

THE SPINNAKER

HR UPDATE

SUMMER 2019

MAY 6, 2019



INSIDE THIS ISSUE

PAGE 2

HEALTH AND FLEXIBLE SPENDING OPEN ENROLLMENT

LEGAL RESOURCES OPEN ENROLLMENT

PAGE 3

PICKUP YOUR SERVICE AWARD GIFT AT HR

SAVE SOME GREEN WITH THESE EMPLOYEE DISCOUNTS

TIMELY TIMESHEETS

PAGE 4

HEALTH AND WELLNESS AT CNU

PAGE 5

SUMMER 2019 TRAINING AND DEVELOPMENT

PAGE 6

SUMMER 2019 HR EVENT CALENDAR

COMPLETE YOUR HEALTH / FSA OPEN ENROLLMENT ONLINE

Open Enrollment for Health benefits and Flexible Spending Accounts (FSA's) will be between **May 1 and May 15, 2019**. Open enrollment is an opportunity to enroll in or change health plans, elect or remove optional buy-ups for COVA Care, COVA HDHP and COVA HealthAware, Waive Coverage or add/remove eligible family members. Remember, when adding family members, [documentation](#) is required.

Employees in COVA Care, COVA HDHP, and COVA HealthAware can start or continue their premium rewards by completing a Health Assessment between May 1 and May 15, 2019. Health assessments submitted before May 1, 2019 will not count for the new plan year. Visit [MyActiveHealth](#) to complete or update your online health assessment. (Continued on page 2)



OFFICE OF HUMAN RESOURCES

Phone: 594-7145 Fax: 594-7236 Email: hr@cnu.edu HR Website: <https://interweb.cnu.edu/hr/>

HEALTH / FSA OPEN ENROLLMENT (CONT.)

[EmployeeDirect](#) will be available for online employee elections. Employees will log into EmployeeDirect and select [Health Benefits Direct](#). Elections must be submitted on EmployeeDirect no later than 11:59 pm on May 15, 2019. Employees will also be able to make their changes using a [State Health Benefits Program Enrollment Form](#). These forms must be submitted to the Office of Human Resources at Christopher Newport by the close of business on May 15, 2019.

Changes to the current plans include:

- No premium changes to the basic plans with slight premium changes for optional benefits
- Prescription Drugs for COVA Care, COVA HealthAware and COVA HDHP will be administered by Anthem Pharmacy delivered by IngenioRx
- Delta Dental will administer the dental benefits for all the statewide plans
 - Diagnostic and preventative services are included in the basic plan
 - Expanded dental covers simple extractions, fillings, root canals and restorative dental cares, such as crowns, dental implants and orthodontia
- Health and Wellness Programs will be administered by your medical plan which include help to manage asthma, heart failure, diabetes, COPD and Coronary artery disease, medication and health coaching incentives, and maternity management

There is a new regional plan choice [Optima Health Vantage HMO](#) being offered in Hampton Roads. This plan is a referral-less HMO plan in which participants choose a plan primary care physician (PCP) who coordinates healthcare needs. An HMO plan does not include out-of-network. This plan does have out-of-area coverage for dependent children. To be eligible for the Optima Health Vantage HMO, you must **live or work** in the service areas. The service area includes 17 city and county zip codes in the Greater Hampton Roads region: Gloucester, Hampton, James City, Mathews, Newport News, Poquoson, Williamsburg, York, Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk, Surry and Virginia Beach.

An [Open Enrollment](#) package will be mailed to employees' homes beginning April 22, 2019.

This package will include:

- The Spotlight on Your Benefits will be mailed to employees' homes beginning the week of April 22, 2019.
- State Health Benefits Program Brochure
- Summary of Benefits and Coverage
- Special Health Benefits Notices
- Annul Children's Health Insurance Program Reauthorization Act of 2009 notice

Employees will also receive the Spotlight on Benefits in their email during April. Open Enrollment links will be available on the Department of Human Resources Website during the week of April 22.

This year, the Flexible Spending Accounts (FSA's) will be administered by PayFlex. **Remember, you must enroll each year in an FSA.** This means you must submit an enrollment request each plan year that you wish to have a Health FSA and/or Dependent Care FSA. The maximum contribution into the Health FSA for the plan year is \$2,700.00. Dependent Care FSA's allow up to \$5,000.00 per plan year depending on your filing status. Employees can contribute a minimum of \$10.00 per pay period. There is a \$2.10 pre-tax monthly administration fee for one or both FSA's.



LEGAL RESOURCES OPEN ENROLLMENT

Open enrollment for the Legal Resources program will run **May 1 through May 31, 2019**. Coverage begins as of July 1, 2019. Legal Resources offers programs that cover legal matters and identity theft protection. More information can be obtained from the [Legal Resources Open Enrollment Flver](#).

Please note: Christopher Newport University employees **do not** have access to the online enrollment.

Employees wishing to enroll, must complete an Enrollment Application and submit it to Benefits Team in the Office of Human Resources. Applications can be obtained by contacting the Benefits Team or by stopping by the Office of Human Resources.

PICKUP YOUR SERVICE AWARD GIFTS AT HR



Thank you to all involved
for making the 2019
Service and Recognition
Awards a great success!

For those being honored that were not able to
attend, please stop by the Office of Human
Resources in CNU North to pick up your gift and
certificate by **Friday, May 17th**.

TIMELY TIMESHEETS

It is important that non-exempt employees submit their
timesheets in a timely manner. Supervisors should
ensure that their non-exempt employees are submitting
timesheets for the prior week each Monday for approval.

The Fair Labor Standards act (FLSA) requires employers
to record hours worked for non-exempt employees.
According to the Code of Federation Regulations, Title
29, Part 516, Subpart A – General requirements states:

*Employers must keep records, including
hours worked each workday and total hours worked
each workweek (for purposes of this section, a
“workday” is any fixed period of 24 consecutive hours
and a “workweek” is any fixed and regularly
recurring period of 7 consecutive workdays).*

Help us ensure we remain in compliance with FLSA
federal regulations by submitting your timesheets for
approval by Monday each week.

Thank you!

SAVE SOME GREEN WITH THESE EMPLOYEE DISCOUNTS

Faculty and Staff receive a 30% discount in Regattas and the
Commons when they utilize their Captains Cash to purchase meals.

Retail Dining Operations (Chick-fil-A, Discovery Bistro, and
Einstein's) offer a 10 % Discount when utilizing Captain's Cash.



The Department of Human Resources Management also provides information on
discounts for state employees to include auto repair, entertainment, financial services,
gifts, health & fitness, home & office, travel & vacations, telephone, and more!

A full list of all current state employee discounts can be found [here](#).

FREE FITNESS CLASS FOR CNU FACULTY AND STAFF



Located At

12368 Warwick Blvd., Suite 114
Newport News, VA 23606

Pure Barre, a fitness studio, has opened in CNU Village and is
owned by a Christopher Newport alumnus – Crystal
Wojciechowski ('07). She is offering faculty and staff a free class.

To take advantage of the offer, contact her at 757-651-4041 or
email cwojciechowski@purebarre.com.

Visit the Pure Barre website for more details of programs and
classes by clicking [here](#).



HEALTH & WELLNESS AT CNU



June 5, 2019
Christopher Newport University
Newport News, VA
8 a.m. - 4:45 p.m.
\$45 General Admission*
\$30 Students*

**NOTE: Admission is
\$55 after May 1st.**

Get smarter about Alzheimer's and dementia at the Brain Summit. This Alzheimer's Association conference features top researchers to help you understand diseases that are touching more and more families.

The Conference is at CNU, Freeman Center, on Wednesday, June 5th from 8a.m. – 4:45p.m. Dr. Lisa Webb and Dr. Darlene Mitrano, CNU Faculty, will be speaking at this conference about their research.

CNU employees who wish to attend must use approved leave. Leave requests should be submitted to your respective Supervisor using the TAL Timesheet system and approved prior to attending.

For the registration fee and additional information, click [here](#).

8am – Registration & Breakfast

8:45am – Welcome & Overview of Day

9:15am – Breakout Sessions #1 – Understanding Alzheimer's & Dementia, A Beginners Guide to Clinical Research, Healthy Living for your Brain & Body: Tips from the Latest Research

11:00am – Plenary: A Research Update on Alzheimer's & Related Dementias

12:30pm - Lunch

1:30pm – Breakout Sessions #2 – Technology Boom, Pharmacological Interventions for Behavioral & Psychological Symptoms of Dementia, Practice Perspectives in Caregiver Support

3:15pm – Breakout Sessions #3 – Alzheimer's & Dementia Research Across the Commonwealth, Alzheimer's Association Dementia Care Practice Recommendations, Alzheimer's Association Clinical Practice Guidelines

4:45pm – Adjourn

**CHOOSEHOME
PROGRAM**
LUNCH AND LEARN

PRESENTED BY:



RIVERSIDE

Tuesday, June 11th
12:05pm-12:55pm
Location TBD

ChooseHome is not a home health program. Rather, it is a Continuing Care at home program – also called Life Care at Home – that brings together the resources of a health system to help members 1) stay as healthy as possible as they age (so they can safely remain in their homes as they age) and 2) proactively plan and coordinate their future long-term care needs.

Join us for this Lunch and Learn to find out more about this program and what it has to offer. Click [here](#) to register.

REMINDER

ADMINISTRATIVE & PROFESSIONAL FACULTY LEAVE RESETS JULY 10TH

Administrative Professional Faculty Leave resets on July 10th. Please be sure to submit your leave requests for any leave used prior to July 10th in the TAL Timesheet System.

Additional information regarding leave for Administrative and Professional Faculty can be found in the [University Handbook](#).

TRAINING AND DEVELOPMENT

RECRUITMENT REFRESHER TRAINING

We highly encourage all search chairs and committee members attend this refresher training on the Classified and Hourly recruitment process and PeopleAdmin7 recruitment system.

Tuesday, June 18th – Register by Noon June 17th
Wednesday, June 24th – Register by Noon June 22nd

Trainings are from 12:00pm-1:30pm. Location is currently TBD and will be announced on the Training and Development website.

To register, contact Human Resources at 4-7145.

Help us ensure a smooth recruitment process and show our future candidates Christopher Newport University is a great place to work and learn!

RESOURCE PROVIDER TRAINING

Need assistance with the Employee Resource System? Human Resources is facilitating training for new and current resource providers to review responsibilities and procedures for the Employee Resource System.

Wednesday, May 22nd – Register by Noon May 21st
Wednesday, June 19th – Register by Noon June 18th
Wednesday, July 17th – Register by Noon July 16th

Trainings are from 10am-11am and located in the HR First Floor Training Room.

To register, contact Human Resources at 4-7145.



GOOGLE SUITE CERTIFICATE & WEEKLY WEB WONDERS

Join us this summer as we continue to explore the Google Suite and Apps. Participate in the core courses or choose any of the electives. You must complete the two core courses and two electives to earn the Google Suite Certificate.

Join us for Weekly Web Wonders to explore different apps or tools to help you organize tasks, create unique visuals, or present information in a new and compelling way.

See the Training and Development Website or click [here](#) to view the full Training schedule for specific dates and times.

SOCIAL SECURITY LUNCH AND LEARN

The Social Security Administration is conducting three lunch and learns over the summer for Faculty and Staff. Join us for discussions on topics related to:

- Retirement
- Medicare
- Widows & Spouses Benefits
- Children's Benefits
- Disability
- Supplemental Security Income

Dates:

Tuesday, June 18th
Tuesday, July 16th
Wednesday, August 7th

Trainings are from 12:05pm-12:55pm. Location is currently TBD. Click [here](#) to register.

VRS HYBRID LUNCH AND LEARN

Mackenzie Moss will be on campus to share information and review both components of the VRS Hybrid Retirement plan. We highly encourage any employees enrolled in the VRS Hybrid Retirement plan to attend.

Wednesday, July 24th
12:05pm-12:55pm
Location TBD

Click [here](#) to register.



MAY

- 1ST — HEALTH / FSA OPEN ENROLLMENT BEGINS
- 1ST — LEGAL RESOURCES OPEN ENROLLMENT BEGINS
- 15TH — HEALTH / FSA OPEN ENROLLMENT ENDS
- 22ND — RESOURCE PROVIDER TRAINING
10:00AM-11:00AM IN HR FIRST FLOOR TRAINING ROOM
- 31ST — LEGAL RESOURCES OPEN ENROLLMENT ENDS

JUNE

- 3RD — GETTING ORGANIZED WITH TRELLO WEBINAR
- 5TH — GOOGLE MAIL & CALENDAR: BEYOND THE BASICS
2:00PM — 3:30PM IN RATCLIFFE 200
- 10TH — CREATE UNIQUE INFOGRAPHICS
- 11TH — CHOOSEHOME PROGRAM LUNCH & LEARN BY RIVERSIDE
12:05PM — 12:55PM (LOCATION TBD)
- 12TH — GOOGLE DRIVE
2:00PM — 3:00PM IN RATCLIFFE 200
- 17TH — PASSWORD MANAGEMENT APPS WEBINAR
- 18TH — RECRUITMENT REFRESHER TRAINING
12:00PM — 1:30PM (LOCATION TBD)
- 18TH — SOCIAL SECURITY LUNCH & LEARN
12:05PM — 12:55PM (LOCATION TBD)
- 19TH — RESOURCE PROVIDER TRAINING
10:00AM — 11:00AM IN THE HR FIRST FLOOR TRAINING ROOM
- 19TH — GOOGLE SHEETS
2:00PM — 3:00PM IN RATCLIFFE 200
- 24TH — BOOKING AND SCHEDULING APPS
- 26TH — GOOGLE HANGOUTS
2:00PM — 3:00PM IN RATCLIFFE 200

JULY

- 8TH — COLLABORATIVE WHITEBOARDS WITH MIRO WEBINAR
- 10TH — GOOGLE FORMS
2:00PM — 3:00PM IN RATCLIFFE 200
- 15TH — REAL TIME ONLINE VIDEO COMMUNICATION WEBINAR
- 16TH — SOCIAL SECURITY LUNCH & LEARN
12:05PM — 12:55PM (LOCATION TBD)
- 17TH — GOOGLE SLIDES
2:00PM — 3:00PM IN RATCLIFFE 200
- 17TH — RESOURCE PROVIDER TRAINING
10:00AM-11:00AM IN HR FIRST FLOOR TRAINING ROOM
- 18TH — WINDOWS 10: BEYOND THE BASICS
2:00PM — 3:00PM IN RATCLIFFE 200
- 22ND — ANNOTATION TOOLS FOR YOUR WINDOWS SCREEN
- 24TH — GOOGLE KEEP
2:00PM — 3:00PM IN RATCLIFFE 200
- 24TH — VRS HYBRID LUNCH AND LEARN
12:05PM — 12:55PM (LOCATION TBD)
- 24TH — RECRUITMENT REFRESHER TRAINING
12:00PM — 1:30PM (LOCATION TBD)
- 29TH — PRESENTATIONS WITH PREZI WEBINAR
- 31ST — YOUTUBE
2:00PM — 3:00PM IN RATCLIFFE 200

AUGUST

- 8TH — SOCIAL SECURITY LUNCH & LEARN
12:05PM — 12:55PM (LOCATION TBD)