



Human Resources

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Human Resources

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Welcome

Please join us in welcoming the newest member of the Human Resources Department:

Matt Alveshere, Student Worker

Matt is a Political Science and Economics major with an emphasis in Management. He is a member of the Viking Chorus and also is the Ellingson Hall Senator. Matt's aspiration is to become Governor of Minnesota (he would certainly have our vote). One of the things he likes about St. Olaf is walking around and hearing random people singing. Currently, his favorite class is Beginning Greek: An Introduction to Ancient Greek.

Matt is in the office on Tuesdays and Thursdays from 1-3 p.m. and Fridays from 2-5 p.m. Stop by and give him a hearty St. Olaf welcome.

IRS Guidance on Eligible Medical Expenses

The Internal Revenue Service (IRS) recently released an information letter regarding the tax deductibility of certain over-the-counter (OTC) items purchased with funds from a health flexible spending account (FSA).

Member impact: Beginning November 2, 2009, some items that were eligible for reimbursement in the past will now also require a doctor's letter of medical necessity.

The IRS ruling applies to all claim sources. Select Account will process all claims in compliance with the new rules beginning November 2, 2009. Basically, OTC items listed on the chart attached below will be eligible for reimbursement **with a doctor's letter of medical necessity** to validate that the item is for the diagnosis, treatment, or prevention of a disease or condition. Items that are *blue italicized* represent changes to current practice that are a tightening of the rules for members.

Please see the attached list. You can contact Select Account with any specific questions at 651-662-5065.



Free Employee Assistance Seminars

CIGNA is the employee assistance provider (EAP) for the college. In addition to being available to assist employees and their families 24/7, they present telephonic seminars throughout the year on a variety of relevant topics. Employees and their families can now access these programs from the comfort of their home and on their own time.

This can happen in one of two ways:

1. Employees can listen to EAP telephonic seminars online.

- Log on to www.cignabehavioral.com and under the Member section click on “log in to access your benefits”
- Enter “stolaf” for your Employer ID
- Click on “Visit our Education and Resource Center” on the left side of the page
- Click on EAP Telephonic Seminars
- Click on the topic in which you are interested to download the seminar PowerPoint, handouts and MP3 audio file.

2. The second option is to listen to a seminar replay via the telephone.

- To access a replay, dial 1-888-348-4629 and enter the passcode listed as Replay Passcode. The seminars are available to listen to beginning at 4pm Pacific Time on the seminar date and are available for 10 days

Here are the upcoming topics for the rest of the calendar year:

Date	Topic	Replay Passcode
11/11/09	Smoking Cessation	483110
11/18/09	Today’s Economy: Planning for the Holidays	602619
12/09/09	Stress Management	308258

Questions? Call your EAP at 800-554-6931

Watch for a listing of programs for 2010





New Faces on the Hill

Ibtisam Sheikh, GEAR UP! Tutor

Laura Knobel-Piehl, Student Disabilities Assistant (Temporary)

Keith Hanna, Relief/On-call Operating Engineer

Christine Hanson, Administrative Assistant, Music Organizations (Temporary)

Last Chance for 2008-2009 Reimbursements

The medical and dependent care reimbursement accounts have a 60-day grace period. This means that employees have 14 months during which they can incur expenses. The grace period for the 2008 -2009 plan year expired on 10/31/2009. If you have expenses through that date that you have not submitted for last year, you have until November 30, 2009 to do so. After that date, unclaimed contributions will be forfeited. Select Account claim forms are available on the HR website under forms and in the HR office.

Delta Dental of Minnesota - Sugar Isn't the Only Culprit When It Comes to Tooth Decay

Delta Dental of Minnesota is pleased to bring you their November Smile Discoveries.

The Halloween ghosts and goblins are gone. For most of us that means extra candy and sugary treats around the house, school and office. However satisfying they might be, sweet snacks aren't without some dangers to teeth. And it might be surprising to know that sugar isn't the only cause of tooth decay. Please take a look at the attached document to learn more.

Campus Conduct Hotline

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline. (866) 943-5787



As always, we welcome any comments, questions, or concerns.

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek