



## INTRODUCING OUR NEWEST CNU COLLEAGUES!



*From left to right:*

**Bernard Vereen** and **Sylvester Butler**, Dining Services; **Bill Broderick**, Athletics; **Adriana Kaul**, Student Worker, HR; **Paul Copeland**, ITS; **Scott Umphlett**, Auxiliary.

**A Warm Welcome to All!**

## OPEN ENROLLMENT FOR HEALTH AND FLEX BENEFITS - May 1st to May 25th

### Highlights of Changes Beginning July 1, 2012

- **Increase Choice:** You may enroll in either COVA Care or COVA Connect regardless of where you live, since both plans will be available statewide. **If you take no action, you remain in your current plan.**
- **Annual Vision Benefit:** The COVA Care and COVA Connect optional benefit will change to once every 12 months from every 24 months.
- **Premiums:** While full-time employee premiums will increase for most plans, federal health reform funds will pay part of the premium subsidy for full-time employees and the entire subsidy for part-time employees.
- **Autism:** Coverage for applied behavior analysis (ABA) is included for children ages 2 through 6, with a \$35,000 annual limit for these services.
- **IV and Injected Cancer Drugs:** For statewide plans, you pay the same 20 percent coinsurance for IV and infused chemotherapy as you do for all infusion services, with the plan paying 80 percent for the cost.

To make changes to your plan, log into [Employee Direct](#) which can be found on the Department of Human Resources Management's ([DHRM](#)) website.

For more details, see the [Spotlight on Benefits](#) newsletter, which was mailed to your home address. An [Open Enrollment link](#) is posted on the Department of Human Resources Management's website. If you have questions, contact your Benefits Team at 594-7145 or attend one of our "Open Enrollment Updates."



### REMINDER: IMPLICATIONS OF GIVING GIFT CARDS TO AN EMPLOYEE

The end of the year is a traditional time to give gifts to employees and student workers as appreciation for their hard work and dedication. Careful consideration of tax consequences needs to be discussed before giving gift cards or gift certificates, no matter how small the amount. This also applies when using funds from CNU Foundations for reimbursements for the purchase of such gifts. Monetary gifts are taxable and the federal government considers items similar to cash, such as gift certificates and cards, to be taxable and subject to both payroll and income taxes. For more information, visit the IRS website and download their [Publication 15-B, 2012 Employer's Tax Guide to Fringe Benefits](#).

## TRAINING OPPORTUNITIES - FOR THE WEEK OF MAY 14 - 18, 2012

To sign up for this training, call 594-7145 or [email hr@cnu.edu](mailto:hr@cnu.edu).

Wednesday, May 16: **Introduction to the On-Line Recruitment Process** 10:00am - 12:00pm  
Presenter, Emily Slicer-Smith Location: Office of Human Resources



*This training is designed to provide all supervisors and hiring managers with the skills they need to effectively navigate the recruitment process. Participants will learn how to conduct an efficient hiring process by learning how to effectively screen candidates, prepare for interviews, conduct interviews and make final selections based upon a thorough and complete assessment of all applicants. The session will also address hiring process documentation and all necessary paperwork needed to ensure a timely offer can be extended.*

### VIDEO SHOWING

For those of you who are interested, the *Thank You* video recently created for President Tribble will be shown in the Office of Human Resources on the dates and times listed below.

If you would like to view the video, please call HR at 594-7145 and RSVP.



**Tuesday, May 15th at 2:30pm  
Friday, May 18 at 4:30pm  
Wednesday, May 23 at 10:00am**



### GOOD NEWS IS WORTH REPEATING!

In an email on April 27th, President Tribble announced that four days of Recognition Leave would be awarded to all classified and administrative and professional (A/P) faculty to be used on the Fridays of July 6, 13, 20 and 27.

The email also announced that business casual attire begins Monday, May 14 and ends Friday, August 10, 2012. Please check with your supervisor if you have questions concerning appropriate business casual attire.



**THANK YOU, PRESIDENT TRIBLE!**



***Congratulations to everyone on a very successful academic year!***

***(Now bring on summer!)***

