From: Scherling, Joel
To: NDE ALL Staff
Subject: HR News Brief - That"s Not So Brief This Time (But, you"ll still want to read it)
Date: Monday, April 07, 2014 4:45:24 PM

- If you have life insurance coverage through Aetna (all full-time employees do and part-time employees may elect it) there are some **value-added services** available to you. These include:
  1) Financial counseling and financial planning,
  2) Free estate planning documents, and
  3) Funeral planning services (pre-planning and at need).

- **ServeNebraska Week**, April 20-26, is an annual event to promote volunteerism in the state. The Nebraska Department of Education is a member of the ServeNebraska Commission and your participation in this effort is encouraged. Although work time can't be used, we hope you will consider getting involved.

- An adhoc group is working on a **social media** policy for the Department. It will be presented to the Internal Policies and Procedures Committee in the coming weeks. Look for more details later.

- If you are interested in **qualifying to participate in the 2014-15 Wellness Health Plan** you (and your spouse, if applicable) must:
  1) Have completed your wellness program by 3/28/14;
  2) Complete the following activities during the period of April 1 – May 31, 2014:
     - ✓ Create an account on the new wellNEssoptions website;
     - ✓ Schedule and complete your Biometric Health screening; and
     - ✓ Complete your online Health Assessment.

  If you are married, be sure to double check that your spouse has completed the above activities. Last year, *I assumed* my spouse had completed the health assessment just as she had for the last several years. I found out just days after the deadline that she hadn't. This resulted in higher premiums, higher office copays, and a higher rate of irritability in the Scherling household.

  Learn from my mistake. Ask your spouse to complete the assessment at the time of the biometric screening or by an earlier deadline (e.g., April 30). Then, verify that your spouse has completed all of the required steps well before May 31. (P.S. My wife and I have already completed our health assessments for this year!)

  Alternative health screening options. There are two options in addition to the onsite

biometric screening, which have specific timeframes: (1) through your health care provider, or (2) home kit screening. **To use the health care provider option**: (A) download the Authorization to Release Biometric Screening Information Form, (B) attend your appointment, collect the required biometric information and have the form signed by your health care provider, and (C) fax or mail the form to HealthFitness from April 1 through April 30. Employees (not doctors) are responsible for submitting the form completely and properly. Save your fax confirmation receipt to prove you sent the form. **To use the home screening kit option**: (A) Call 1-866-956-4285, option 1, between April 1 – April 20 to request a home kit be shipped to you, allowing 7-10 days for the kit to arrive. Mail the material to the certified lab for processing using the self-addressed envelope provided no later than April 30th. It is recommended to use the home kit as a last resort.

- If you did not qualify or chose not to participate in the 2014-15 Wellness Health Plan, but wish to qualify for the 2015-16 **Wellness Health Plan**, click here for more information.

- This month's Deer Oaks EAP webinar discusses **what to expect from counseling**. Two separate sessions will be held on April 15th – one at 11 a.m. and the other 1 p.m. CT. Your computer must be configured to work with GoToMeeting webinars. Click here to register.

- Campaigning is in full swing for the primaries. Be reminded that state policies prohibit use of work time, equipment and supplies to campaign. Click here for more detailed information about campaign activity policies.

- E-Cigarettes may not be used in state offices. State policies require that our buildings be smoke and tobacco-free. Smoking or other use of tobacco products, including, but not limited to, cigarettes, pipes, cigars, smokeless tobacco (e.g., snuff or chewing tobacco), and electronic cigarettes are not permitted inside state offices or any other interior areas of the building.

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