Health Benefits Open Enrollment

Open Enrollment Dates

The season is here to enroll for Health Benefits or make changes to existing plans! Open Enrollment begins on April 14, 2010 through April 28, 2010. The State of Maryland will close Open Enrollment from April 29 through May 11, 2010 and then reopen on May 12, 2010 through May 19, 2010 for those who were unable to enroll during the initial period and for corrections.

Premium Rates
There will be no change in the premium rates for health plans and insurances for 2010-2011. If there are no changes made to current benefits, benefits will automatically rollover into the new year with an effective date of July 1, 2010, with the exception of flexible spending accounts.

Who is Eligible?
- Legal Spouse
- Dependent child(ren)
- Same sex domestic partner and the partner’s child(ren)

What Health Benefits are Available?
- Medical-8 Plan Choices: 2 PPO’s, 3 POS’s and 3 EPO’s (CareFirst BCBS, United Health Care and AETNA)
- Catalyst Prescription Drug Plan with mail order option
- Vision Care Program combined with Medical Plan
- United Concordia Dental Plans-DHMO and DPPO
- METLIFE Term Insurance and Personal Accident & Dismemberment Insurance
- Prudential Long Term Care—must enroll directly with the company
- Flexible Spending Accounts

Employee Re-Enrollment Requirements
Employees must re-enroll for flexible spending accounts to continue participation in the health and/or dependent care accounts.

New for 2010-2011

- State of MD is implementing Mental Health Parity for its employees and retirees effective July 1, 2010. The parity law requires health benefit plans to cover mental health conditions and substance use disorders, including alcoholism, the same as any other illness, under the Wellstone-Domenici Mental Health Parity and Addiction Equity Act of 2008.
- CONNECTYOURCARE is the new administrator for the Flexible Spending Accounts. ConnectYourCare is effective July 1, 2010 and offers a Healthcare Payment Debit card.
- New features of ConnectYourCare include: on-line claims submission, no minimum reimbursement, online account access and a customer service center which will be open 24 hours a day, seven (7) days a week.
- Expenditures under SHPS, the current (FY 2010) administrator, may be incurred up to September 15, 2010. The date to submit claims has been extended until October 15, 2010.
Continuation of Open Enrollment Info! It’s Time to Act!

All open enrollment packets for regular employees will be sent to the employee’s home address. Contractual employees with benefits will receive direct pay packets at their home address.

Regular employees who receive a yellow pre-printed form, must access the IVR telephone system to make benefit changes. The telephone number is 410-669-3893 or 1-888-578-6434. The TTY/TDD is 410-333-5244. Regular employees need a Personal Identification Number (PIN) to access information. The PIN is four digits using the employee’s month and day of birth (e.g. If an employee is born April 12, the PIN is “0412”).

Anyone hired as an active regular employee after March 5, 2010 will not receive a pre-printed form in the mail, however, the employee will be able to use the IVR system.

A supply of enrollment forms for employees who did not receive an open enrollment packet will be available in the Office of Human Resources in April. Forms may also be obtained online, via the following website: www.dbm.maryland.gov. Click on “State Employees”; then, select “Health Benefits.”

Any questions, please contact the Benefits Coordinator, Marie Armstrong, at 443-885-4413 or her HR Assistant, Shenelia Moore-Lacks, at 443-885-4106.

Evaluations are critical for efficiency and effectiveness!

Check out the key Dates!!
Yes! It is that time again. Annual performance evaluations are due in April. The evaluation period for both classified and non-classified employees is April 1, 2009-March 31, 2010.

Supervisors should submit the completed evaluation with the signature of the employee, rater, director and the appropriate vice president to the Office of Human Resources located in the Carter-Grant-Wilson Building Room 100, no later than April 30, 2010. Due to budget constraints, there will be no merit increases for this year.

Questions regarding the completion of the forms should be directed to Human Resources at (443)885-3195.

The American Diabetes Association (ADA) held their annual American Diabetes Alert Day on March 23, 2010 to inform the American public about the seriousness of diabetes. The ADA encourages people to take the Diabetes Risk Test and find out if they, or their loved ones, are at risk for developing Type 2 diabetes.


The Office of Human Resources-(OHR) has educational brochures and the ADA Risk Test. Please stop by OHR to inquire about the Type 2 Diabetes campaign, to pick-up educational brochures, and check out the diabetic cookbook, Diabetic Meals in 30 minutes or less!!

Contact the Benefits Unit at 443-885-4106 for these items.

Attention All Supervisors!

Please support our Administrative Support Staff!

The Theme is: “You are our Hidden Treasure”

Save the date and don’t be late! Morgan State University celebrates Administrative Support Staff Day with an annual luncheon. The 2010 Annual Luncheon will be a prime opportunity to commemorate all the dedicated and diligent Administrative support staff. The celebration will take place on Thursday, April 22, 2010 from 11:00 am to 1:00 pm in the Calvin and Tina Tyler Ballroom, located in the University Center.

Calling all singers

Calling on everyone

Professional or Amateur

The luncheon will include door prizes, vendors, a delicious lunch, and an exciting program. Spin the Wheel of Treasure. What will you land on - cash, a prize, gifts or gift cards? Tickets are available for $24. Please make reservations by...
Thursday, April 8, 2010. Questions or concerns: contact Roberta Adams in Human Resources at the Carter-Grant-Wilson Building, Room 100, or on (443) 885-4409.

No More Pay Stubs

Have you signed up for POSC? What’s the problem? Don’t you want to view your pay stub, obtain your W2, or sign up for Direct Deposit?

State of Maryland is GOING GREEN! Effective July 1, 2010, the Central Payroll Bureau (CPB) is eliminating paper stubs and utilizing the Payroll Online Service Center (POSC), a secure online service. This is an initiative to reduce or eliminate the use of printed paper. The CPB will no longer print and mail direct deposit pay advices effective July 1, 2010. The Payroll Online Service Center (POSC) has been available since June 2005. Visit POSC for enrollment instructions and to view other online services offered.

EMPLOYEES ARE URGED TO SIGN UP NOW TO OBTAIN ELECTRONIC COPIES OF PAY STUBS VIA POSC.

The CPB has a secured online services application that provides employees with the following online services:

- Print current pay stub information
- Print Prior Year End pay stub information
- View & print up to (3) years of W2 information
- Ability to update address information
- Ability to update Direct Deposit information
- W-4 Withholding changes
- Online pay stub history (12 rolling months)

HOW TO ENROLL

To complete the signup process and establish a Login ID & Password, employees will be required to supply the following information:

- Social Security Number
- Date of Birth
- Agency Number & Check/Advice Number from recent pay stub.

Visit POSC for enrollment instructions and to view other online services offered.


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MSU Mandatory Sexual Harassment Training

Sexual Harassment by definition is uninvited and unwelcome verbal or physical behavior of a sexual nature. It includes a range of behavior from mild to offensive from sexual insults to sexual assaults. Often, people find it difficult to understand sexual harassment and may struggle with conveying an experience. Sexual harassment can occur in a variety of circumstances within a University:

- Faculty to Student
- Student to Faculty
- Supervisor to subordinate
- Subordinate to supervisor
- Co-worker to co-worker

Sexual Harassment Training class dates* are as follows:

* Each training date provides 2 sessions:

April 08, 2010
May 20, 2010
June 24, 2010 9:00 am-12:00 noon and 1:30 pm-4:30 pm
July 15, 2010 (depending upon enrollment)
August 19, 2010

Federal and State law mandate that state employees and students work and learn in
an environment free from discrimination and sexual harassment. The Office of Equal Employment Opportunity and Diversity requires all employees and students to attend training that educates and provides guidelines defining and preventing the act of sexual harassment.

To sign up for mandatory classes, email: jodi.cavanaugh@morgan.edu or call 443 885 3559.

In assessing whether a particular act constitutes sexual harassment, or to sign-up for the MANDATORY training session visit 

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**Sick Leave Bank: Open Enrollment**

Open enrollment for the Sick Leave Bank begins April 14, 2010 thru April 28, 2010 and May 12, 2010 through May 19, 2010. Employees can donate any one of the following types of leave to join the Sick Leave Bank: **Personal, Annual or Sick** (must have a balance of 240 hours after donation). Enrollment Forms may be obtained from the Office of Human Resources. **Donations to the sick leave bank are only allowed during the open enrollment periods or within the first 60 days of employment!**

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**Annual Contractual Workshop**

This year’s annual contractual workshop is scheduled for May 20, 2010 in Room 210 of the University Student Center. All individuals responsible for preparing Contractual Personnel Requests are required to attend. New and updated information will be provided at the workshop. Register to attend by emailing the Contract Coordinator at john.plaisir@morgan.edu.

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**Human Resources Updates Info**

Human Resources will be sending to all employees via the computer an online demographic form for completion and return. This form will update or correct the following needed information: address, education/training and emergency contact. 

*Complete and return the form as soon as you receive it.*