

Temporary hire information for supervisors of graduating seniors

Do you have a student employee that you would like to keep on after he or she graduates this month? Because Calvin graduates can no longer be paid from the student payroll, you will need to fill out a [temporary hire form](#) and submit it to human resources. This form requires start and end dates as well as signatures from your budget officer and divisional vice president. Please submit temporary hire paperwork as soon as possible to ensure that there will be no break in your students' pay or access. Got questions? Feel free to contact our office at humanresources@calvin.edu or ext. 6-6495.



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Busy May — a letter from our director

As we prepare for exams, the end of the semester and even graduation, it's important to take time to slow down, breathe and remember what's important. For me, it's also a good time to remind the Calvin community about things coming up this summer.

The end of the semester means that Calvin's summer office schedule is about to begin! On May 24, the working hours for Calvin offices will change to 8:00 a.m. to 4:30 p.m. with a half hour lunch break. This schedule will be in place through the summer until August 30 when work hours resume to 8:00 a.m. to 5:00 p.m. in preparation for the fall semester which begins on September 7.

The biggest thing coming from our office this month is information about benefits open enrollment. Within the next couple of weeks, all benefit-eligible staff and faculty members will receive an email from our office. This email will contain the benefits enrollment forms for health, dental and flexible spending as well as links to plan documents and other resources on our website. You also have the opportunity during this open enrollment period to apply for voluntary (additional) life insurance through Unum. All employees who work at least half time are automatically enrolled in group life insurance coverage through Calvin, but this is an opportunity to add a little extra coverage.

Check out page two for an in-depth Q&A detailing the information you need to know for this benefits enrollment cycle. One of the most

notable changes is that we have a new flexible spending administrator. Take a peek at page three to find out about this company. We're excited to introduce a new way to use flex—a pre-paid debit card!

This time of year also brings the chance to review the progress we've all made in the last year and to plan ahead for the next year. Performance review materials are now available [online](#) and we encourage you to get started early. This review process gives you the change to reflect on good work, identify areas for growth and set goals for the coming year. All employees/supervisors are required to turn in the two performance development plan (PDP) forms. Supplemental evaluation resources are available on our website.

Calvin's much-anticipated annual staff recognition event is coming soon! Save the date for Tuesday, June 8. This year's event will be held in the chapel. I've always found that our community appreciates the fun of this event and it's a great way to recognize staff members who have given many years of good work to the college.

Whew! May is a busy month. Keep your eyes peeled for more benefits enrollment information and please feel free to contact our office at humanresources@calvin.edu with any questions.

Todd Hubers
director of human resources

It's My Job: A chat with Steve Ruis

Take a journey into the bustling admissions office and you will find Steve Ruis, associate director of admissions and financial aid.



R: How long have you been at Calvin?

S: I've been here for over 15 years! I started as an admissions counselor right after I graduated from Calvin and have worked in various roles ever since.

R: What do you do?

S: I am the associate director of admissions. In my job, I manage technology systems and operations while also working with a team of people to plan for implementation of new enrollment strategies.

R: What makes you successful in your job?

S: I think that I have an analytical mind. I like to gather data and draw conclusions from it. I also thrive in this collaborative environment. It's great to work with others to find ways to innovate and problem-solve.

R: Tell us something we might not guess about you.

S: I may enjoy working in this office, but I also love to work with my hands. I derive great satisfaction from that—whether it's building furniture for family and friends or gardening in my backyard. Oh, and did I mention that my wife owns [Art of the Table](#)?



Get ready, benefits open enrollment is here again!

In the next few weeks, Calvin will be working through another benefits open enrollment — read on for more information.

What do I need to know about this benefits open enrollment period?

Open enrollment provides an opportunity for employees to enroll in or change health care or dental plans (i.e. adding dependents or changing between HMO and POS coverage), register for flexible spending deductions and apply for voluntary life insurance. Enrollment will be effective from July 2010 to June 2011.

Why are we enrolling in benefits for the second time in six months?

Calvin is transitioning its benefits plans to a fiscal year plan (July-June) to align the plans with the college budget year. From this point on, our benefits enrollment period will fall in May/June with an effective date of July 1.

Are there changes in my coverage for the upcoming year?

All services that were covered before are still covered (at the same rate) and there are no changes in prescription coverage or co-pays. In November of 2009, the college negotiated premium share rates for 18 months (January 2010-June 2011). Rates increased in January of this year, but they will **not** increase for this enrollment period. However, personal deductibles for both

the HMO/HRA and POS plans will be reset on July 1, 2010.

What do I need to know to apply for voluntary (additional) life insurance?

If you desire life insurance coverage beyond what the college provides (two times annual salary up to \$100,000), this enrollment period is your opportunity to apply for additional coverage through Unum, our insurance provider. If you enroll in voluntary life insurance for yourself, you will also have the opportunity to apply for additional coverage to the policies of your spouse or children. This change will take effect on July 1, 2010 or when your application is approved by Unum.

What is changing with my flexible spending account?

There are three changes we would like to highlight. First, we are switching flexible spending administrators. BASIC, a leading flex administrator based in Michigan, will be taking over all accounts beginning July 1. Second, BASIC offers an enhanced service: a pre-paid debit card. See the article on the following page for more information. Third, as you may remember from our April newsletter, over-the-counter drugs will no longer be covered under your flex plan beginning January 1, 2011. Take this into

account as you estimate your medical expenses for the year.

Is there still a "grace period" in which I can use my flexible spending dollars from the first six months of 2010?

Yes, you will still have an additional 2.5 months after June 30 to spend those flex dollars. Medical expenses can be incurred through September 15, 2010 for the January-June 2010 plan year but all claims submitted after June 30 must be sent to BASIC. All reimbursement requests must be submitted by September 30, 2010.

Will I receive a packet of enrollment information through ICM?

No. All communication for this open enrollment will be sent to employees via email. This email will contain enrollment forms as attachments and the text of the email will include a link to our website where you can find information such as plan summaries and flex worksheets. The enrollment forms must be printed out and submitted to human resources through ICM.

What is the deadline for open enrollment?

Enrollment forms must be submitted to the human resources office by June 15, 2010.

YOU'RE GOING TO NEED A
BIGGER BANK.



Calvin Perks DID YOU KNOW

DID YOU KNOW that indoor and outdoor recreational facilities are available to staff members free of charge? With your staff ID, you have access to the multi-faceted [Spoelhof Fieldhouse Complex](#). Your spouse is also eligible for an ID, which will give him or her access. The Fieldhouse includes a state-of-the-art fitness center, gyms, tennis courts, track and swimming facilities, indoor rock climbing, dance studios and more.

Calvin College is so committed to your health and wellness that the college allows an extra half hour before or after your regular lunch break twice per week to be used for health-by-choice activities. The normal lunch period remains unpaid, but the additional half hour is paid time. This time is subject to approval from your supervisor.

Wonder if you're eligible to use the Fieldhouse? Check out the [HPERDS policy](#) online.

This year, we're getting down to BASIC(s)

As Bob Dylan said, "the times, they are a changin'." The change we're talking about is a new benefits provider. In order to better serve the Calvin community, our office has identified a new flexible spending administrator. Beginning July 1, 2010, all employee flexible spending accounts will be administered by [BASIC](#), a leading flex administrator based in Michigan.

One exciting change that's coming as a result of this transition is the way you pay for medical expenses through your flex account. Rather than paying costs out-of-pocket and requesting reimbursement, you will receive a pre-paid debit card through BASIC. That means Calvin employees

will have no immediate out-of-pocket costs for approved medical expenses. You just need to swipe your card! The BASIC debit card should be accepted by all doctor's offices and pharmacies.

If the payment is a common amount for a medical expense (e.g. a \$15 co-pay or a \$40 prescription), you will generally not be required to substantiate the claim. Even so, you should keep a copy of all documentation for debit card purchases/ payments in case you are required to submit them to BASIC as a verification of the expense and as you would for your income tax purposes. We advise that debit card participants only submit verification documents if BASIC specifically requests (via email) they be

submitted.

Not sure how much money to set aside? We will be posting a worksheet on our website to help you estimate predictable medical expenses for the plan year. As you are making these calculations, remember that over-the-counter medications will no longer be reimbursable expenses after January 1, 2011. This enrollment period sets aside flex dollars for July 2010 to June 2011. You will have a 2.5 month grace period after June 2011 to pay for medical expenses out of your 2010/11 flex account. The plan year maximum is \$5,000 for dependent care and health care flexible spending.

More in-depth information about BASIC and the debit card will be coming with your open enrollment materials.

Getting started on performance reviews

Believe it or not, the time to complete your annual performance review is here!

This review process is designed to help employees and supervisors address good work, identify areas for improvement and set goals for the coming year.

All performance review materials can be found on our [website](#). The first two documents are required — one should be filled out by the supervisor and the other by the employee. The following documents are supplemental

materials that have been used successfully by other departments in the past. Feel free to submit those evaluations in addition to the required documents if you feel that they will help you provide a more robust evaluation of your employees.

If this is your first year completing a performance development plan (PDP) or if you have questions, feel free to contact our office.

All PDPs must be submitted to the human resources office by August 2.

K-12 tuition grant DEADLINE

Applications for non-Grand Rapids Christian schools are due next month on **June 4**. Please contact our office at humanresources@calvin.edu if you have any questions about this benefits or if you did not receive a tuition grant form via ICM and believe you are eligible.

What are you reading?

We at Calvin are a culture of education and self-improvement. What better way to encourage our colleagues in their lifelong learning than to ask that revealing question—“what are you reading?”

Want to submit a book review?
Email humanresources@calvin.edu

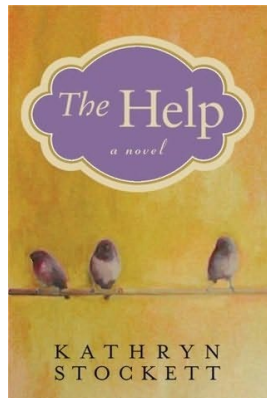
What are you reading?

Lori Feenstra

We want to offer our thanks to the Festival of Faith and Writing planning committee for three months of great reviews! Now, we're back to business as usual with a book review from Lori Feenstra, stewardship program and councils coordinator from development. So Lori, what are you reading?

The Help

by Kathryn Stockett



The Help is about African American maids working in white households in Jackson, Mississippi during the early 1960s. The novel is told from the perspective of three characters, two of whom are maids.

The lovingly maternal Aibileen—who has

spent her life raising white children and has recently lost her only son and the angry, scrappy Minny—who has often offended her employers despite her family's struggles with money and her desperate need for jobs—leap off the page as they endure with quiet dignity the outrageous insults dished out by their vain, racist employers. The third character is Skeeter, a young white woman who has recently moved back home after graduating from college and discovers that her childhood maid has disappeared without a word. The lives of these characters intertwine, illuminating how life in Jackson revolves around “the help,” yet they are always kept at a certain distance because of racial lines.

There is a complexity in the relationship of blacks and whites and this novel displays the full spectrum—not only the hate, abuse and mistrust, but also the love, attachment and dependence. Some who read *The Help* will connect with the story because they lived through this time in U.S. history, and others will find it hard to believe that racism was once so blatant while today it is far more insidious.

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Upcoming Events

Staff recognition event

This year's staff recognition event will be held in the chapel.
Tuesday, June 8

Benefits open enrollment

Information is coming via email within the next few weeks. All enrollment forms are due to the human resources office by **June 15**.

Professional Development Day (for assistants)

This summer, our office will be offering two development days for office assistants. Both sessions are held from 9 a.m. to 12 p.m. in DeVos 20.

*Refreshments served from 8:30-9 a.m. and lunch offered from 12-1 p.m.

Wednesday, June 23

Thursday, August 5



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