PROCEDURE UPDATE

Leave and Accommodations Requests

Carolee Patek, Leave & Accommodations Consultant, is responsible for assisting employees and managers with Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) workplace accommodations and Long Term Disability (LTD) requests.

In effort to streamline communication for FMLA, ADA and LTD, all requests and correspondence should be sent to.fmla@slu.edu. Employees may also contact Carolee by calling 977-3949.

BENEFITS

Affordable Care Act

The Affordable Care Act (ACA), or Health Care Reform law, is federal legislation passed in 2010. This new law is complex, multi-faceted and has an impact on both employers and employees. Under this law, all employees who work an average of 30 hours per week over a 12 month measurement period, and are still employed by SLU at the end of that measurement period, must be offered medical insurance by SLU as of January 1, 2015 for themselves and eligible dependents. If you accept the offer and pay your share for coverage, you may maintain the coverage through a 12-month period, known as “eligibility or “stability” period, that follows the measurement period, unless you terminate employment earlier.

Under the ACA, variable hour employees are employees who work for the University but are not currently eligible for medical benefits. In coordination with this change the university is currently tracking and measuring hours worked by part time and temporary faculty, staff and student workers in order to offer medical coverage to those who meet the eligibility criteria.

Variable hour employees who are identified as newly meeting the criteria for medical coverage during the measurement period, will be notified by the Benefits Office that they are eligible to enroll in medical coverage. The first notification will be distributed by December 2014 for coverage beginning January 1, 2015 and these newly eligible employees will have until January 31, 2015 to enroll for, or opt out of, medical coverage for themselves and eligible dependents.

Our staff is currently working on complying with this legislation and will be communicating updates to the University community.

Dependent Tuition Remission

The Benefits Office is pleased to announce an enhancement to the Dependent Tuition Remission Benefits. Effective May 19, 2014, eligibility for dependent children has changed to include dependents who are visiting students enrolled as a degree-seeking student in good standing in an accredited program at their home institution. In order to receive the tuition benefit as a visiting student, the dependent must be admitted as a visiting student and be able to provide documentation that their home institution will accept as academic credit the study abroad or summer work completed at Saint Louis University.

To learn more about our tuition remission program, please click here.
**Retirement**

Beginning Monday, August 4, 2014, the Benefits Office will no longer accept paper Earnings Reduction Agreements and/or Salary Deferral Agreements for making new contribution elections or changes to existing contributions.

Instead, employees will be able to create or edit their own deferrals using the Online Salary Deferral Agreement, a new online tool available through TIAA-CREF, to help manage salary deferrals for retirement accounts. Effective Friday, August 8, 2014 employees will be able to create and modify contribution percentages online at [www.tiaa-cref.org/slu](http://www.tiaa-cref.org/slu).

Online Salary Deferral Agreements will provide employees with a more efficient process to manage their deferral elections. Instructions on how to enroll online can be found on the Benefit’s Office Retirement Plan page.

Please log into your account at [www.tiaa-cref.org/slu](http://www.tiaa-cref.org/slu) to update your salary deferral elections or simply call TIAA-CREF at 800-842-2888 for assistance.

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**LEARNING & DEVELOPMENT**

**Leadership Development at Saint Louis University**

**Exceptional Leadership: Self, Others, Organizations**

As a champion for best practices in talent management, Human Resources is proud to share news of the successful completion of the Exceptional Leadership: Self, Others, Organizations program pilot. The program was offered to 25 SLU leaders across the University who were selected by Vice Presidents of their respective units. This intense 6 month program was designed to increase self-awareness, interpersonal influence, and capacity to drive change across the University. The modules were designed in-house and delivered by SLU faculty. Please join us in recognizing graduates from our first Exceptional Leadership cohort:

- Kathy L. Barbeau
- Nick Lewis
- Anne Becker
- Jeffrey R. Macko
- Annie Cavedine
- Kaleigh A. Mrowka
- Patrick Cousins
- Michele Oesch
- Steven L. Dosenbach
- Annelise Pivin
- Melissa Fink
- Marc Robert Scheessele
- David Florek
- Erin L. F. Schmidt
- Daniel J. Goodman
- William L. Siler, Ph.D.
- Stacey L. Harrington, J.D.
- Beth A. Simon
- Stephanie Lynn Kimzey, MBA
- Frances Sue Stevens
- Elisabeth King
- Lisa A. Streicher
- Patrick Cousins
- Michele Oesch
- Steven L. Dosenbach
- Annelise Pivin
- Melissa Fink
- Marc Robert Scheessele
- David Florek
- Erin L. F. Schmidt
- Daniel J. Goodman
- William L. Siler, Ph.D.
- Stacey L. Harrington, J.D.
- Beth A. Simon
- Stephanie Lynn Kimzey, MBA
- Frances Sue Stevens
- Elisabeth King
- Lisa A. Streicher
- Harvey G. Werner
Aspiring Leadership Program

Thanks to feedback received from the Learning Ambassadors and response to the Learning & Development Interest form, Human Resources will pilot a program for staff interested in stepping into management-level positions. This program combines hands-on projects, instructor-led workshops, and online learning tools to develop participants' self-awareness and understanding of supervisory responsibilities. The screening and selection process was rigorous; only 25 out of more than 140 applicants were invited to participate in the pilot. If you are a manager and would be interested in talking to one or more participants about your role, please email Patrick Maloney (pmalone4@slu.edu).

Find your Learning Ambassador

The Learning Ambassadors have served a critical role in providing feedback and suggestions for learning and team development needs across campus. Click here to find and connect with your "local" Learning Ambassador.