PERFORMANCE MANAGEMENT

As a part of the Performance Management Program, all SPA employees must have an interim performance review with their supervisor in the month of December. The Performance Management Program is a communication tool designed to help an employee be successful in their work. The supervisor meets with the employee to evaluate their success or need for development, to discuss work performance, reinforce good performance, set expectations for correcting poor performance and modify performance expectations. The deadline for the performance reviews to be received in Human Resources is January 31, 2014. For additional information on the Performance Management Program, go to e-Central/Human Resources/For SPA Employees/Performance Management.

IMPORTANT NOTICE: REIMBURSEMENT ISSUES REPORTED FOR CDHP

Members enrolled in the Consumer-Directed Health Plan (CDHP) are experiencing issues receiving reimbursement for their out-of-pocket costs at the pharmacy. Under the CDHP, if members pay up front for their pharmacy expenses, the claims should process through their Health Reimbursement Account (HRA) automatically with no action necessary from the member. If members have HRA funds available, they should receive reimbursement within 10 days.

However, the State Health Plan has learned that there is an issue with the reimbursement file from Express Scripts to Blue Cross and Blue Shield of North Carolina, which is causing a delay in getting members reimbursed.

They are working to resolve this issue as soon as possible. They will alert you when this has been corrected. If employees have questions regarding how their claims have been processed, please direct them to Customer Service at 888-234-2416.

SEANC members are in for a treat as The Greatest Show on Earth returns to North Carolina for shows in both Greensboro and Raleigh in February. Ringling Bros. and Barnum & Bailey Circus will appear at Greensboro Coliseum Feb. 7-9 and at PNC Arena in Raleigh Feb. 20-23. For details, visit SEANC’s Feature Discounts page.

Employees are the cornerstone of every organization.

NCSSM HUMAN RESOURCES NEWSLETTER
February 2014 Issue 139

Make sure you…
• Check Your pay statement. Review the deductions on your January payroll statement OR through your online enrollment system to ensure your 2014 elections are correct. Your FSA deduction is based on your annual election.
• Ask your doctor for a prescription for any OTC drugs you may need throughout the year. Many over-the-counter (OTC) medications, vitamins and supplements now require a prescription to be eligible for reimbursement. For those OTCs that require a prescription, you must pay out-of-pocket and submit the prescription and receipt for reimbursement.
• Submit 2013 FSA expenses by April 30, 2014 for reimbursement of eligible expenses.
• NCFlex FSA Convenience Cards. If you need additional cards for family members, call 1-866-916-3475
FSA Extension: If you still have a balance in your 2013 FSA and you use your FSA Convenience card, your 2013 balance will be used first to pay expenses incurred prior to March 15.

Financial Wellness with Sensible Savings Sessions. Learn more about financial wellness! NCFlex has partnered with the State Employees’ Credit Union, Retirement and Prudential 401k to help you “Save Sensibly.” Dates and locations will be posted to the NCFlex website soon. www.ncflex.org

Physical Wellness. Remember to schedule Annual Physical, Dental and Eye exams to stay healthy. Out of pocket co-pays can be paid for with the Health Care Flexible Spending Account

2013 W-2 INFORMATION

The 2013 W-2’s will be mailed out from BEACON to your home address mid-January. Beginning February, 1, 2014, you will be able to print your W-2’s from your Beacon ESS account.

WORKPLACE HARASSMENT

It is the policy of NCSSM that no employee may engage in speech or conduct that is defined as workplace harassment. Any employee who knows of situations involving harassment has an obligation to report those circumstances. The Workplace Harassment Policy has been posted to the HR Homepage of the UniCenter for you to view the definitions of workplace harassment.
Report Form, Workers Comp Medical Authorization

The QRG packet consists of an Incident Investigation Report Form, listing of employee’s responsibilities, listing of supervisors’ responsibilities, and Supervisor’s Accident/Incident Report.

The employee must complete Sections I, II and III of the Incident Investigation Report and leave with Human Resources. HR makes a copy of report and forwards original to Safety Officer to complete Sections IV and V. After completing Sections IV & V, Safety Officer forwards completed form back to HR to file in employee’s workers’ comp file.

If injury does not require medical attention, then above forms are all that is necessary, and information is filed in the workers’ comp file for employee name.

If medical assistance is needed (back injuries must be seen by a doctor), HR will complete the Medical Authorization Form and give to employee to take to authorized physician. HR will give original copy to employee and keep copy for files.

Employee must sign the Medical Authorization Release Form. The medical release form is filed in employee’s workers’ comp file and used in the event additional information is needed from treating physician regarding injury or illness.

Starting January 1, 2014, members enrolled in the Enhanced 80/20 Plan and the Consumer-Directed Health Plan (CDHP) may receive in-network preventive screenings covered at 100%. This means members will not have to pay anything out of pocket when they have a colonoscopy, mammogram, or Pap smear.* Members enrolled in the Traditional 70/30 Plan may receive the same preventive screenings with the appropriate copay applied.

Not sure which cancer screenings are recommended for your employee's age and gender? Encourage your staff to complete the "What health screenings do you need?" interactive tool on the Personal Health Portal to determine which screenings are recommended for them by the U.S. Preventive Services Task Force. To access this tool, members need to log in to their Personal Health Portal account and search for "What health screenings do you need" in the top left corner. For more information about the cancer screening recommendations by age and gender, check out the American Cancer Society's website.

*Screenings must be coded as preventive in order to be covered at 100%.

For more information on preventive screenings, click here.

HELPFUL WEBSITES & TELEPHONE NUMBERS

State Health Plan Website: www.statehealthplan.state.nc.us #: 1-800-422-4658
Dental Plan Website: www.ncflex.org #: 1-800-342-5209
Vision Plan Website: www.ncflex.org #: 1-800-923-6766
Voluntary Group Term Life Insurance Website: www.longemployeeprofits-us.com #: 1-877-464-5111
NCFlex Plan Website: www.ncflex.org #: 1-800-679-9031
Retirement System Website: www.treasurer.state.nc.us #: 919-733-4191
401 (K) Website: www.bbandt.com/nc401k #: 1-800-722-4015
457 Plans Website: www.ncgov.com/asp/subpages/457fund.asp
NC Dept. of Revenue Website: www.dor.state.nc.us #: 919-733-3991
AFLAC Website: www.aflac.com #: 919-539-6942
BEST Website: www.nccommerce.com/BEST #: 919-707-0707
ORBIT Website: www.myncretirement.com #: 919-807-3050
NCID Website: https://ncid.nc.gov

WORKERS COMPENSATION

All NCSSM faculty and staff are covered under the North Carolina Workers' Compensation Act. Any employee who suffers an accidental injury or contracts an occupational disease within the meaning of the Workers' Compensation Act is entitled to benefits provided by the Act.

An injury is compensable under Workers’ Compensation if it meets the following criteria:

• The injury was caused by an accident
• The injury arose out of the employment
• The injury was sustained in the course of employment

Corvel has been contracted by the State of North Carolina to handle liability/claims for workers compensation. Information regarding job-related injury/illness is sent to Key Risk Management to assist in their determination of liability.

Once HR has been notified that a job-related injury or illness has occurred, HR will provide employee with a Quick Reference Guide (QRG) packet. The QRG packet consists of an Incident Investigation Report Form, Workers Comp Medical Authorization Form, listing of employee’s responsibilities, listing of supervisors’ responsibilities, and Supervisor's Accident/Incident Report.

The last screen will prompt you to type in a new user identification and password. Once that is done, you will receive screen confirmation that your process was successful, and the ORBIT site will launch.

ACCESSING YOUR ORBIT ACCOUNT

The North Carolina Retirement System invites employee’s to register/login to Orbit account to view their specific retirement information.

1. Visit www.myncretirement.com and click on the ORBIT button
2. Enter your User ID and Password
3. Answer the “Orbit Authentication Continuation” question (for example, Mother’s maiden name)
4. Click on “View Annual Benefits Statements” on the left-hand menu

If you’ve lost or forgotten your ID or password, follow the steps below:

1. Visit www.myncretirement.com and click on the ORBIT button
2. Click on “Forgot Your Password…?” in the Login box
3. Answer the series of questions correctly enables you to reset your own password and user identification
4. Follow the instructions above about viewing your statements

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PHARMACY BENEFIT REMINDERS FOR 2014

To help you start your New Year getting the most out of your pharmacy benefits, here are some helpful reminders:

• All members must use their new benefit card when visiting the pharmacy in 2014.
• For the Consumer-Directed Health Plan (CDHP), members are encouraged to shop around for the best prices for their medications. Prices do vary between pharmacies. My Rx Choices can assist with identifying approximate costs of medications.
• For the CDHP and Enhanced 80/20 Plan, members must have a prescription for coverage for the Affordable Care Act (ACA) preventive medications.

For the Traditional 70/30 and Enhanced 80/20 Plans, some new high-cost generic medications may be in Tier 2 with a $40 copay.

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