



From the Editor

Welcome to another issue of HR Today. Autumn is a time of change and the fall season brings some important opportunities for Indiana University employees. In addition to exciting sporting and cultural events, you have opportunities to make the most of the many benefits of being part of the IU family. It's time to maximize IU's investment in you.

Open Enrollment is here and this year brings a few important changes. Read the highlights here and follow the links to important resources that will help you and your family make the most of your IU benefits in 2018.

If change truly starts from within, what are you waiting for? Explore the opportunities offered by Healthy IU—IU's workplace wellness program—and hear first hand how IU employees are making health-conscious changes. This past year, IU strengthened its support of families by introducing the Paid Parental Leave policy for staff employees. Read more about this important change for new mothers and fathers at IU. If you're considering a change in scenery, IU's Office of International Services has a new passport acceptance office in Bloomington that will help reduce travel hassles. We also share some important air travel tips regarding recent security changes that you should be aware of.

Getting the answers you need from Human Resources is important, that's why we've changed how you connect with Human Resources. AskHR is the only contact you need university-wide to get information related to jobs at IU, health care and retirement benefits, staff policies, and other employment-related topics.

As an IU employee, you're part of something bigger than yourself. No matter how you fit into the IU family, we're here for you.

Read the November issue online.



TAKE THE POLL

Choose the top three ways you'd like to stay connected with HR:

- Emails from HR
- HR Today
- Social Media (Facebook/ Twitter)
- HR Website
- Your Department's HR Representative
- Your Supervisor
- askHR

Take the poll at hrtoday.iu.edu/2017/nov/poll.html



Open Enrollment Highlights

Plan now to make the most of your benefits in 2018

Open Enrollment is here. Take action before November 17 to get the most out of your 2018 benefits. Included here is a brief summary of benefit changes for 2018, including the transition to CVS Caremark as our Prescription Benefit Manager. Use your Open Enrollment guide and the Open Enrollment website (hr.iu.edu/benefits/open_enroll) for an in-depth look at changes and how to maximize your 2018 benefits. Still have questions? Attend an informational session, webinar, or contact askHR at **812-856-1234** or askHR@iu.edu.

Health Plans

Watch your home mail, because for 2018, all employees enrolled in a health plan will receive new membership cards in your home mail. Don't visit the doctor's office or your pharmacy in 2018 without your new card. Attempting to use old cards may result in denied claims.

Choosing the appropriate care provider for your family can save you money. In 2018, non-emergency services received at an emergency room (ER) while more appropriate settings are available—such as primary or urgent care services—will not be covered. If an emergency services claim is denied, the member will be responsible for the charges. Learn more about choosing the types of care available at hr.iu.edu/benefits/pubs/misc/medical-care-options.pdf.

Don't forget that completing the Tobacco-free Affidavit each year can save you up to \$50 per month in health plan premiums if you and your spouse are both tobacco-free. Need help quitting? Call (866) 784-8454 or visit www.quitnow.net/iu.

Prescription

IU participates in the state-legislated Prescription Benefit Program, so IU employees will be transitioning to CVS Caremark as their Prescription Benefit Manager. You'll receive the same drug coinsurance and copays for all plans through this program and still be able to use most retail pharmacy chains, such as: CVS, Walmart, Target, and most supermarket pharmacy chains. Some independent pharmacies are also included. However, Walgreens pharmacy is not in network. One of the differences of the new program that can save you time and money is the 90-day prescription supply available through CVS pharmacies.

A new drug formulary will be used and High Deductible Health Plans (HDHPs) will also have a new preventive drug list. In December, you'll receive communications mailed to your home to help guide your transition. See your Open Enrollment guide for a checklist to help you make a smooth transition.

Beginning January 1, 2018, you can use **Caremark.com** or the CVS Caremark app on your smartphone to help you manage your prescriptions, find pharmacies, check and compare prices, scan for refills, and track your medications.



HSA & TSB

If you have a Health Savings Account (HSA) and/or Tax Saver Benefits (TSB), check the expiration dates on your Nyhart debit cards. If it expires in 2017, watch your home mail for new ones from Nyhart. The Internal Revenue System (IRS) has increased HSA and TSB Healthcare Reimbursement Account maximum contribution limits for 2018—now is the time to review your contributions and make the best use of these benefits that can save you and your family money.

Dental Plan

Preventive dental screenings are the first step in keeping your teeth healthy, and now it's a step toward a healthier wallet. For each member who receives at least one preventive cleaning/exam per calendar year (beginning in 2018), his or her annual benefit will increase by \$100 the following year—up to a maximum of \$1,500. The child orthodontia lifetime maximum has also increased to \$1,000.

See all the details about your 2018 benefits options in your Open Enrollment guide and at the Open Enrollment website. The last day to make benefit elections is November 17.

You Have Questions. We Have Answers.

Now you can get the information you need using the best way to connect with Human Resources: askHR.

- Have questions about benefits?
- Want to know how to find career opportunities and apply online?
- Wondering how to prepare for retirement?

Human Resources has introduced an important change in how you connect with us: askHR. We created one, single contact for all of your Human Resources-related needs, making it easier to get the answers you need when you need them. All you need to remember is to askHR.



812-856-1234 | askHR@iu.edu

AskHR is your source for answers to your questions about jobs at IU, health care and retirement benefits, staff policies, and other employment-related topics. No matter which campus you work on, one contact can get you the information you need.

In Support of Parents: Paid Parental Leave

Take time to welcome your new member to the family

Having or adopting a child is hard work—taking time off to support your new family member isn't. This past April, Indiana University announced a Paid Parental Leave policy for staff employees, further enhancing workplace flexibility. Working mothers and fathers at IU can benefit from up to six weeks (240 hours) of Paid Parental Leave twice in her or his IU career.

Paid Parental Leave is paid at 100 percent of an employee's base salary and it does not use any other paid leave you have already accrued. If you also meet the eligibility requirements of the Family and Medical Leave Act, parental leave will run concurrently with FMLA.

The Paid Parental Leave is available to eligible staff employees—regardless of their marital or relationship status—who are the birth mother, biological father, adoptive mother, or adoptive father of a newborn or a newly adopted child under the age of 18. If the adoption involves a child who is incapable of self-care because of a mental or physical disability, the age limit of 18 may be waived. Academic appointees should contact their campus Office of Academic Affairs for information on related leave policies.

Eligibility

To be eligible, staff employees must be in a non-temporary position of 30 hours or more per week and have been continuously employed in a benefits-eligible position for at least 12 months before the date of the birth or adoption of a child. If both parents are IU staff employees, each is entitled to take six weeks of paid leave. Staff employees can use their leave on a continuous or intermittent basis, though it must be completed within six months following the birth or adoption.

This new policy builds upon IU's existing commitment to families through other benefits such as **Care.com**, which provides access to emergency child care services and helps families find qualified, trustworthy child care providers.

Questions about Paid Parental Leave for staff employees? Check out the Paid Parental Leave policy (policies.iu.edu/policies/hr-05-65-paid-parental-leave) and FAQ, or connect with Human Resources by using askHR: askHR@iu.edu or **(812) 856-1234**.

Sharing the Common Good at IU

Strengthening skills and relationships

By Julie Anderson Newsom, Healthy IU Communications Specialist



LIVE YOUR BEST YOU.

Over 1,100 employees and their spouses across Indiana University campuses are working toward enhancing IU's community of care and civility as part of Common Good, a Healthy IU online

program.

Common Good is a platform for participants to learn about four relationship-building topics: gratitude, purpose, effective communication, and self-compassion. Each week of the program highlights a personal practice that can strengthen skills in one of these areas, and in turn, strengthen relationships.

The quality of our everyday interactions—with family, friends, coworkers, and even ourselves—has a direct effect on our physical and mental well being. Positive emotions, our level of resiliency, better sleep, cardiovascular health, and more, can be improved when we live and work in supportive communities.

Scott Fulk, director of Student Activities at IU Northwest, says that he's participating in Common Good because it's an opportunity to engage in a mindfulness practice—a topic that has generated a lot of discussion among his group of friends.

“It seems that we are all searching for a way to deal with the stresses of life, so we are exploring mindfulness, meditation, and other means of self-support,” says Fulk. “I really enjoyed the gratitude exercise. It made me stop and think about how many good things are really in my life.”

—Scott Fulk, Director of Student Activities at IU Northwest

Deanna Cooper, wellness specialist for IU East's Center for Health Promotion, is no stranger to encouraging healthy habits. She's participating alongside her husband and has found new ways to take stock in what she has and how she affects others.

“The Common Good Program has taught me to slow down and take in my surroundings, realizing all the things around me I have to be grateful for. The ‘thank you’ notes [given as an incentive for participation] have been a fun way to brighten someone's day. My husband has been participating as well, and I have found thank you notes from him all over our house!”

—Deanna Cooper, Wellness Specialist for IU East's Center for Health Promotion

Many campuses have embraced Common Good and are using it to support their own strategic initiatives such as community building, strengthening a welcoming community, and helping employees see how their passion connects to IU's mission. For example, IU Kokomo held a campus-wide “Walk for the Common Good” on November 1, 2018.

Common Good is now in its fourth and final week. But the practices can continue to impact participants' lives and the lives of those around them. Elevator signage with reminders that we are all a part of the Common Good will remain in place for the 2017-2018 school year on every campus. Those interested in starting or continuing Common Good practices after the online program is over can download this PDF at healthy.iu.edu/doc/campus-programs-services/common-good-tracker.pdf.

Ready to take another step toward a healthier you? Schedule your health screening and receive a \$100 incentive.

Leading your best life means keeping track of your health status. IU offers free health screenings and a \$100 (before tax) incentive to full-time academic and staff employees eligible for IU medical plans. Spouses covered under the employee's IU medical plan may also participate in the screening with incentive. The screening and incentive are available one time per fiscal year (July 1–June 10). Go to healthy.iu.edu/health-screenings-assessments/screenings to learn more and schedule your screening.

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Healthy IU programs making an impact

After the success of the Sleep Great IU Challenge in 2016, the program has been licensed to other institutions of higher learning with the assistance of Indiana University Innovation and Commercialization Office (ICO). Indiana University ICO protects, markets and licenses intellectual property developed at Indiana University so it can be commercialized by industry. Learn more at news.iu.edu/stories/2017/10/iu/releases/24-sleep-great-iu.html.

About Healthy IU

Healthy IU is Indiana University's workplace wellness program. It offers programs and services related to mind/body wellness, physical activity, and more. Spring Semester wellness offerings on your campus will be sent to all full-time faculty and staff during the first week of January, via the Healthy IU newsletter. Or, check out recent Healthy IU offerings available on your campus.

Visit healthy.iu.edu.

Getting Your Passport Just Got a Little Easier

US Passport acceptance site in Bloomington

Indiana University's Office of International Services is an official U.S. passport acceptance site and can assist IU students, staff and faculty, as well as the public, with passport applications and photos.

A passport is required for travel abroad to study, teach or conduct research, so the office saw a need to establish a convenient, one-stop location on the Bloomington campus to help facilitate the worldwide mobility of the IU family.

The Bloomington IU passport acceptance site is on the second floor of the Poplars Building at 400 E. Seventh St. The office welcomes walk-ins or you can schedule an appointment online (passport.indiana.edu/schedule).

There is a \$25 application fee in addition to the Department of State's fee for the passport. The site also offers passport-style photo services for \$12.95 plus sales tax. In celebration of International Education Week (November 6–17), the passport acceptance site will be offering 50 percent off passport photos with accompanying passport application—just mention the special offer.

Visit passport.indiana.edu for complete information. Happy travels.

Travel Notices: New Air Travel Security Measures May Impact Your Travel

New security measures for domestic and international air travel in effect

New security procedures for U.S. air travel took effect on October 26, 2017, impacting both domestic and interna-

tional flights. While the Department of Homeland Security is rolling out its final phase of the REAL ID Act, which concerns all domestic U.S. travels, the air travel industry announced new security measures on inbound flights to the U.S.

Airport staff have received new instructions to conduct pre-screening interviews and searches on all passengers. While recent travel regulations have only targeted a number of countries, this new regulation will cover all 2,100 flights from around the world entering the U.S. on any given day.

Helpful Advice

If you are planning on traveling internationally and flying to the U.S., make sure you arrive to the airport not two, but three hours ahead of your flights as luggage drop-off, check-in, security, and boarding lines are expected to be longer in response to these new security measures.

REAL ID Act to require valid U.S. passport as identification for some travelers

The final phase of the REAL ID Act is set to take effect on January 22, 2018, affecting which forms of identification will be acceptable to board commercial aircrafts in the U.S. The REAL ID Act sets standards for U.S. driver's licenses and state ID cards when used to access certain sensitive locations such as military bases, government facilities, nuclear plants, and commercial aircrafts.

As of January 22, 2018, any resident of a U.S. state that is not compliant or has not been granted an extension will not be able to use their driver's license or state ID card to

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board a domestic commercial flight. If you live in a state that is compliant, your driver's license or state ID card will continue to be a valid form of identification. Some states have been granted an extension, meaning that their residents will be able to use their driver's license or state ID cards until October 18, 2018.

Go to www.dhs.gov/real-id for an up-to-date REAL ID compliance status map supplied by the Department of Homeland Security.

Helpful Advice

If your state is deemed non-compliant or is currently under review and has not been granted an extension by January 22, 2018 then a valid U.S. passport would be the preferred form of identification.

For more details regarding the implementation of the REAL ID Act and the status of your state, visit www.dhs.gov/real-id.

Annual Federal Notices

Human Resources fulfills the requirement that employers, like Indiana University, must provide notices to employees about the critically important rights and responsibilities in multiple areas.

Health Care Coverage

Your rights regarding health care coverage range from notices about the ACA Health Insurance Marketplace to privacy practices and women's health and cancer rights. A summary of each notice appears in your Open Enrollment guide. To see the full text of these notices visit the Important Federal Notices web page at hr.iu.edu/benefits/federal_notices.htm.

Security Reports

Annual security and fire safety reports containing policy statements and crime and fire statistics for Indiana University campuses are available from the Police & Public Safety section of Protect IU website at protect.iu.edu/police-safety.

Safety and Prevention

Indiana University intends to maintain an alcohol and drug-free workplace and to comply with the Drug Free Workplace Act of 1988 and its amendments. To that end, all employees must comply with the University's Substance Free Workplace policy: policies.iu.edu/policies/hr-07-60-substance-free-workplace.

BRIEFS

From the Desk of John Whelan, Associate Vice President for Human Resources

Did you miss John Whelan's latest From the Desk feature in Inside IU? In it, he shares some updates on our exciting HR2020 initiative, including:

- a simplified recruitment and hiring process
- the new employee orientation program
- a review of compensation processes and structure
- our redesigned delivery model for customer service: askHR

Read John Whelan's latest From the Desk feature at news.iu.edu/stories/2017/09/iu/inside/27-from-the-desk.html.

Share Some Kudos with those who Go Above and Beyond

You know who they are.

They're the ones who put the extra effort into making your team, and Indiana University, look great. They're the ones who are truly committed to excellence – committed to fulfilling the promise. No matter the role they play, our IU family shines brighter because of them.

IU Communications has created a program that can help recognize your colleagues who go above and beyond their IU job duties or responsibilities. Submit a contribution on their behalf to 'Pride of Indiana' – a regular feature in Inside IU that recognizes faculty and staff for their extraordinary efforts.

Submit a Pride of Indiana shout-out for a colleague who makes a difference in your department at news.iu.edu/newsletters/inside-iu/pride-of-indiana-contest-form.html