



Alexandra Miller <amiller1@csp.edu>

Human Resources Advisor - September 2020

1 message

CSP Office of Human Resources <humanresources@csp.edu>
Reply-To: CSP Office of Human Resources <humanresources@csp.edu>
To: amiller1@csp.edu

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Alex's Advice & Reminders

Hi all! How amazing is it to have students back on campus and have this energy and excitement in the air again?! I for one am extremely happy to have more people to interact with (socially distant of course:). If there is one thing to know about me, it's that I'm an extravert to a T, I love people and interacting with people. While we may be wearing masks, I am always happy to see colleagues and collaborate with you on various projects. If we still have not officially met, reach out and let's grab coffee.

- Please communicate potential close contact interactions to hrrorchard@csp.edu. A reminder that Close Contact is when someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk) and whether the individual has symptoms (e.g., coughing likely increases exposure risk).
- We are all in this together, so if you have any symptom(s), close contact with an infected individual, or test positive for COVID-19, do not feel shameful for reporting this information to HR. We are here to help you

understand and navigate the process and ensure your safety is number one priority.

- Training Reminder: all employees are required to complete Coronavirus (Covid-19) Prevention in the Workplace training in Safety Skills. Reminder emails will be sent out at the end of the week if you still have incomplete Coronavirus training. Contact Alex Miller at amiller1@csp.edu if you have any questions.
- This time of the year is busy for student hires. Here are some tips and ways to best manage student(s):
 - Employment as a student worker(s) is secondary to their academic pursuits and goals
 - Consider the student(s) academic activities when scheduling work shifts
 - Share any policies and work rules in writing as well as verbally with the student(s)
 - Set clear expectations
 - Provide student(s) with frequent feedback on performance
 - Lead student(s) to reflect on learning through their employment

<https://www.cupahr.org/knowledge-center/toolkits/student-workers-undergraduate-or-graduate/>

Meet Cassidy

Hi everyone, my name is Cassidy Leininger and I am excited to announce that I am beginning my employment here at CSP as the Graduate Assistant for the HR department. I am also continuing my education through CSP in the Human Resource Management program. I love watching MN sports, especially hockey (go Wild!) and was a part of the Inaugural Women's Lacrosse program here at Concordia. Other hobbies include binge-watching Netflix series, playing bar bingo with my family and friends, and spending time at my cabin which is up north in Eveleth, Minn. Please stop by the RT floor 9 if you want to chat! I would love to get to know you better.



Cassidy's Recommendations:

If you are looking for something new to binge on Netflix, or want to pick up a good book, see Cassidy's current recommendations.

- On Netflix – The Social Dilemma - Documentary
- Current Book – Discover Your True North by Bill George and Peter Eagle Sims

Benefits

Our annual Open Enrollment period is coming up from November 2, 2020 through November 20, 2020. We will plan to have 4 information sessions as the time draws near, two towards the end of October, and two in November. While we begin to prepare for benefit updates, please see some common terms below that may assist in the decision-making process.

- **Allowed Amount** = This is the maximum payment the plan will pay for a covered health care service. May also be called “eligible expense”, “payment allowance”, or “negotiated rate”.
- **Copayment** = A fixed amount (for example \$15) you pay for a covered health care service, usually when you receive the service. The amount can vary by the type of covered health care service.
- **Coinsurance** = Your share of the costs of a covered health care service, calculated as a percentage (for example, 20%) of the allowed amount for the service. You generally pay coinsurance plus any deductibles you owe. (For example, if the health insurance plan's allowed amount for an office visit is \$100 and you've met your deductible, your coinsurance payment of 20% would be \$20. The health insurance or plan pays the rest of the allowed amount.)
- **Deductible** = An amount you could owe during a coverage period (usually on year) for covered health care services before your plan begins to pay. An overall deductible applies to all or almost all covered items and services. A plan with an overall deductible may also have separate deductibles that apply to specific services or groups of services. A plan may also have only separate deductibles. (For example, if your deductible is \$1000, your plan won't pay anything until you've met your \$1000 deductible for covered health care services subject to the deductible).
- **Maximum Out-of-pocket Limit** = Yearly amount the federal government sets as the most each individual or family can be required to pay in cost

sharing during the plan year for covered, in-network services. Applies to most types of health plans and insurance. This amount may be higher than the out-of-pocket limits stated for your plan.

Wellness

Flu Clinic Update:

The Flu clinic will be held on Thursday, October 15, from 8:00 am to 11:00 am. The location will be near the BEC, in the Frauenshuh Conference Room. Please note that the Flu Clinic is open to those on our Health Insurance Plan only. We ask that during the first week of registration that only employees sign up for an appointment. After that first week, we will open it up to dependents of the employee.

To sign up for an appointment please see the information below

- Access the Scheduling Login Page using this URL: <https://pickatime.com/hennepinhealthcare/concordiauniversity>
- **Appointments can be made up to 1 hour before your scheduled clinic start time**
- Select "Login/Create Account" to create your username and password
- Select the location and date you will be attending
- A list of available times will appear à Select a clinic time
- Your appointment details will be listed. If everything is correct, select "Confirm Your Appointment."
- You will receive an appointment confirmation via email according to the timeline you select. You may add, change or cancel this appointment up until 1 hour before the clinic.
- Your appointment can be added to your Outlook or Google calendar by checkbox on the confirmation page or clicking on the calendar box when you receive the confirmation email.
- **SCHEDULING MULTIPLE APPOINTMENTS: You can book back to back appointments. Each slot is one per person. Click time for each individual and enter their name. The same email can be used to receive the email confirmation**

New COVID19 requirements: Thank you for your cooperation making this a safe flu vaccination event

- Show up at the appointed time to reduce congregating in the waiting space
- Employees should wash their hands prior to coming for their appointment for their shot
- Employees are required to bring and use their own pen

- Bring completed registration form
- Wear a mask
- Maintain 6 feet for social distancing
- Please don't attend if you have any symptoms

Healthy Selfie Contest

Thank you to all who participated in the Healthy Selfie Challenge! It was fun to see what you were up to this summer to stay active and socially distance at the same time. It was a tough competition, but our winners for each category are below

- On the Move: favorite action photo = **Robert Krueger**



- Healthy Eating: nutritionally appealing and/or tasty photo = **Jake Wakem**



- Innovative: most creative = **Lina Baker**



*Winners, I will get your prizes to you within the week!

September is National Healthy Aging Month! It is never too late to make healthy changes in your life. Below you will find tips to improve your overall health as you age:

- Receive an annual eye exam
- Keep your body and mind active

- Choose healthy foods
- Get enough sleep (6-8 hours)
- Talk to your doctor about any health concerns
- Build a strong support system
- Track activity to help meet your goals

<https://health.gov/myhealthfinder/topics/everyday-healthy-living/physical-activity/protect-your-health-you-grow-older>

Golden Bear of the Semester Award

Golden Bear

The Golden Bear Award is awarded to three people each semester for recognition of service above the call of duty and in the All Are Welcome spirit.

Please congratulate our Spring/Summer semester Golden Bear Winners!
Steve Ross, Liz Goodman, Kristine Erickson

Nominate a Golden Bear

We are now accepting nominations for Golden Bear of the Fall Semester award! The deadline for Fall nominations will be January 15. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply [click here](#) and submit a short description of why your colleague deserves to be named Golden Bear of the Semester. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply [click here](#) and submit a short description of why your colleague deserves to be named Golden Bear of the Semester.

SHOUT OUT!

Want to give immediate, positive feedback to your peers? Don't forget about our newer initiative for peer recognition, SHOUT OUTS! Give someone a [SHOUT OUT!](#) to let them know they are appreciated.

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

Questions or comments
regarding the Human
Resources Advisor can be
directed to Alex Miller:
amiller1@csp.edu or 651-
641-8224



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