

# HUMAN RESOURCES NEWSLETTER

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**Benefits of Working at MSU** – You know how much you take home in dollars each month, but do you really know the **VALUE of your job**? For instance, if you are a staff employee with family medical coverage whose gross annual salary is \$22,000, the **actual value of your job** with benefits is:

Gross annual salary earned	\$ 22,000
Employer Paid Social Security/Medicare	\$ 1,683
Employer Paid TRS Retirement	\$ 1,496
Employer Paid Medical/Life Insurance-Employee	\$ 6,918.48
Employer Paid Medical Insurance-Family	\$ 6,616.32
<b>Value of Job with benefits</b>	<b>\$ 38,713.80</b>

**In our example, benefits equal \$16,713.80 or 43.2% of the job value!** Now let's look at other benefits which add even more value, but vary by employee based on length of service and in some cases, the employee's choice to access those benefits:

- **Longevity Pay** - additional \$20 per month for every 2 years of service up to \$420 monthly
- **Holiday Pay** – 13 to 17 paid holidays each year (varies by calendar dates)
- **Vacation Pay** - 12 to 31.5 days paid vacation per year – based on years of service
- **Sick Leave Pay** – 12 days paid sick leave per year
- **Sick Leave Pool** – 90 additional days paid sick leave – lifetime limit
- **Birthday Leave** – 1 day paid leave per year
- **Wellness Leave** – 1 day paid leave per year
- **Worksite Wellness** – 9.75 days paid leave per year (3-30 minute breaks per week)
- **Staff Educational Incentive** – Pays tuition and fees for maximum 18 credit hours per year.
- **Dependent Educational Assistance** – Scholarship covers university designated tuition of dependent children enrolled at MSU.
- **Free use** of the Redwine Wellness Center and participation in wellness classes
- **Free admittance** to athletic events, plays, artist lecture series, museum events
- **Free use** of Moffett Library – no charge for checking out books and movie DVDs

Please remember to register your accounts for Teacher's Retirement System (TRS), Employees Retirement System (ERS) and United HealthCare (UHC). Each website provides you with important information regarding retirement and insurance benefits:

The [MYTRS](#) section of the [TRS](#) website provides information regarding your retirement tier, account balance, and years of service.

The [Employees section](#) of the ERS website provides an overview of all insurance benefits offered by the State of Texas.

The [MYUHC](#) website provides information regarding medical benefits, the provider network, primary care physician designation, and claims processing information.



**Summer Sizzlers Are Back**  
**Watch your Inbox for exciting dates/times for**  
**this year's Summer Sizzlers!**



## Is Retirement in Your Future?

If you are considering retirement, it is important that you contact Judy Salazar, Benefits Coordinator, at least four to six months prior to the expected retirement date to determine your eligibility for retirement benefits. For TRS members, an estimate of your expected retirement annuity can be requested from TRS along with your retirement forms and official benefit statement. The request is confidential and does not obligate you to complete the retirement process. Prior to retirement, TRS will require a copy of your and your beneficiary's birth certificates. Prospective TRS and ORP retirees also need to learn whether they will qualify for entitlements such as retiree health and life insurance options. Advance planning will allow time to make important decisions based on accurate information.

Please contact Judy Salazar at extension 4784 to schedule an appointment well in advance of your retirement date.

### 2016 Summer Schedule

The University will begin a four-day workweek beginning Monday, May 16, 2016 and ending Thursday, August 11, 2016. Office hours will be 7:00 A.M. until 6:00 P.M. with a one-hour lunch break.

This schedule does not apply to areas that are designated to work a five-day schedule.

Individuals who work an altered schedule (such as 10 or 10-1/2 months rather than 12 months) will be notified by Payroll concerning hours they need to work.

If you have questions concerning your schedule, please see your immediate supervisor. Human Resources should be consulted before any schedule changes are approved.

- Employees will not work Memorial Day, Monday, May 30 or Independence Day, Monday, July 4. However, employees on the four-day workweek schedule will work 40 hours during both weeks containing the holiday.
- Employees who will work four-day workweeks on the summer schedule will observe the Memorial Day holiday on Thursday, March 24 and the Independence Day holiday on Friday, March 25.
- Employees who will work normal five-day workweeks on the summer schedule will work on March 24 and March 25 and will observe the Memorial Day holiday on Monday, May 30 and Independence Day holiday on Monday, July 4.
- The University will resume the five-day workweek on Monday, August 15.

### **REMINDER... Application Deadline...**

The deadline for application to participate in the **Staff Educational Incentive Program** and the **Dependent Educational Assistance Program** is:

**Summer I – June 3, 2016**

**Summer II – July 8, 2016**

Forms can be found at

<http://www.mwsu.edu/humanresources/>

**You MUST re-apply each semester**

### Midwestern Club Scholarship Applications

Applications are now being accepted for the 2016-17 Midwestern Club Scholarship. The recipient must be a full-time faculty, staff or administration member at MSU or an immediate family member (husband, wife, son or daughter) of a full-time employee of MSU. The recipient must be enrolled in a minimum of 12 hours. The scholarship is for one year and is equally divided between the fall and spring semesters.

Applications are available on the Donor Services and Scholarships website:

<http://www.mwsu.edu/scholarships/>

The deadline to apply is June 1.

### STAND-ALONE EMERGENCY CENTERS

There are a number of stand-alone emergency centers opening in Wichita Falls. At this time, these centers are not in the HealthSelect network of providers. The out-of-pocket expense when using a non-network ER provider is very high, as it includes a \$500 deductible along with a \$150 copay plus 20% coinsurance. You can find HealthSelect network providers at <http://healthselectoftexas.welcometouhc.com/physicians-facilities.html>.

### Travel Plans Abroad?

To access medical care when traveling outside of the United States, remember the following requirements under HealthSelect United HealthCare (UHC):

- Emergency services for covered procedures will be reimbursed at the network level. Non-emergency services will be reimbursed by UHC the non-network level after an annual \$500 deductible.
- Call the customer services number on the back of your United HealthCare ID card to verify international coverage.
- File a paper claim for reimbursement upon your return. The bill must include the patient's name, date of services, and description of services in English and the charges in U.S. dollars. The HealthSelect [UHC International Claim Form](#) is online.
- Obtain copies, translated into English, of all medical records before leaving the country where treatment occurred.
- Proof of payment is required. Cancelled checks, hand written or typed cash receipts and credit card receipts are all acceptable forms of proof of payment.