

THE SPINNAKER

HR UPDATE

SUMMER 2020

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HEALTH BENEFITS AND FSA OPEN ENROLLMENT MAY 1ST – MAY 15TH

Open Enrollment for Health Benefits and Flexible Spending Accounts is underway! This is your window to:

- Enroll in a health plan and/or a flexible reimbursement account,
- Change your health plan,
- Add or remove family members (*eligibility documentation required*)
- Waive state health coverage.

Changes to your premiums, health benefits, and FSAs will take effect on July 1, 2020. The deadline to enroll or make changes is Friday, May 15, 2020. (*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 INSURANCE AND FSA OPEN ENROLLMENT (CONT.)

Beginning on April 16, 2020, the Department of Human Resource Management (DHRM) started mailing out Open Enrollment materials to employee's homes. The information includes the [Spotlight On Your Benefits](#) which has information on all the plans, any changes to the health and flexible spending plans and any changes to the rates. The Spotlight On Your Benefits will also be emailed directly to employees by DHRM. An Open Enrollment link will be available on the [DHRM website](#) beginning the week of April 27.

Changes to the health plans this year include:

- All Plans
 - Changes to the monthly premiums
 - Removal of age limits for autism spectrum disorder and related treatments and services
- COVA Care and COVA HDHP
 - Removal of age limits for Behavioral Health Intensive In-Home Services
 - Sydney Health mobile App
- COVA HDHP Only
 - Increased charges for LiveHealth
- COVA HealthAware
 - New Informed Rewards program to compare procedure cost
 - Teledoc Virtual Visits at no cost
 - New Cards sent to all members

Flexible Spending Account (FSA) Open Enrollment allows employees to:

- Enroll in a Health or Dependent Care FSA or both using pre-tax dollars

NOTE: You must submit an enrollment request each year you wish to have a Health Care or Dependent Care account.

Employees can defer up to \$2,750.00 for the Medical Spending Account and up to \$5,000.00 for the Dependent Spending Account depending on their filing status. The minimum amount that can be contributed is \$10.00 per pay period. There is an administrative fee of \$2.10 for one or both FSA's.

COVA Care or COVA HealthAware members are eligible to save money on their premiums each month through the Premium Rewards program. Employees should complete a health assessment on line between May 1 and May 15, 2020 to continue their savings into the new plan year. Health Assessments not completed during this time may take six to eight weeks to process.

COVA Care members should log in at www.anthem.com, select My Health Dashboard, select Programs, select Learn more on the WebMD Health Risk Assessment, click Start your assessment or contact Anthem by phone at 1-800-552-2682.

COVA HealthAware members should log in at www.aetna.com. From the menu top left, select Stay Healthy, then select Discover a Healthier You, select Health Assessment activity card.

Employees can make their changes one of two ways.

- Enroll on-line through EmployeeDirect. Note: Changes should be submitted no later than 11:59 p.m. on May 15, 2020.
- Complete an Active Employee Eligibility and Enrollment Form and submit it to the Office of Human Resources no later than the close of business on May 15, 2020. NOTE: DHRM will be mailing these forms to employee's homes. Please do not return these forms via email due to the sensitive information contained in them. Once completed, forms should be addressed and returned to:

*Christopher Newport University
Office of Human Resources
1 Avenue of the Arts,
Newport News, VA 23606*

Forms returned to the Office of Human Resources via US mail must be postmarked by May 15, 2020 in order to be accepted.

EMPLOYEE SEPARATIONS AND ERS POLICY REMINDER

As we continue to work under these difficult circumstances, it is important for us not to lose sight of some important policies and procedures.

We want to take this time to briefly highlight key elements from the Employee Separation and ERS policy. The [full Employee Separation Clearance policy](#) can be viewed on the CNU website.

- Letters of resignations, submitted by employees, should be sent to Human Resources within two (2) days of receipt.
- Respond timely after the date of the separation to the email sent out from the ERS that notifies the resource in need of return. Timely response is considered seven (7) business days for eVA accounts and three (3) business days for all other resources.
- Provide notes in the ERS when resources are not collected or will be collected after the third business day following an employee's separation.
- View the full Employee and Separation clearance policy regularly for detailed procedures of employees, supervisors, resource provides, human resources, business office, and information technology responsibilities.

Training on the ERS system is typically conducted monthly by the Office of Human Resources. Training dates are announced in the Spinnaker HR Update Newsletter. For additional questions, please contact the Office of Human Resources at 4-7145 or hr@cnu.edu.



DHRM OFFICE OF WORKFORCE ENGAGEMENT MAGAZINE

May 4th through May 8th, The Commonwealth of Virginia celebrates Virginia Public Service Week.

As part of the week's celebration, the Department of Human Resource Management's Office of Workforce Engagement published the second edition of their magazine for employees by employees, [Employee Experience, OWE Magazine](#).

Topics in this edition include:

- 5 Tips on Engaging Remote Workers
- Healthy Eating, Fun, and Stress Relief: Plant a Garden
- Cool and Refreshing Food Smoothie Ideas
- Eating Mindfully and Healthy Choices at Work
- ...and much more!

2020 SERVICE AND RECOGNITION AWARDS

As you continue to do your jobs superbly under difficult circumstances, let us pause to celebrate our colleagues who received Faculty/Staff Awards last month.

Usually we gather together to congratulate the recipients. This year, President Tribble honored and congratulated the group with an uplifting video message. If you have not had a chance to view the message, you can view the video at this link: [2020 Service Award Message](#).

Thank you again for your service and a special thank you to Faculty/Staff Award recipients for their many contributions.

The Office of Human Resources is working on a plan to distribute gifts to those being recognized this year. We hope to be able to announce details, once we are able to return to campus, soon.



COVID-19 INFORMATION AND RESOURCES

Over the last two months, we have experienced a vast amount of changes and announcements that can affect you. We want to take this time to review some of the changes and their impact. Detailed information for each topic can be found on the [CNU COVID-19 Updates website](#).

Families First Coronavirus Response Act (FFCRA):

This act requires employers to provide their employees with paid sick leave and expand family and medical leave for specified reasons related to COVID-19. The provisions apply from April 1, 2020 through December 31, 2020. View the [FFCRA PDF](#) for more details on paid leave, eligibility, and qualifying reasons.

Leave Differences

- Public Health Emergency Leave (PHEL) – Employees are now eligible for up to 160 hours to attend to their own medical needs (and/or those of their immediate family members) related to the declared public health threat during a pandemic illness.
- FFCRA Sick Leave: Allows up to two weeks of paid sick leave for qualifying employees paying either 100% or 2/3 for various reasons related to COVID-19. View the [FFCRA PDF](#) for more details.
- FFCRA FMLA Leave: Allows up to 12 weeks for family medical leave, with 10 weeks paid at 2/3 salary for employees caring for a his or her child whose school or place of care is closed due to the COVID-19. View the [FFCRA PDF](#) for more details.

403(b) and 457 Distributions

The Coronavirus Aid, Relief, and Economic Stimulus Act (CARES Act) allows for individuals to withdraw up to \$100,000 across all qualified retirement plan (if your plan allows) without the 10% early withdrawal penalty or 20% withholding.

Distributions will be subject to taxation and you will have the option to pay taxes over a three year period.

You can retribute distributions within three years regardless of that year's contribution limit. This will make it easier for you to replace the amount of your distribution.

403(b) and 457 Loans

If you qualify based on coronavirus-related eligibility, maximum loan limits are increased from \$50,000 or 50% of vested account balances to \$100,000 or all of the vested account balance made within 180 days of enactment.

Repayment of the loan due between the date of the CARES enactment and year-end delayed 1 year.



COMMONHEALTH EVENTS AND RESOURCES

CommonHealth has provided several unique programs and resources for state employees. Check out the information below and visit The CommonHealth website for more wellness videos, challenges, resources and more!

NEW RIVER TRAIL CHALLENGE

There is no better place to explore than Virginia! The New River trail is located in Southwest Virginia, which offers beauty and adventure rolled into one.

CommonHealth is excited to share a new movement-related event for employees that will launch in June. The challenge will allow you to virtually traverse the New River Trail through an online travelogue photo book. Your time spent in movement activities like walking, bicycling, gardening, and playing with family all contribute to promoting movement along the trail.

The New River Trail has something for everyone. Register for the New River Trail Challenge in May. For more information and to register, view the [New River Trail Challenge flyer](#) by CommonHealth.

The challenge covers almost 20 miles a week starting June 1st! Good luck to anyone who enters the challenge!



**DIRECT YOUR
DEVELOPMENT
FOR SUCCESS**

SUMMER DEVELOPMENT OPPORTUNITIES

We are excited to share we are currently re-tooling some of our development opportunities to be offered virtually over the summer. Keep an eye out in the next Spinnaker HR Update for dates and times of development sessions.

RECHARGE KIT

This kit provides easy to access resources to take care by enjoying a little activity or relaxation. Reading about happenings and good ideas, checking out CommonHealth's YouTube channel and view new Micro Learning Videos. See page 6 for more details.

MINDFUL MONDAYS SERIES

Kaiser Permanente is offering a series of webinars open to all employees regardless of insurance status. See page 7 for more details on dates, times, and topics.



FINANCIAL WEBINARS

During this Public Health Emergency, DHRM and Virginia Credit Union offer state employees to register and view a **FREE** webinar: "*Navigating through an Economic Crisis*".

This webinar will provide strategies to implement during an economic crisis. This includes developing a plan if income is reduced and effectively managing debt during a financial crisis.

[Register and View the Webinar Now!](#)

[You can also view April's webinar "Home Buying"](#)

Remember to get your free online financial fitness-check up with Virginia's Credit Union's Fitness Academy. You will receive a personalized action plan to boost your financial fitness and enjoy access to 200 online learning modules.

For questions or assistance regarding accessibility, please contact the Office of Human Resources.



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Employee Public Service Week Recharge Kit

CommonHealth brings you tools to feel better – starting today!



Chill

Settle into a comfy position as you listen to this **guided relaxation video** presented by your NOVA CommonHealth Wellness Consultant, Amy Moore. Ahhhh...feel peaceful in 4 minutes.

Move

Looking for a movement challenge to get you going?

Join CommonHealth for the **Walk the New River Trail Challenge** - starting June 1st. Sign up and get ready to move (at home in your own way) 45 minutes a day for 6 weeks. Get ready by taking a walk today!



Inspire

Any of your coworkers encouraged you to take care of yourself, both mentally and physically? Has CommonHealth given you information over the years that has been helpful in the pandemic? Share the good stuff that inspires you to stay well through CommonHealth **Wellness Champions**.



Learn

Even though many of our teams are separated by distance, if you have a phone or computer, you can have a CommonHealth event! Ask your Agency Coordinator to schedule our new class, **Time to Feel Better**, about how good movement is for our minds and bodies.



Connect

Don't miss the second issue of the **EmployeeExperience Magazine**, complete with a resource guide for commonwealth employees.

Eat

Give your eating habits a reset back to the basics with CommonHealth's **Build a Better Meal** Micro Learning Videos.



Find wellness videos & more at COMMONHEALTH.VIRGINIA.GOV

CommonHealth is a program from
the Office of Workforce Engagement at
the Department of Human Resource Management

A woman with dark hair, wearing a pink and white striped shirt under a dark blue jacket, is sitting in a meditative pose against the trunk of a large, textured tree. Her eyes are closed, and her hands are resting on her chest. The background shows a blurred green lawn and trees.

AT NO COST TO EMPLOYEES

GET MINDFUL

Mindful Mondays Health Education Webinar Series

Please join us for a series of classes designed to help you combat stress and gain resiliency while navigating these unprecedented times of COVID-19.

- **Coping with COVID-19 and Beyond**

Become informed and get resources for dealing with COVID-19 by learning tips to help you cope with uncertainty, address the stress response to life changes, gain control where you can, and build resilience.

- **Intro to Mindful Meditation**

Explore the union of mind and body as you learn meditation techniques in order to reduce stress and gain equilibrium.

- **Transformational Thinking**

Increase whole-body awareness and manage stress as you learn meditation and breathing techniques to expand your awareness and refine your mind.

Coping with COVID-19 and Beyond

Monday, May 4
2 - 3 p.m.

Click **HERE** to register.

Intro to Mindful Meditation

Monday, May 11
2 - 3 p.m.

Click **HERE** to register.

Transformational Thinking

Monday, May 18
2 - 3 p.m.

Click **HERE** to register.

