

# OFFICE MANAGERS' CONFERENCE

## OCTOBER 21-22, 2014

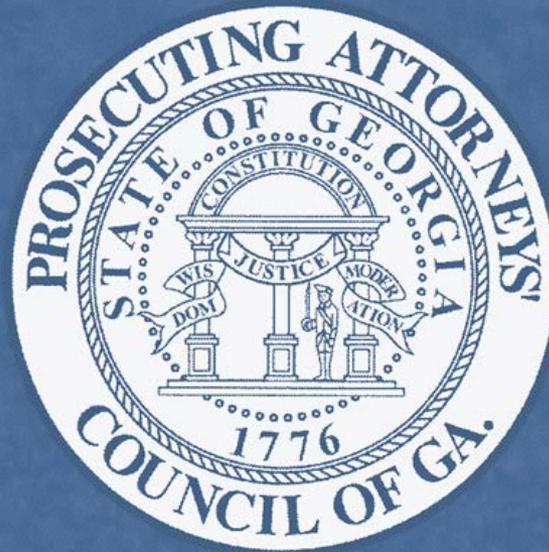
Georgia Public Safety Training Center

# MEET OUR TEAM!!!

*"WHERE EXCELLENCE IS THE STANDARD, NOT THE GOAL"*

- Chuck Spahos, Executive Director
- Mark Williams, Chief Financial Officer
- Brittany Foxworth, Financial Services Manager
- Melody Stafford, Payroll Administrator
- Chantalia Cooper, Human Resources Director
- Latricia Butler, Senior Human Resources Generalist
- Tawanda Anderson, Human Resources Coordinator
- Jacelyn Morris-Dean, Human Resources Consultant
- Talib Briscoe, Systems Analyst





# FAMILY MEDICAL LEAVE ACT & LEAVE DONATION

# FAMILY MEDICAL LEAVE ACT

- What is the Family Medical Leave Act?
- Who is eligible?
- Employee eligibility
  - ✓ Employed by covered employer
  - ✓ Worked at least 12 months
  - ✓ Have at least 1,250 hours of service during the 12 months before leave begins
  - ✓ Employed at a work site with 50 employees within 75 miles

# FAMILY MEDICAL LEAVE ACT

- Qualifying Reasons

- ✓ The birth of a child and to care for the newborn child within one year of birth.
- ✓ The adoption or foster care of a child, or care of the child after placement
- ✓ Employee's serious health condition
- ✓ Care of an employee's child, spouse or parent who has "a serious health condition"

# FAMILY MEDICAL LEAVE ACT

- FMLA Military Leave

- ✓ Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
- ✓ To care for an injured service member who is the employee's family member or nearest blood relative. (May be allowed 26 weeks)

# FAMILY MEDICAL LEAVE ACT QUIZ

Linda has diabetes. She's certified to take intermittent FMLA Leave whenever her feet grow painful. She comes into your office and says, "Boss, my feet are killing me today. I have to go home." After she leaves, you wonder whether she's telling the truth.

You should:

- A. Do Nothing
- B. Call her cell phone and tell her to get back to work
- C. The next day, ask her to re-certify her need for intermittent leave
- D. Write her up for an unexcused absence.

**Correct Answer: A  
Do Nothing**

# FAMILY MEDICAL LEAVE ACT QUIZ

Linda says her feet are killing her and you send her home. But as she's leaving, you look out your office window and see her walking to her car, briskly and without any apparent pain.

You should:

- A. Call her cell phone and tell her to get back to work
- B. The next day, ask her to re-certify her need for intermittent leave.
- C. Do Nothing
- D. Write her up for an unexcused absence.

**Correct Answer: B**

**The next day, ask her to re-certify her need for intermittent leave.**

# FAMILY MEDICAL LEAVE ACT QUIZ

Bob is recovering from heart surgery. He's certified to take intermittent FMLA leave for 120 days whenever he feels fatigued. Bob takes frequent FMLA days off, but after two months pass, he looks pretty good to you, and you'd like to reduce the frequency of his absence if possible.

You should:

- A. Do Nothing
- B. Ask him to re-certify his need for intermittent leave.
- C. Suggest that he doesn't need the FMLA anymore.
- D. Tell him his absences are a problem, and ask if he feels ready to come back full time yet.

**Correct Answer: A**  
**Do Nothing**

# FAMILY MEDICAL LEAVE ACT QUIZ

You've already had Shelley re-certify her intermittent FMLA leave twice. Now you're sending her back a third time. Shelley explodes: "I'm sick of this merry-go-round! It costs me \$25 every time I go to the doctor. I'm not doing it. YOU call my doctor if you're so interested."

You should:

- A. Do Nothing
- B. Call the doctor, since she gave you permission.
- C. Refer the situation to HR.
- D. Send her home.

**Correct Answer: C**  
**Refer the situation to HR**

# FAMILY MEDICAL LEAVE ACT QUIZ

Michael requests FMLA leave for a back injury he suffered when he was tackled by Dwight (who was trying to stop Michael from eating poisonous mushrooms☺) At the end of his 12 weeks of FMLA leave, Michael remains unable to return to work.

His doctor says he needs an additional 3 weeks of leave and then he should be fully recovered. His manager, Toby, sees this as an opportunity to finally fire him.

You should:

- A. Allow Toby to fire Michael since he cannot return from FMLA
- B. Call the doctor and ask if Michael really needs 3 more weeks
- C. Refer the situation to HR
- D. Tell Michael he is approved for 3 more weeks

**Correct Answer: C**

**Refer the situation to HR**

# AMERICAN WITH DISABILITIES ACT & FMLA

## **AMERICAN with DISABILITIES ACT**

- The American Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.
- The U.S Equal Employment Opportunity Commission (EEOC) is responsible for enforcing this federal law that makes it illegal to discriminate against a job applicant or employee because of a disability.

# AMERICAN WITH DISABILITIES ACT

## **AMERICAN with DISABILITIES ACT**

- After an employee exhausts their FMLA 12 week entitlement, employers are still required to determine whether an employee's situation is covered by the American with Disabilities Act and evaluate if there is a need to provide a "reasonable accommodation".
- In the example with Michael, his manager Toby or the HR office needed to engage in the interactive process to determine whether an extension of the unpaid leave is a "reasonable accommodation".
- Since Michael is only asking for 3 additional weeks to make a full recovery, if the back injury qualifies as a disability, a court would more than likely view the 3 additional weeks as a reasonable accommodation.

# FAMILY MEDICAL LEAVE ACT

- What procedures do managers use when employees report absences that may be covered by the FMLA? Are the right questions being asked to determine if FMLA applies?
- Is the employer providing timely notice to employees for their requests?
- Is the employer seeking recertification within the time periods allowed by the regulations (every 30 days) and not being overzealous in seeking recertification in violation of the rules?
- Does the employer have compliance procedures for contacting and checking up on an employee while he or she is on FMLA leave?

# FAMILY MEDICAL LEAVE ACT

- FMLA Process

- ✓ If the absence is planned ahead of time

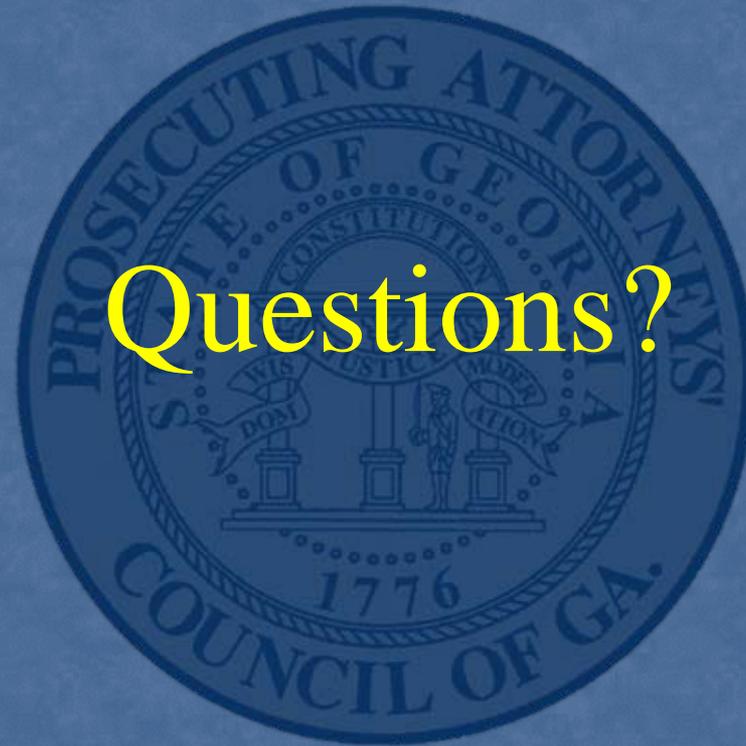
- Employee completes the online FMLA Request form located on the PAC website
- The form is automatically sent to HR
- HR will review the request and send a letter to the employee requesting Medical Certification or additional documentation, if necessary
- Employee has 15 days to return the medical certification to HR
- A follow up letter will be sent to the employee indicating approval or denial of FMLA request
- HR will process a leave request based on the timeframe given by the doctor and the submitted request form
- HR will notify the Office Manager of the status of the FMLA request
- Employee will submit a “Return to Work” statement from the doctor
- Office Manager notifies HR of the employee returning to work and submit a the return to work statement
- If accommodations are requested based on the doctor’s statement, the leave will be adjusted by HR

# FAMILY MEDICAL LEAVE ACT

- FMLA Process

- ✓ If the absence has been out sick for more than 40 hours
  - Office Manager notifies HR that the employee has been out sick for more than 40 hours
  - HR will send a FMLA letter to the employee designating the time off as Family Leave and request additional information
  - Employee has 15 days to return the medical certification to HR
  - A follow up letter will be sent to the employee indicating approval or denial of FMLA request
  - HR will process a leave request based on the timeframe given by the doctor and the submitted request form
  - HR will notify the Office Manager of the status of the FMLA request
  - Employee will submit a “Return to Work” statement from the doctor
  - Office Manager notifies HR of the employee returning to work and submit a the return to work statement
  - If accommodations are requested based on the doctor’s statement, the leave will be adjusted by HR

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?

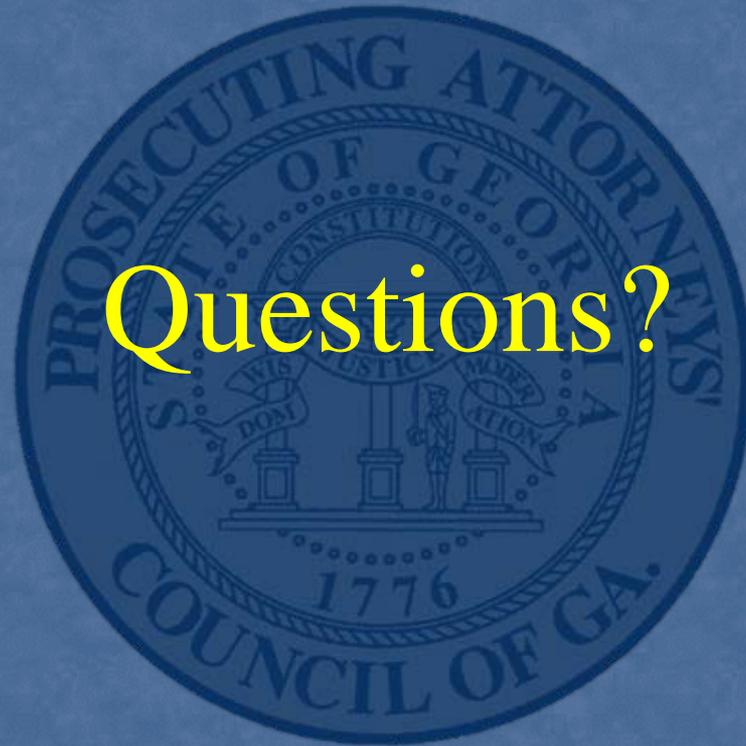
# LEAVE DONATION

- What is Leave Donation?
  - ✓ The purpose of leave donation is to assist those employees who, through no fault of their own, find themselves in an unforeseen position of needing sick leave to avoid falling into an extended leave without pay situation.
  - ✓ Donated leave can only be used for sick leave purposes and will be credited on an as needed basis.
  - ✓ A donor may donate any amount of annual or personal leave but cannot donate more than 120 hours of sick leave in a calendar year.
  - ✓ Solicitation announcements **MUST** be circulated to all state paid employees and must be posted for 10 days.

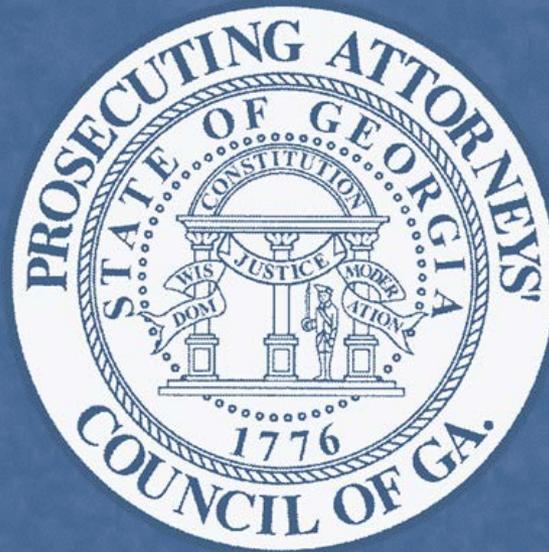
# LEAVE DONATION

- Who is eligible for leave donation?
  - ✓ Recipient:
    - All full-time, non-temporary state paid employees who have been continuously employed in any state agency in a position entitled to earn leave for a minimum of 12 months.
    - The recipient must have exhausted all accrued forfeited leave and all available compensatory time; and have been on leave without pay for 80 consecutive hours.
  - ✓ Donor:
    - Must be a state paid employee of a District Attorney or an employee of PAC and have been continuously employed for 12 months.
    - After donation: have a balance of not less than 60 hours annual leave or sick leave.

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?



# WORKERS' COMPENSATION

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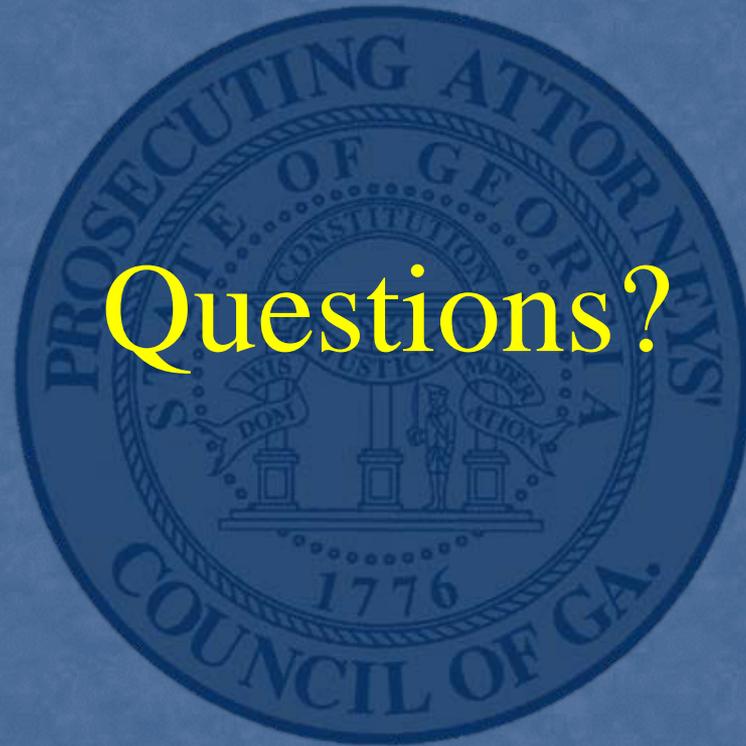
- What is Workers' Compensation?
  - ✓ A benefit program created by state law that provides medical, rehabilitation, income, death and other benefits to employees and dependents due to injury, illness and death resulting from a compensable work related claim covered by the law.
- When does coverage begin?
  - ✓ Coverage begins the first day of employment
- What is considered an on-the-job injury or illness?
  - ✓ Any injury, illness or death arising during the course of employment.
  - ✓ Exceptions:
    - Lunch
    - Travel to and from work
    - Deviation

# WORKERS' COMPENSATION

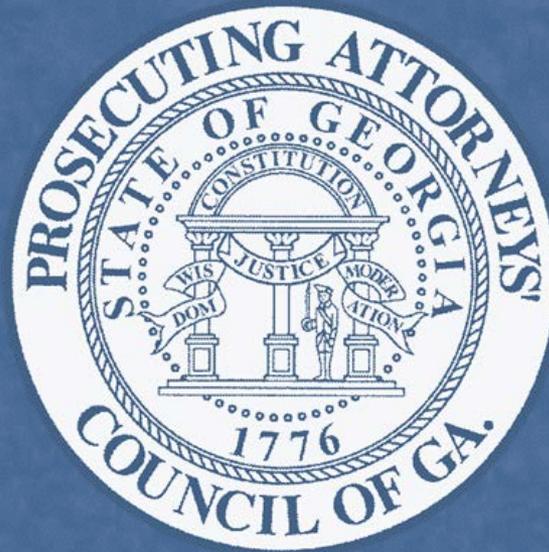
- What do I do if an injury occurs?
  - ✓ If the employee needs emergency care, Call 911
  - ✓ Immediately notify supervisor/employer
  - ✓ Within 24 hours, a claim (First Report of Injury) should be called in to 1-877-656-7475 (RISK)
  - ✓ Send the following information to Human Resources via email
    - Incident Only (no immediate medical attention needed beyond 1<sup>st</sup> aid)
    - Supervisors Report of Work Related Injury
    - Witness statements
    - Job Description
  - ✓ Call 800-900-1582 for an Amerisys Nurse Case Manager

***\*\*Keep HR informed of any and all requests for employee information received by DOAS Workers' Compensation or Amerisys\*\****

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?



**LEAVE TYPES, LEAVE PROCESSING  
& MANAGER SELF SERVICE**

# TYPES OF LEAVE

Eligible state employees have various types of leave available for their use:

## Annual Leave

Less than 5 years continuous state service (10 hrs. per month)

5 - 9 years continuous state service (12 hrs. per month)

10 years and over continuous state service (14 hrs. per month)

## Sick Leave

Accrual rate 10 hours per month

## Forfeited Leave

Annual leave over 360 hours

Sick leave over 720

## Personal Leave

## Court Leave

## FLSA Compensatory & Georgia Compensatory Time





# LEAVE PROCESSING



- ✓ Absence requests (“Leave Taken”) should be submitted & approved no later than the 25<sup>th</sup> of each month.
- ✓ Accruals for the month “Leave Earned” occurs on each payday
- ✓ “Push Back” v/s “Denied”





# LEAVE ADJUSTMENTS



- ✓ If an employee earns Comp Time, it must be submitted on the electronic Leave Adjustment Form.
- ✓ Please remember to complete your leave adjustments no later than the 25<sup>th</sup> of each month.
- ✓ Comp time will be reflected in the employees' leave balance on the next pay date



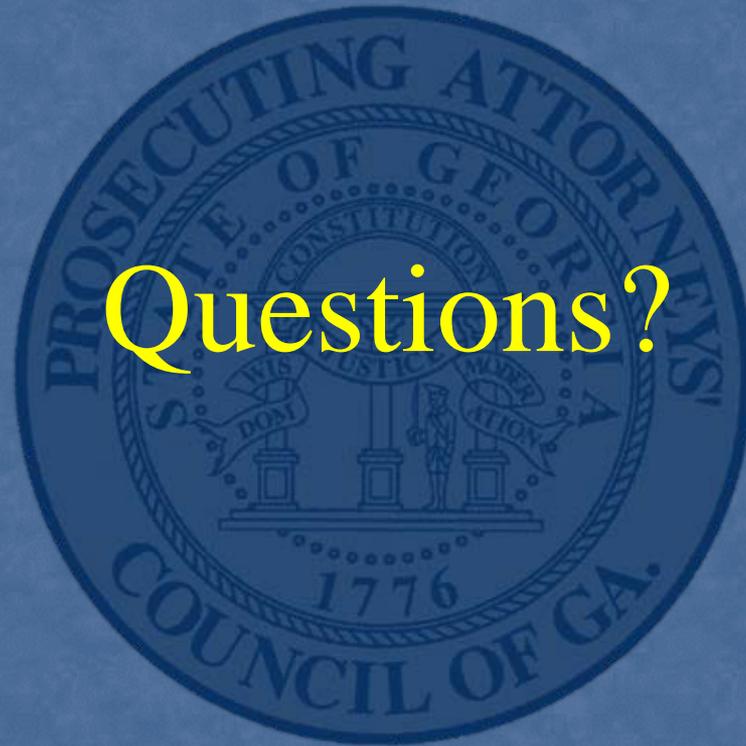


# MANAGER SELF SERVICE

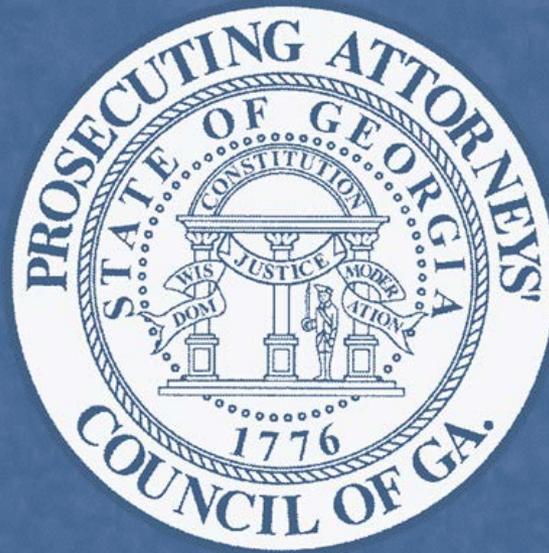


- Allows the manager to view the following Job & Position information:
  - ✓ Personal Information
  - ✓ Birthday
  - ✓ Compensation History
  - ✓ Leave Balances
  - ✓ Emergency Contacts

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



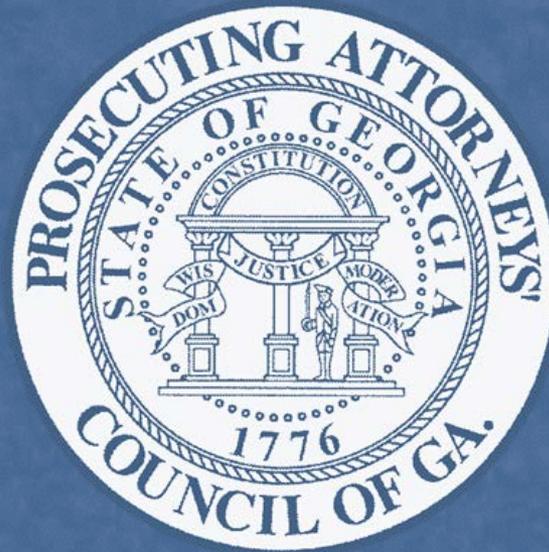
Questions?



# VOCA UPDATES

# VOCA CHANGES IN 2014-2015

- All offices: Moving to quarterly reporting (January 30, April 30, July 30, October 30)
- For SPCR Offices, you will no longer recognize your VOCA award dollars as a reduction to your SPCR bill. Instead, you will receive your full SPCR bill each month and you will receive your VOCA reimbursement as a check or ACH payment.
  - This will simplify administrative processes. No need to complete new PAFs with new VOCA percentages for each change to your grant (you must still complete a PAF for salary changes/new hires/terminations).
  - Will give you more control over your grant. You can cover employees at various percentages and choose to cover certain benefits or not.
  - **PLEASE NOTE, (SPCR offices)** that completing a new PAF with HR in the event of a salary change/new hire/termination does not mean that you have completed an SAR (for the grant). The two items are separate from one another and both must be completed.
  - SPCR offices will use the information on the SPCR bill to complete each quarter's SER. Therefore, if you, as an office manager receive the SPCR bill, you should pass a copy of it off to the person who completes the SER.



# 2015 ANNUAL ENROLLMENT

# 2015 ANNUAL ENROLLMENT

**2015 Annual Enrollment Dates:**

**Monday, October 27<sup>th</sup> – Friday, November 14<sup>th</sup>**

# 2015 ANNUAL ENROLLMENT

## **GaBreeze Website (Pre-Annual Enrollment)**

- ▣ Employees should be encouraged to go online as soon as possible to complete the following:
  - ▣ verify and/or update their passwords
  - ▣ Include an email address (work or personal) on their GaBreeze accounts
  - ▣ Update their email addresses on the “Personal Information” section of the “Your Profile” page
- ▣ Gabreeze will provide a reminder for employees to enroll in Health Benefits

# 2015 ANNUAL ENROLLMENT

## State Health Benefit Plan (Pre-Annual Enrollment)

- Your password expires every 45 days. Login to the SHBP Enrollment Portal now to set up your new password.
  - Login using your current password
  - If it's been over 45 days since the last time you logged in, you'll be prompted to create a new password (which will expire every 45 days)
- If you do not know your current User Name or Password:
  - Click the **Forgot User ID?** or **Forgot Password?** from the login page
  - Links are located to the right of the User Name and Password blocks

SHBP  
State Health Benefit Plan  
A Division of the Georgia Department of Community Health

MAKING CHOICES  
that benefit *you*

powered by Aetna

Welcome to the SHBP Enrollment Portal

Don't have a User Name and Password? [Register Here](#)  
Use Registration Code: SHBP-GA

User Name:  [Forgot User ID?](#)

Password:  [Forgot Your Password?](#)

If you are unable to access your account, please contact: SHBP Member Services by phone at 800-610-1863

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

2015 ANNUAL ENROLLMENT

**FLEXIBLE BENEFITS**



# GABREEZE

## PLAN DESIGN/CHANGES

### **Specified Illness Plans – Aflac/CAIC**

- ▣ **New!** coverage levels added to the Spouse Specified Illness for the Select & Select Plus options
  - \$20,000, \$30,000, \$40,000, and \$50,000
- ▣ Spouse Specified Illness guaranteed issue level will be \$30,000
  - EOI required for Spouse enrolling in \$40,000 or \$50,000 levels
  - Benefits no longer reduce by 50% when you reach age 70
  - New Waiver of Premium Benefit included in 2015
- ▣ Additional and Re-Occurrence benefits, other than Cancer, will only require a 90 day interval between diagnosis
- ▣ Waiting periods for the purchase of additional coverage have been waived from the plan

# GABREEZE

## PLAN DESIGN/CHANGES

### Dental Plans – Cigna

- ▣ New features effective January 1, 2015:
  - TMJ diagnosis and treatment, including custom mouthpiece or bite plate therapy
  - Athletic mouth guards
  - Cone beam CT X-rays, where applicable
  - Expanded coverage for periodontal maintenance
  - Lower teeth whitening copay
  - Additional applications of fluoride and fluoride varnish at a minimal copay
  - Coverage for same-day, in-office CAD/CAM services for crowns, inlays, onlays, post and cores
  - Veneers

# GABREEZE

## PLAN DESIGN/CHANGES

### **Legal Plans – Hyatt**

- ▣ Select Plus Plan – new services effective January 1, 2015:
  - Security deposit assistance (for tenants)
  - Protection from domestic violence
- ▣ Network of attorneys has increased nationwide to 13,000 with over 450 attorneys within the State of Georgia
- ▣ New Hyatt mobile app for plan members available on Android phones and on Google Play

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### Life Plans – MetLife

- ▣ Current employees electing Life insurance for the first time OR wishing to increase their current level of coverage will be required to complete the online Statement of Health (SOH)
  - **No** paper form will be issued by Metlife
- ▣ Employees wishing to enroll in Spouse Life or increase the current level of spouse coverage will be required to complete the online Statement of Health (SOH)
  - Employees are required to pre-register their spouse on the Gabreeze website
  - Spouse will receive an email from Metlife with instructions for completing the SOH online; **no** paper form

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### **GaBreeze Website (Annual Enrollment)**

- ▣ Employees who make and/or update beneficiary designations during AE will see the changes become effective January 1<sup>st</sup>
  - Text box will appear indicating the 1/1 effective date of changes
  - Employees who require their beneficiary designations to be effective prior to January 1<sup>st</sup> will need to contact the Call Center
- ▣ Employees should be encouraged to complete the online Benefit Survey
  - Link will be provided at the end of the Annual Enrollment process
  - Responses will help provide insight in what types of improvement employees would like to see in the Flexible Benefits Plan

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### New Hires During Annual Enrollment

- ▣ Employees, who are hired by November 1, 2014, will have two enrollment periods: Plan Year 2014 and Plan Year 2015
  - Current Plan Year for benefits effective December 1<sup>st</sup>
  - New Plan Year for benefits effective January 1<sup>st</sup>
- ▣ New hires who make elections only for Plan Year 2014 will have their benefits rollover for Plan Year 2015, excluding Spending Accounts
  - New hires selecting a Spending Account for PY 2014 must make the election in Gabreeze for PY 2015; **no rollover**

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### **Employees returning from Leave of Absence Without Pay**

- ▣ Employees, who go on a Leave of Absence Without Pay and cross Plan Years, will be given an enrollment opportunity upon return to Active status
  - If the employee paid premiums while on LOA, and makes no changes during their enrollment period upon return to Active Status, benefits will rollover into the new Plan Year with the exception of Spending Accounts

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### **Employees returning from Leave of Absence Without Pay**

- ▣ If the employee failed to pay, no coverage will show on GaBreeze
- ▣ Employee will be given an enrollment opportunity subject to applicable penalties

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### **Annual Enrollment Materials from DOAS**

- ▣ You Decide! Booklet
- ▣ Benefits At-a-Glance Brochure
- ▣ What's New for 2015?
  
- ▣ **NOTE:** Annual Enrollment materials are available on the GaBreeze website

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

### **GaBreeze Confirmation Number**

- Employees will receive a Confirmation Number upon successful completion of their online Annual Enrollment on the Completed Successfully page on the GaBreeze Website
- Additional changes will be permitted online during the remainder of the Annual Enrollment period.
  - Employees will retain the same Confirmation Number
  - Date/Time Stamp will update to reflect the most recent completion
- Employees should print a copy of the Confirmation Number page for their records

# GABREEZE

## ANNUAL ENROLLMENT REMINDERS

[GaBreeze Website\\*](#)

[www.gabreeze.ga.gov](http://www.gabreeze.ga.gov)

Link on Team Georgia Flexible Benefits tab

[Benefits Call Center](#)

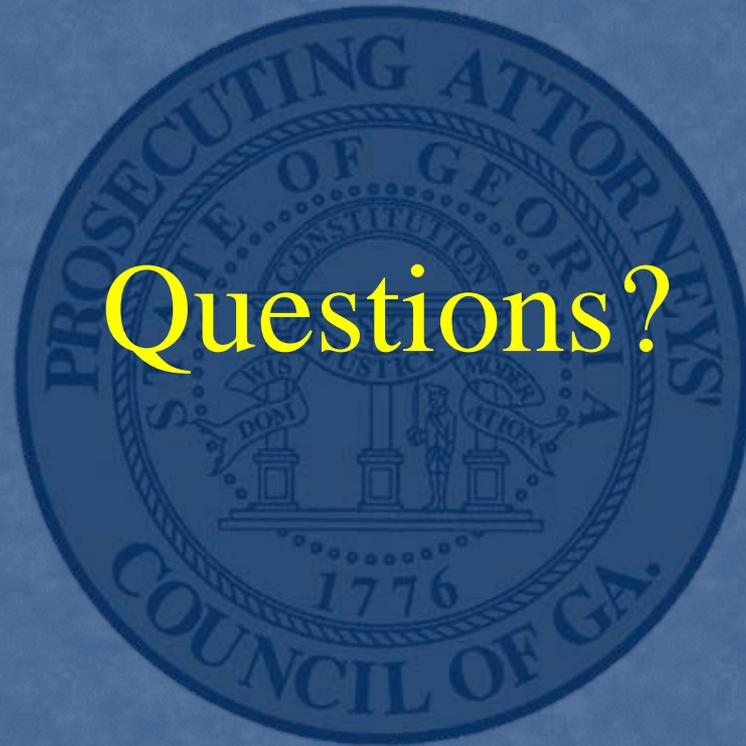
**1-877-342-7339**

Monday – Friday, 8:00 am – 5:00 pm ET  
*excluding holidays*

**\*Opens at 1:00 a.m. EST (October 27<sup>th</sup>)**

**\*Closes at midnight (November 14<sup>th</sup>)**

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?

# 2015 ANNUAL ENROLLMENT

## STATE HEALTH BENEFIT PLAN



# STATE HEALTH BENEFIT PLAN

## WHAT'S CHANGING IN 2015

### New Vendors and Plan Option Offerings

*In addition to offering Blue Cross Blue Shield of Georgia (BCBSGa), UnitedHealthcare and Kaiser Permanente (KP) have been selected to offer employees additional choice and plan options for 2015.*

# STATE HEALTH BENEFIT PLAN

## WHAT'S CHANGING IN 2015

### Health Maintenance Organization (HMO)

- BCBSGa (Statewide)
- UnitedHealthcare (Statewide)
- KP (Metro Atlanta Service Area/In-Network only plan)

### High Deductible Health Plan (HDHP)

- UnitedHealthcare

### Health Reimbursement Arrangement (HRA)

- BCBSGa

### Medicare Advantage (MA) Preferred Provider Organization (PPO) Standard and Premium

- UnitedHealthcare

✓ Express Scripts (ESI) administers prescription drug pharmacy benefits for members who choose BCBSGa or UnitedHealthcare.

Healthways provides well-being resources and incentive programs for members who choose BCBSGa or UnitedHealthcare.

Additional Options: TRICARE Supplement, PeachCare for Kids

# STATE HEALTH BENEFIT PLAN

## WHAT'S CHANGING IN 2015

### Enhanced Benefits

#### **Applied Behavior Analysis (ABA) for Autism**

- Effective January 1, 2015, SHBP will provide limited coverage for medically necessary ABA treatment of Autism Spectrum Disorder
- Maximum benefit of \$35,000 per year per approved member (through age 10)
- Co-payments, deductibles and/or co-insurance may apply

#### **Hearing Aids**

- Benefit allowance for hearing aids has increased for children up to age 19 from \$1,500 to \$3,000 every five years

# STATE HEALTH BENEFIT PLAN

## WHAT'S CHANGING IN 2015

### Enhanced Benefits

#### **Bariatric Pilot**

- The Georgia Legislature has established a pilot program to provide benefit coverage for certain bariatric surgical procedures for the treatment and management of obesity and related conditions
- Effective January 1, 2015, the pilot program is limited to **75** non-Medicare Advantage members for the 2015 Plan Year
- Qualified applicants will be randomly selected by the vendors for which you are enrolled. Please contact your vendors for more information

# STATE HEALTH BENEFIT PLAN

## UNDERSTANDING YOUR PLAN OPTIONS

### **Health Reimbursement Arrangement (HRA)**

- Plan pays 100% of covered services provided by in-network providers that are properly coded as “preventive care”.
- Not required to select a Primary Care Physician (PCP) or obtain a referral
- HRA credits are used to help meet your deductibles and out-of-pocket maximums
- The medical and pharmacy out-of-pocket maximums are combined
- Certain drug costs are waived if SHBP is primary and you actively participate in one of the Disease Management Programs for diabetes, asthma and/or coronary artery disease

# STATE HEALTH BENEFIT PLAN

## UNDERSTANDING YOUR PLAN OPTIONS

### **High Deductible Health Plan (HDHP)**

- Before you can use well-being incentive credits, members must meet a threshold (\$1,300 – individual; \$2,600 other tiers)
- You must meet separate in-network and out-of-network deductibles and out-of-pocket maximums
- You pay co-insurance after meeting the entire deductible for covered medical and pharmacy expenses
- The medical and pharmacy out-of-pocket maximums are combined
- There are no co-payments
- The HSA cannot be combined with a Flexible Spending Account (FSA)

# STATE HEALTH BENEFIT PLAN

## UNDERSTANDING YOUR PLAN OPTIONS

### **Health Maintenance Organization (HMO)**

- Certain services are subject to a deductible and co-insurance
- You are not required to obtain referrals to see a Specialist (SPC), but are encouraged to select a Primary Care Physician (PCP) to help coordinate your care
- The medical and pharmacy out-of-pocket maximums are combined
- Co-payments count toward your out-of-pocket maximum
- Certain drug costs are waived if SHBP is primary and you actively participate in one of the Disease Management Programs for diabetes, asthma and/or coronary artery disease

# STATE HEALTH BENEFIT PLAN

## UNDERSTANDING YOUR PLAN OPTIONS

### **Kaiser Permanente (HMO)**

- Plan pays 100% of covered services provided by in-network providers that are properly coded as “preventive care”
- KP administers the benefits for medical, pharmacy and wellness
- No deductibles
- The medical and pharmacy out-of-pocket maximums are combined
- Co-payment only option

# STATE HEALTH BENEFIT PLAN

## WELLNESS 2015

### **Blue Cross Blue Shield of Georgia and United Healthcare**

- ***HEALTH & WELLNESS INCENTIVES***

- Healthways will still provide employees with the opportunity to earn up to 480 well-being incentive credits, plus an additional 480 for a covered spouse (total of 960 per household)
- Must be completed between January 15, 2015 and December 15, 2015
- Access to a variety of Healthways' tools, activities and services such as; the Well-Being Assessment, wellness incentives, Well-Being Coaching, Biometric Screenings, and on-site activities

# STATE HEALTH BENEFIT PLAN

## WELLNESS 2015

### What to Do

#### Assess Your Health

Complete your 2015 Healthways Well-Being Assessment (WBA) – a confidential, online questionnaire that will take about 20 minutes.

#### Know Your Numbers

Complete a 2015 Biometric Screening and submit results on the 2015 Physician Screening Form. The Biometric Screening must be completed at an SHBP-sponsored screening event or by your physician; your results must be submitted appropriately on the 2015 Physician Screening Form.

#### Take Action

It's your choice! Complete the telephonic coaching pathway, online pathway or a combination of both.

##### Telephonic Coaching Pathway

- Complete your WBA and;
- Actively engage in telephonic coaching

##### Online Pathway

- Complete your WBA and;
- Record 5 online well-being activities within four consecutive weeks and earn up to 40 well-being incentive credits

### What You Will Earn\*

Complete BOTH and earn **240** well-being incentive credits

(WBA must be completed before any well-being incentive credits can be earned.)

Earn up to **240** well-being incentive credits

(WBA must be completed before any well-being incentive credits can be earned.)

# STATE HEALTH BENEFIT PLAN WELLNESS 2015

## For Kaiser Permanente (KP) Election

- KP will provide access to a variety of tools, activities and services such as the Total Health Assessment, Biometric Screenings and Online and On-site Healthy Living Classes
- As a part of the KP Wellness Program, if employees sign up on [kp.org](http://kp.org) and complete at least one of the identified health actions (e.g. getting their annual flu shot, completing one online health education class), they will be entered into a monthly drawing for an iPad and a Fit Bit to help manage their health
- For details go to [www.my.kp.org/shbp](http://www.my.kp.org/shbp) or call 855-512-5997

# STATE HEALTH BENEFIT PLAN PHARMACY BENEFITS

## **Blue Cross Blue Shield of Georgia and UnitedHealthcare Participants**

- ***Express Scripts***
  - 90-day supply of their maintenance medication either through home delivery pharmacy services or at a participating 90-day retail pharmacy
  - The My Rx Choices Prescription Savings Program lowers out-of-pocket prescription costs
  - The Worry-Free Fills Program offers automatic refills for long-term medications and will be automatically shipped to the employee
  - The Extended Payment Program extends home delivery payments over three installments

# STATE HEALTH BENEFIT PLAN

## IMPORTANT REMINDERS

### **What Happens If No Action is Taken?**

- Employees who do not make an election will default to the Blue Cross Blue Shield HRA option previously selected for 2014, without co-payments
- If employees do not make an election and are currently paying the Tobacco Surcharge, their coverage will default and the Tobacco Surcharge they were paying in 2014 will continue to apply
- If employees do not make an election and are currently enrolled in TRICARE Supplement in 2014, they will be enrolled in TRICARE Supplement in 2015

# STATE HEALTH BENEFIT PLAN ANNUAL ENROLLMENT REMINDERS

- **Employees should read and make sure they understand the plan materials** posted at [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp) and other information provided by your employer and take the required actions
- **Confirm** that they have answered the Tobacco Surcharge question appropriately
- **Check their payroll deduction** to verify that the correct deduction amount has been made. If they are not being charged the correct amount, they should immediately contact HR Department
- **To update any changes in their address**, notify Office Manager or HR Department
- **Notify SHBP** whenever they have a change in covered dependents (within 31 days of a Qualifying Event)

# STATE HEALTH BENEFIT PLAN

## 2015 BENEFIT ELECTION

- **Online Election**

- Employees must make their health election at [www.mySHBPga.adp.com](http://www.mySHBPga.adp.com)

- **Website Open & Close Dates**

- Website opens at 12:01 a.m. on October 27, 2014
- Website closes at 5:00 p.m. on November 14, 2014

# STATE HEALTH BENEFIT PLAN

## 2015 BENEFIT ELECTION

- **Employees may go online as many times as they like** but the last election confirmed at the time AE closes will be their election for the 2015 Plan Year
- **Employees should print and keep a copy of the confirmation page which will contain a confirmation number** - once AE is closed, employees will be able to go online at [www.mySHBPga.adp.com](http://www.mySHBPga.adp.com) and view their 2015 election

# STATE HEALTH BENEFIT PLAN VENDOR DIRECTORY

Resource	Member Services	Website
<b>Blue Cross Blue Shield of Georgia (BCBSGa)</b>		
Member Services: Monday thru Friday, 8:00 a.m. to 8:00 p.m. ET	855-641-4862	<a href="http://www.bcbsga.com/shbp">www.bcbsga.com/shbp</a>
<b>UnitedHealthcare</b>		
Member Services: Monday thru Friday, 8:00 a.m. to 8:00 p.m. ET	888-364-6352	<a href="http://www.welcometouhc.com/shbp">www.welcometouhc.com/shbp</a>
<b>Kaiser Permanente (KP)</b>		
Member Services: 24 hours a day/7 days per week (Appointment Scheduling, Prescriptions and Nurse Advice)	855-512-5997	<a href="http://www.my.kp.org/shbp">www.my.kp.org/shbp</a>
<b>Healthways</b>		
Member Services: Monday thru Friday, 8:00 a.m. to 8:00 p.m. ET	888-616-6411	<a href="http://www.BeWellSHBP.com">www.BeWellSHBP.com</a>
<b>Express Scripts</b>		
Member Services: 24 hours a day/7 days per week	877-841-5227	<a href="http://www.express-scripts.com/georgiaSHBP">www.express-scripts.com/georgiaSHBP</a>
<b>SHBP</b>		
Member Services: Monday thru Friday, 8:30 a.m. to 5:00 p.m. ET	800-610-1863	<a href="http://www.mySHBPga.adp.com">www.mySHBPga.adp.com</a>
<b>PeachCare for Kids®</b>	877-427-3224	<a href="http://www.peachcare.org">www.peachcare.org</a>
<b>TRICARE Supplement</b>	866-637-9911	<a href="http://www.asicorporation.com/ga_shbp">www.asicorporation.com/ga_shbp</a>

# AFFORDABLE CARE ACT

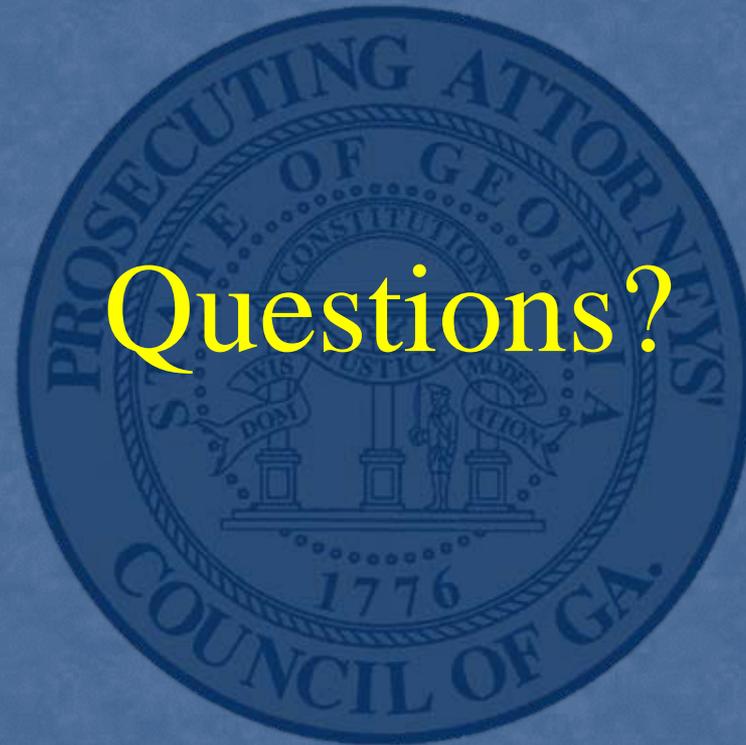
- ❑ Under the ACA any employee that meets the averaged 30-hour weekly threshold for a period exceeding 90 days must be offered health coverage that meets federally –mandated minimum requirements within 3 months of hire.
- ❑ If a part-time employee is later found to be working 30 hours or more on average for a full measurement period then the employer would offer the now full-time employee healthcare coverage during the next regular open enrollment period.
- ❑ This is not required for part-time employees but depends for both variable hour and seasonal employees
  - ❑ Seasonal employee are defined as those that typically work six months or less, and whose work begins at approximately the same time each year, such as winter or summer.

# AFFORDABLE CARE ACT

## Actions that must be taken:

- Identify full-time employees without benefits that meet the new full-time threshold, determine if it is feasible to reduce hours to 29 or less, and make adjustments immediately.
- Ensure that written notice is provided to all employees within 14 days of hire;
- Continuously monitor working hours of the workforce to avoid unintentional expansion of employer-subsidized healthcare or non-compliance penalties
- Ensure that healthcare coverage is offered to future full-time employees within 3 calendar months of their hire date

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?

# RETIREMENT

- The Employees' Retirement System (ERS)
  - ✓ Established on January 1, 1950 to administer retirement benefits for the State of Georgia Employees.
  - ✓ ERS provides service retirements, death and disability benefits, refund of contributions and interest to members who leave state employment.
  - ✓ 3 different Benefit Structures
    - Old Plan, New Plan and Georgia State Employees' Pension and Savings Plan (GSEPS).
  - ✓ All full-time employees of participating departments and agencies are required to become members as a condition of employment (some restrictions apply).

# RETIREMENT

- Old Plan
  - ✓ Current Members continuously employed on a full-time basis since before July 1, 1982
  - ✓ 1.5% of earnable compensation; 1.25% goes toward member's annuity and .25% goes toward Group-Term Life Insurance
- New Plan
  - ✓ Employees first or again becoming ERS Members on or after July 1, 1982 and before January 1, 2009
  - ✓ 1.5% of earnable compensation; 1.25% goes toward member's annuity and .25% goes toward Group-Term Life Insurance

# RETIREMENT

- What is Group-Term Life Insurance?

- ✓ Life insurance coverage for both retired and active members of ERS, LRS and some JRS members.
- ✓ As of 2009, no new members will be enrolled
- ✓ .25% contribution is deducted for this life insurance coverage
- ✓ Coverage is equal to 18 times your monthly salary
- ✓ At age 60, coverage is reduced
- ✓ Active members who terminate, have 18 years of service and are not eligible to retire can continue coverage – direct pay to ERS.
- ✓ Retiree coverage continues at a reduced level (70% of their age 60 level).
- ✓ Retirees are no longer required to contribute for the benefit but it will continue until payout at time of death.

# GEORGIA STATE EMPLOYEES PENSIONS & SAVINGS PLAN (GSEPS)

- **Defined Benefit Pension Plan**
  - ✓ Employees first hired on or after January 1, 2009
  - ✓ Mandatory Participation
  - ✓ Contributions are 1.25% of your pensionable salary
  - ✓ Vested in defined benefit plan after 10 years of state service
- **401(k) Plan**
  - ✓ As of July 1, 2014 all new enrollees are automatically enrolled in the GSEPS plan with a 5% contribution
  - ✓ Contributions to the GSEPS 401(k) are matched by your employer
  - ✓ 100% match of the first 1%
  - ✓ 50% match for each additional percentage you contribute, up to 5%
  - ✓ Total state match is 3% of salary, based on an employee contribution of 5%
  - ✓ Vested in 401K plan after 5 years (20% vesting for each year up to 5)

# RETIREMENT

- Normal Service Retirement
  - ✓ Age 60 with 10 or more years of service
  - ✓ 30 years of creditable service at any age
  - ✓ Old plan members: 34 years of service, age and service projected to 65
    - “34-year Projection”: Employee reaches 34 years of service, if younger than 65, ERS will take the difference between 65 and their age at retirement and ADD that number to their 34 years of creditable service
- Early Retirement
  - ✓ 25 years with 7% penalty for each year less than 30 or each year under age 60. whichever is less.
- Disability Retirement
  - ✓ Old and New Plan: 13 years and 4 months of creditable service
  - ✓ GSEPS Plan: at least 15 years of creditable service

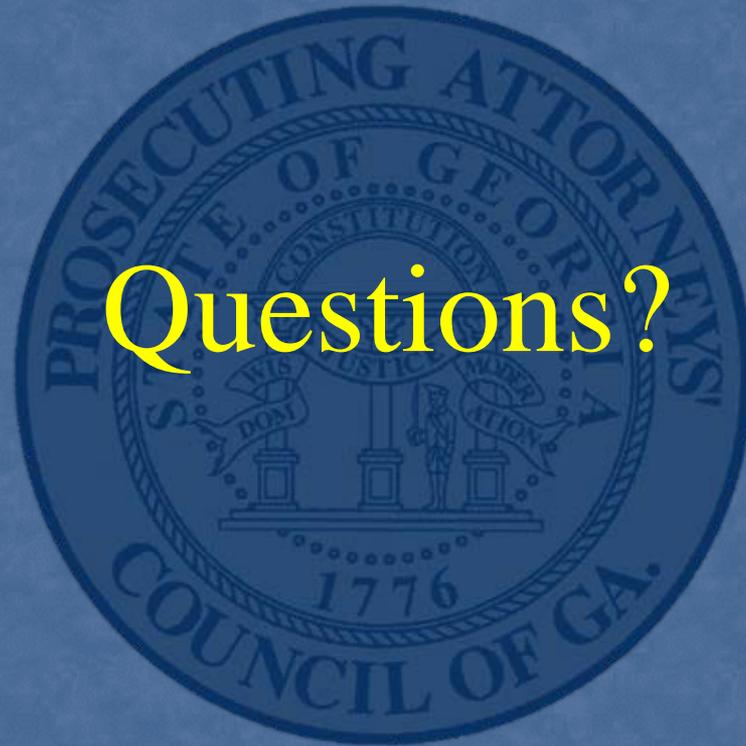
# RETIREMENT

- The Judicial Retirement System (JRS)
  - ✓ Established on July 1, 1998 to administer retirement benefits for the Superior Court Judges Retirement, the District Attorneys Retirement System, the Trial Judges and Solicitors Retirement Fund and certain employees of the Attorney General/Legislative Counsel.
  - ✓ Anyone assuming the office of Superior Court Judge or District Attorney who is an active member of the Employees' Retirement System (ERS) at the time may elect to continue their ERS membership rather than join GJRS.
  - ✓ Contributions are 7.5% of the member's earnable compensation
  - ✓ Members covered under the Group Term Life Insurance (GTLI) plan pay an additional 0.25% of earnable compensation toward GTLI.

# RETIREMENT

- JRS Regular Retirement
  - ✓ Age 60 with at least 10 years of vesting service and at least 16 years of Creditable Service
- Early Retirement
  - ✓ Age 60 with at least 10 years of vesting service and between 10 and 16 years of Creditable Service
- Disability Retirement
  - ✓ You may receive a Disability Retirement benefit if you:
    - Are an active GJRS Member at the time you become disabled;
    - Are unable to perform your job and
    - Have attained at least four years of Creditable Service

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

## FISCAL OVERVIEW



# AFY15 & FY 16 BUDGET REQUEST



## District Attorneys' Budgetary Program AFY 15 & FY 2016 Budget Request Summary

(as Approved by the Council and Submitted to OPB)  
State General Funds Only

Base Budget: \$60,672,663

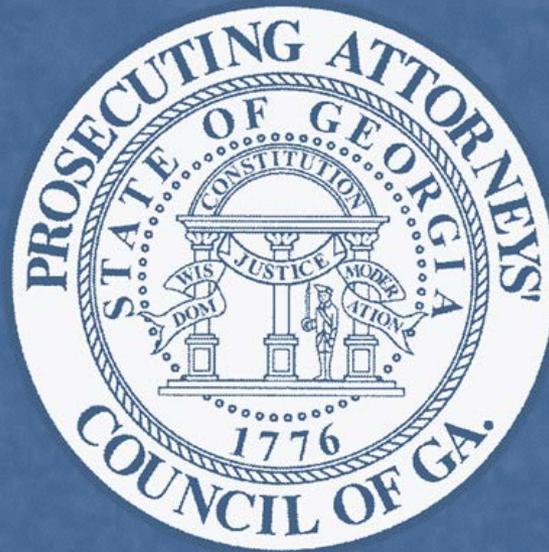
Item #	Description of Requested Increase(s)	AFY 15	FY 16
1	Increase funds for district attorney court travel and training.	208,051	216,229
2	Increase funds for personnel to annualize two assistant district attorneys reflecting the increase of new judgeships in the Coweta and Waycross Judicial Circuits as provided in HB 744 (2014 session). <b>Positions available January 2015</b>		104,522
3	Increase funds for personnel for eleven (11) additional assistant district attorneys to support <b>Accountability Courts</b> in the following Circuits: <i>Alapaha, Bell-Forsyth, Douglas, Dublin, Eastern, Griffin, Macon, Northern, South Georgia, Southwestern and Towaliga.</i> <b>(Base Salary = \$50,977; Class III/Step I)</b>		914,691
4	Increase funds for personnel to provide for fifteen (15) additional Assistant District Attorneys to support <b>Juvenile Courts</b> across the state.		1,247,305
5*	Increase funds for personnel to support recruitment and retention efforts for State-paid <b>Assistant District Attorneys (Year 1 of 3 Year Plan)</b>		1,519,085
6*	Increase funds for personnel to provide for a law enforcement career ladder for <b>State-paid Investigators. (Year 1 of 3 Year Plan)</b>		263,835
7*	Increase funds for personnel to provide career advancement for <b>state-paid secretaries. (Year 1 of 3 Year Plan)</b>		114,884
8	Provide funds to increase monthly supplement of Chief Assistant District Attorneys from \$100 to \$500 per month		383,658

Total Funds Requested in DA Program  
Percentage Increase in DA Program

\$208,051  
0.34%

\$4,764,210  
7.85%

Note: Items 5, 6 & 7 will appear in Governor's budget as single item with the caption - "Increase funds for personnel to provide for recruitment, retention and career advancement of Assitant District Attorneys, Investigators and Secretaries."



# HR OFFICE PROCEDURES & PAF ENHANCEMENTS



# PAF ENHANCEMENTS



## What's New!!

- ✓ **Benefit Service Date**
- ✓ **Previous Incumbent**





# PERSONNEL ACTION FORMS



Personnel Action Forms (PAFs) are due by the Circuit deadline date. For exact dates please refer to your Circuit Calendar.

Please ensure that all of the fields on the PAF are completed in detail

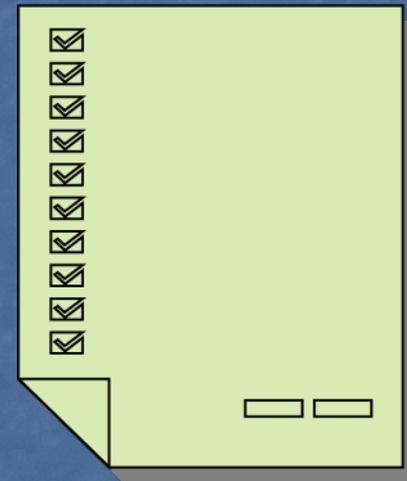




# NEW HIRE & TERMINATIONS



New hire and termination paperwork should be attached to the Personnel Action Form (PAF). In order to proceed in the process, ALL documents must be received at one time.





# EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)



I-9 and supporting documents must be submitted within 3 days of the hire date.

**LIST OF ACCEPTABLE DOCUMENTS**  
All documents must be unexpired and original (copies not acceptable)

One Document From:	OR	One Document From:	AND	One Document From:
LIST A		LIST B		LIST C
<input type="checkbox"/> U.S. Passport or Passport Card		<input type="checkbox"/> Driver's license or U.S. State issued photo ID card		<input type="checkbox"/> U.S. Social Security account number card
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card		<input type="checkbox"/> Photo ID card issued by federal, state, or local government agencies or entities		<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or Form I-94 or Form I-94A		<input type="checkbox"/> School ID card with a photograph		<input type="checkbox"/> Native American tribal document
<input type="checkbox"/> Employment Authorization Document (Card) that contains a photograph		<input type="checkbox"/> Voter's registration card		<input type="checkbox"/> U.S. Citizen Identification Card
<input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A		<input type="checkbox"/> U.S. military card or rail record		<input type="checkbox"/> Employment authorization document issued by Department of Home Security (other than those listed under LIST A)
		<input type="checkbox"/> Military dependent's ID card		
		<input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card		
		<input type="checkbox"/> Native American tribal document		
		<input type="checkbox"/> Driver's license issued by a Canadian government authority		



# PRE-EMPLOYMENT DRUG SCREENING



Drug testing is mandatory for all new hires and must be completed within 10 days of the hire date

PAC Rule 5.6., subsection (a) provides:

“Applicants shall be required to complete a pre-employment drug test for the presence of illegal drugs prior to commencing employment or within ten working days of commencing employment.”

Vendors: Labcorp and Quest Diagnostics





# KEEP PAC HR IN THE LOOP!



PAC HR must be notified and the PAF submitted on all terminations immediately (i.e. Resignations, Terminations, Dismissals, Transfers, & Retirements).



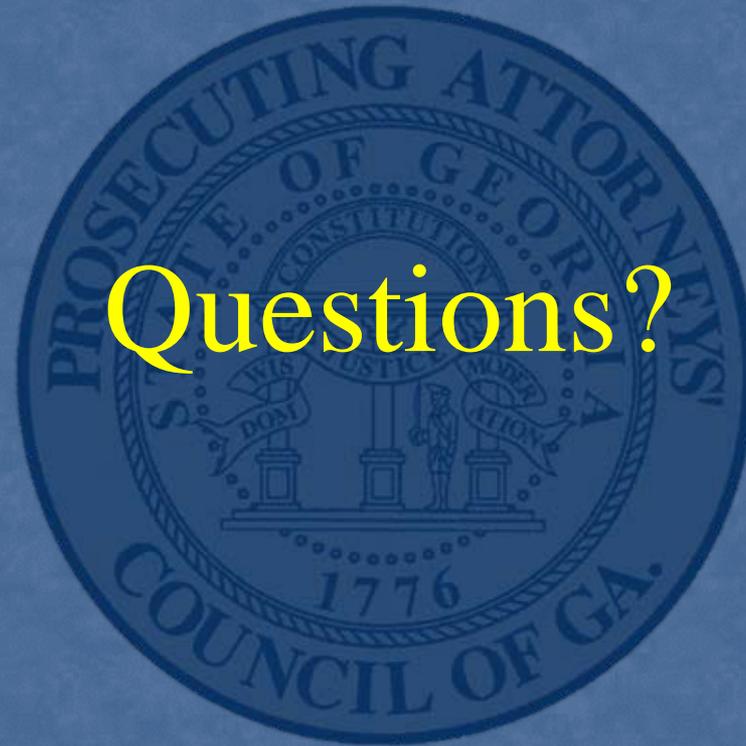
S\_U\_CCESS IS NOTHING WITHOUT “U”

We are here to **SUPPORT** you in all of your endeavors, you are **NOT** alone!

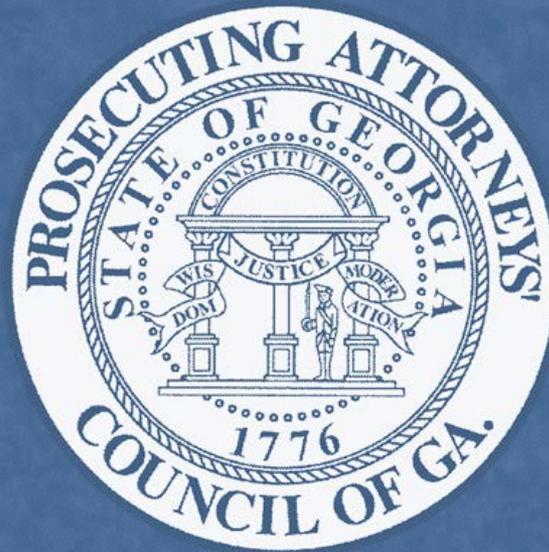


[hr@PACGA.ORG](mailto:hr@PACGA.ORG) or 404.969.4001

# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?



PAC DOCUMENT DIRECT (NEW)

# WHAT IS IT?

PAC Document Direct is a web-based portal that allows timely, and convenient access to PAC Fiscal and HR reports & documents.



# FISCAL DOCUMENTS

- State Paid County Reimburse (SPCR) Contracts – Contract period July 1, 2014 through June 30, 2015.
- SPCR Monthly Invoices – All of FY 2015 Invoices will be available in the portal.
- Travel Statements
  - a. There will be one combined statement for the July through September travel.
  - b. There will be monthly statements for the October through June travel.
- Food Stamp Statements – Coming Soon (TBD)

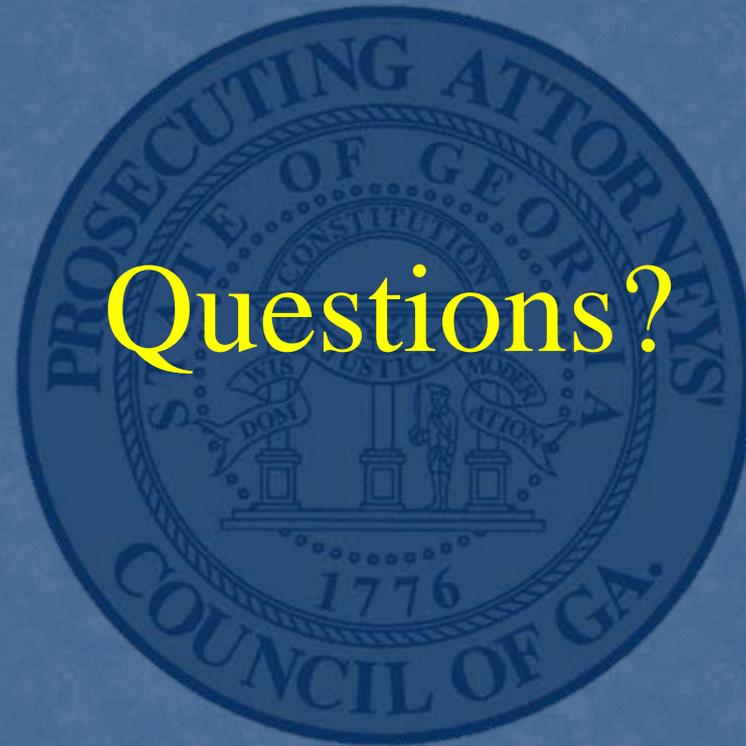
# HR DOCUMENTS

Each month the following reports will be posted by the 15<sup>th</sup> of each month from the previous month.

- Approved Personnel Action forms
  - \*\*Personnel Action Forms dating back to July 1, 2013 will be made available
- Employee Job/Position/Budget Data
- Employee Leave Balances



# PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA



Questions?