andrew Crain

Primary Job Duties:
> Lead Recruitment Consultant
  > Facilitate executive searches (i.e. dean, vice chancellor, dept chair)
> Applicant Sourcing Consultant
> Recruitment Strategy Consultant
> Candidate Experience

Contact information:
> 573.263.3190
> amcrain@mst.edu
> Linkedin.com/in/acrain
Cindy Heck

- Primary Job Duties:
  - Faculty job offers
  - Staff job offers
  - Pre-Boarding Specialist
  - Finalize faculty ePAFs:
    - job change, status change, emeritus appointments, additional pay

- Contact information:
  - 573-341-4496
  - heckc@mst.edu
  - Teams
Marcia Lane

Primary Job Duties:
- Campus contact for Benefits and Retirement
- New employee benefit enrollment
- Life event changes
- HSA and FSA's
- Retirement
- Voluntary Retirement plans

Contact information:
- Phone: 341-6105
- Email: lanema@mst.edu
- HR Office: 113 Centennial Hall
Staff Success Center Manager

Primary Job Duties:
> New employee orientation
> Onboarding programs
> Staff Council liaison
> Staff Development and Training

Contact information:
> HR Office: 113 Centennial Hall
> **Connie Hudgens**

> **HR Strategic Partner Areas:**
>   > Provost
>   > CEC

> **Additional duties and areas of support:**
>   > Assistant Director HR
>   > Assist with escalated issues, employee relations for areas
>   > Campus payroll expert

> **Contact information:**
>   > 573-341-4186
>   > connieh@mst.edu- preferred method / put something meaningful in subject line 😊
>   > Teams me if URGENT (please note- not everything is urgent 😊)
Simone Waldon

HR Strategic Partner Areas:
- Academic Support
- Diversity, Equity and Inclusion
- Enrollment Management
- Kummer Institute
- Kummer College

Additional duties and areas of support:
- Interview Approval

Contact information:
- 573-341-4886
- waldons@mst.edu
- Available by Email
Wendy Estes

- HR Strategic Partner Areas:
  - Finance and Operations
  - Student Affairs
  - University Advancement

- Additional duties and areas of support:
  - UNUM/S&T Liaison for Family and Medical Leave Act (FMLA)
  - Staff/Academic ePAF questions: additional pay, job changes, status changes, job earnings distribution (JED) changes
  - Employee Referral Incentive Program

- Contact information:
  - (573) 341-4243
  - wendy.estes@mst.edu
  - Teams: Wendy Estes
Barbi Spencer

> HR Strategic Partner Areas:
  > Chancellor’s Office
  > IT & Marketing /Communications
  > College of Arts, Sciences, and Education
  > Sponsored Programs
  > Graduate Education

> Additional duties and areas of support:
  > Diversity & Inclusion
  > Employee Relations

> Contact information:
  > 573-341-6293
  > spencerbar@mst.edu
  > Teams
Rhonda Byers

> Primary Job Duties:
   > HR support and assistance to HR team
   > Classification and related activity
   > HR-related projects (records requests, training, other, etc.)
   > Committee representative (Policy, Comp, Labor Relations, etc.)

> Contact information:
   > (314) 573-7735
   > byersr@mst.edu
   > Available by Teams
Primary Responsibilities

- Lead HR related Strategic Initiatives
- Oversee compliance
- Escalated HR matters
- Consult with leaders to provide HR strategy and guidance

Contact information:
- (573) 341-4062
- Cindi.nelson@mst.edu
Leadership Development Program

Launched this Fall!
Available for Staff & Faculty

Courses Open in Percipio:
- Personal Effectiveness Workshop
- Supervisor Course
Leadership Development Program

Personal Effectiveness Workshop

AUDIENCE: FACULTY & STAFF
PREREQUISITE: NONE
FORMAT: IN-PERSON 90 MINS PER WEEK 4 WEEKS

Workshop Outcomes

- Enhanced Self-leadership
- Expanded Communication Skills
- Strategies for Conflict Management
- Improved Time management/Accountability

Open in Percipio for Sign Up
Emerging Leaders Workshop

AUDIENCE: FACULTY & STAFF
PREREQUISITE: Application or Nomination
FORMAT: 4 Hrs/Month

Workshop Outcomes

- Successful Transition to Leadership
- Coaching for Performance
- Leading Teams Effectively
- Learn University Functions

Nominations and Applications Open in October
Leadership Development Program

Project Management Course

AUDIENCE: FACULTY & STAFF
PREREQUISITE: None
FORMAT: 8 Hrs over 4 Weeks

Workshop Outcomes
- Identify and define project management
- Describe project scheduling skills & tools
- Describe project budgeting skills & tools
- Apply project management skills & strategies

Next course offered in early spring
Supervisor Course

AUDIENCE: FACULTY & STAFF
PREREQUISITE: Newly appointed to a supervisory role
FORMAT: Modules offered monthly; 2 Hrs/Month

Workshop Outcomes
- Manage effectively in the UM System
- Become familiar with applicable laws and policies
- Learn best practices

Open in Percipio for Sign Up
Leadership Development Program

Coaching Seminar

AUDIENCE: FACULTY & STAFF
PREREQUISITE: Emerging Leaders Workshop + 1 Year of Leadership Experience
FORMAT: 2 Hrs/Month

Workshop Outcomes

- Leverage your strengths as a leader
- Develop and lead successful teams
- Provide effective coaching

First seminar offered late spring
Percipio

> What is it?
A Learning Experience Platform - Product of SkillSoft

> Who has access?
All UM System Employees

> Tell me more.
  > Available 24/7
  > Personal and professional development
  > Access to: books, courses, job aids, skill briefs, series
  > Knowledge centers – various topics
  > S&T Custom Channel

> Where do I go?
umsystem.percipio.com

> How? (Demo)
Annual Compliance Update

“You wouldn’t have won if we’d beaten you”
-Yogi Berra

Compliance Training

Total Employees
39,569

Business Unit → CSD → Department

Percent All Completed
43.9%

currently sitting in
3rd Place
The completion date for the required annual compliance training for University faculty, staff and student workers was **September 16, 2022**.

Modules include:
- Campus Emergency Alert Training
- Code of Conduct Training
- Electronic Data Protection
- Equity in the Workplace: Eliminating Discrimination and Harassment (attestation or full course)

The UM System Compliance and Regulatory Training webpage has information on the training modules, instructions on how to access the trainings in Percipio and contact information if technical support is needed. Assigned trainings are listed in Percipio under the “My Assignments” header.

Completing this training is a step in supporting a positive learning and workplace environment for the entire university community.
PTO Plan Update

PTO Plan Design was approved on September 7th

Next Steps:
> Training for HR Representatives
> Draft RFP for new benefits (short-term disability)
> Dedicated Webpage Updated: https://www.umsystem.edu/ums/hr/modernizing-leave
Payroll deadline reminder:

> Production calendars can be located at: [https://hr.missouri.edu/departmental-processing/payroll-processing](https://hr.missouri.edu/departmental-processing/payroll-processing)

> Example: Students would need to have submitted I-9 documents by Sep 9 and everything else would need to have been completed and submitted correctly in order for them to be processed in time for monthly payroll confirmation on Sep 15.
Future Meetings

> Meetings will be held on the third Wednesday of each month. Specific dates can be found on the website: https://hr.mst.edu/updates/hr-meetings/.

> 1:00pm-2:30pm

> Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.

> Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Questions?

Please join us again on October 19

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending.

We appreciate all you do in support of our campus!