

AGENDA
UAF STAFF COUNCIL #256
Wednesday, December 10, 2014
8:45 – 11:00 AM
Wood Center – Carol Brown Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

I. 8:45 – 8:50 CALL TO ORDER & ROLL CALL

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda for Staff Council Meeting #256

II. 8:50 – 9:20 GUEST SPEAKER

- A. Erika Van Flein, UA Director of Benefits
 - i. Attachment 256-14: Patient Protection and Affordable Care Act (PPACA) - What does it mean to me?
 - ii. Attachment 256-15: UA Healthyroads Introduction 2014-2015
 - iii. Attachment 256-16: UA Wellness Program (Healthyroads) Phase 2 Q&A

III. 9:20 - 9:25 STATUS OF PENDING ACTIONS

- A. Leave Share Resolution
- B. Emergency Leave Policy

IV. 9:25 - 9:30 PUBLIC COMMENT

V. 9:30 - 9:40 GOVERNANCE REPORTS

- A. Mathew Carrick, President, ASUAF
- B. Debu Misra, President Elect – Faculty Senate

VI. 9:40 - 9:45 STAFF ACHIEVEMENTS AND HIGHLIGHTS

VII. 9:45 - 9:50 BREAK

VIII. 9:50 - 10:00 OFFICER REPORTS

- A. Chris Beks, President
- B. Faye Gallant, Vice President

IX. 10:00 - 10:15 CHANCELLOR'S REMARKS**X. 10:15 - 10:30 UNFINISHED BUSINESS**

- A. Fall 2014 Odd Numbered Unit and At-Large Representative Election
 - i. Attachment 256-1: Motion 2014-256-1: Motion to Approve 2014 Fall Staff Council Election Results - Draft
- B. Smoke-Free Campus
 - i. Attachment 256-12 Staff Council's Suggested Revisions to Draft Regulation R.02.09.040 'Smoke-Free/Tobacco-Free Campuses'
- C. UA Staff Alliance's Proposed 'University of Alaska Core Values'
 - i. Attachment 256-11: Proposed 'UA Core Values'
 - ii. Attachment 256-13: UAF Core Values
- D. 2015 Staff Council Meeting Schedule
 - i. Attachment 256-4: 2015 Staff Council Meeting Schedule - Approved
- E. 2014 Staff Council Calendar Update

XI. 10:30 – 10:45 NEW BUSINESS

- A. Volunteer Day Proposal
 - i. Resolution 2014-256-1: Request for UAF Staff Volunteer Day - Draft
 - a. Attachment 256-3: Resolution 2014-256-1 - Draft
 - b. Attachment 256-10: UAF Staff Council Proposal for a Staff Volunteer Day
- B. Staff Council Bylaws 'Section 2.' - Review
- C. Motion to Cancel January 2014 Staff Council Meeting
 - i. Attachment 256-2: Motion 2014-256-2 - Draft
- D. 2015 Chancellor's Cornerstone Award - Nominations Are Now Being Accepted
 - i. Attachment 256-7: 2015 Award Flyer

COMMITTEE REPORTS**XII. 10:45 - 10:50 INTERNAL COMMITTEE REPORTS**

- A. Elections – Richard Machida, Chair
 - i. Has not met
- B. Membership and Rules - Trish Winners, Chair
 - i. Attachment 256-8: December Committee Report
- C. Rural Affairs – Jeannette Altman, Chair
- D. Staff Affairs – Jeff Baxter, Chair
 - i. Attachment 256-6: December Committee Report
- E. University Advocacy – Nate Bauer, Chair
 - i. Attachment 256-9: Staff Council Mentoring Interest Survey

XIII. 10:50 - 10:55 EXTERNAL STATEWIDE COMMITTEE REPORTS

- A. Staff Alliance- Staff Health Care Committee – Lesli Walls, Rep; David Bantz (Alt); Kim Eames (Alt)
- B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith
- C. UA Statewide Furlough Task Force – Chris Beks and Trish Winners
 - i. Has not met

XIV. EXTERNAL UAF COMMITTEE REPORTS (*WRITTEN ONLY*)

- A. Accreditation Steering Committee
 - i. Representative Needed
- B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Jesse Atencio
- C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus
- D. Chancellor's Planning and Budget Committee - Chris Beks, Rep; Juella Sparks, Alt
- E. Food for Thought Committee - Tom Langdon

XIV. EXTERNAL UAF COMMITTEE REPORTS (cont.)

- F. Fresh Air Campus Challenge Committee – Brad Krick, Alt
 - i. Attachment 256-5: December Committee Report
- G. Master Planning Committee (MPC) – Richard Machida, Rep; Brad Krick, Alt
 - i. Has not met
- H. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015
- I. Parking Advisory Committee (PAC) – Tom Langdon
- J. People’s Endowment Committee – Jessica MacCallum
 - i. Has not met
- K. Research Program Review Task Force – Richard Machida & Marie Thoms
 - i. Has not met
- L. RISE Board – Ian Olson
- M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
 - i. Has not met
- N. Sustainability Master Planning Committee, Richard Machida
 - i. Has not met

XV. AD HOC COMMITTEE REPORTS (*WRITTEN ONLY*)

- A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair
- B. Training and Employee Development Working Group Update – Jessica MacCallum

XVI. 10:55 – 11:00 ROUND TABLE DISCUSSION**XVII. 11:00 ADJOURN**

University of Alaska Fairbanks

Staff Council

Motion 2014-256-1 - Draft

MOTION

The UAF Staff Council moves to ratify the 2014 Fall Staff Council Election results.

EFFECTIVE: Immediately

RATIONALE: The Elections Committee has reviewed and certified these election results. Newly elected representatives officially begin their two-year terms on January 1, 2015.

University of Alaska Fairbanks

Staff Council

Motion 2014-256-2 – DRAFT

MOTION

UAF Staff Council moves to cancel Staff Council Meeting #257, scheduled for Jan. 5, 2014.

EFFECTIVE: Immediately

RATIONALE: Due to campus holidays and closures, there are very few working days between the scheduled Dec. and Jan. Staff Council meetings, making it difficult for the organization to productively conduct business.

University of Alaska Fairbanks
Staff Council
Resolution 2014-256-1 – Draft

Resolution Requesting a UAF Staff Volunteer Day

WHEREAS, Staff Council’s University Advocacy Committee is committed to organizing “events and functions to help make the public aware of the value of University staff, as well as students and faculty;” and

WHEREAS, Staff Council observes the Fairbanks community’s great need for time and effort from the University’s wide array of smart and highly capable staff and potential volunteers; and

WHEREAS, we also recognize the need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community; and

WHEREAS, we also observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

WHEREAS, we are committed to UAF’s core themes, including its efforts to “engage Alaskans through Outreach for Continuing Education and Community and Economic Development;” now

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the proposal to found an Annual Staff Volunteer Day at UAF.

2015 Staff Council Meeting Schedule		
Meeting Number	Date	Meeting Type
257	Monday, January 05, 2015	Audio Conference
258	Monday, February 02, 2015	Audio Conference
259	Monday, March 02, 2015	Audio Conference
260	Monday, April 06, 2015	Audio Conference
261	Monday, May 04, 2015	Audio Conference
262	Monday, June 01, 2015	Audio Conference
263	Monday, August 03, 2015	Audio Conference
264	Monday, September 14, 2015	Audio Conference
265	Monday, October 12, 2015	Audio Conference
266	Monday, November 09, 2015	Audio Conference
267	Monday, December 07, 2015	Audio Conference
Call-in number: 1-800-893-8850 PIN: 8244236		
<p><i>All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.</i></p> <p><i>Approved 11/18/2014</i></p> <p><i>Revised 12/2/2014</i></p>		

Fresh Air Campus Challenge (FACC) Committee
Report for Staff Council Meeting #256

Members: Jessica Desrochers, Brad Krick (alt)

The FACC committee met on Wednesday, November 26. Our next meeting is to be scheduled.

The group discussed some of the tobacco-related information from the previous day's Chancellor's Forum, including Chancellor Rogers' comments that we might need smoking and non-smoking sections of parking lots so that people would not walk through smoke to get to their cars.

UA CHRO Erik Seastedt attended the meeting and gave the group an overview of the proposed draft regulations and took questions.

There was discussion about the timeline and a general concern that a longer transition timeline would be more beneficial than a shorter one. The group also discussed the possibility of allowing for designated smoking areas (one on upper campus and one on lower campus). Committee co-chair Kris Racina noted that even if we assume that there will be no possibility for smoking areas, the time between now and December 1, 2015 could be used to implement some transition steps.

The group will invite someone from Fairbanks Memorial Hospital and Octavia Harris from the American Lung Association to the next meeting in order to get insight as to how best to transition to a tobacco-free campus.

A proposed revision to UA Policy, "Smoke-Free/Tobacco-Free Campuses", is on the agenda for the December 11 - 12 Board of Regents' meeting. This was not part of the FACC meeting, but is relevant to this topic.

Chief Human Resources Officer Seastedt will discuss and answer questions regarding the tobacco-free and smoke-free proposed policy revisions.

PROPOSED REVISIONS with TRACK CHANGES

P05.12.092. ~~Smoking in University of Alaska Buildings.~~ Smoke-Free/Tobacco-Free Campuses.

~~Smoking will be prohibited in all nonresidential university facilities open to the public and all public areas of all residential university facilities.~~ The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation. (06-20-97)

PROPOSED FINAL LANGUAGE

P05.12.092. Smoke-Free/Tobacco-Free Campuses.

The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation. (___-___-___)

Draft university regulations to show intent are attached.

The attached draft regulations are on the Board of Regents' boarddocs.com site and appear to be the same as the draft regs previously shared with Staff Council.

<http://www.boarddocs.com/ak/alaska/Board.nsf/Public>

STAFF AFFAIRS COMMITTEE

Summary of meeting on 12/3/2014

Attendance:

Jane Gloseclose Kim Ames (phone) Nicole Dufour (phone) Jeff Baxter

Discussion items:

1. From the previous meeting, some staff have complained that their supervisor is not providing the required evaluation each year. Current regulation states that if the supervisor does not provide the evaluation, there should be a note made in the supervisor's HR record. Also, the staff member is ineligible for any potential step increase due to the missing evaluation.

Jeff will follow-up with an email to Brad Lobland to see if this issue can be brought to light in order to increase awareness of the requirement.


2. Many staff are a bit uneasy due to the current program reviews that came about as a result of projected budget shortfalls. Not knowing if the program they are working on will 'make the cut' or not is causing the uneasiness. Staff Affairs will continue to monitor the progress of the program reviews and hopefully keep staff informed about progress.

The next Staff Council meeting is December 10, 2014 in the Wood Center Ballroom; the next Staff Affairs meeting will be January 7, 2015 in Murie 330.

Jeff Baxter


Chair, Staff Affairs Committee

CHANCELLOR'S CORNERSTONE AWARD



**Nominate
a staff member
who represents
the best of UAF.**

Reward who you value!



dependable
inspiring honest friendly
helpful supportive
creative committed

Reward who you value!

It takes just a few minutes to recognize employees who show commitment to the university throughout the year.

Nomination deadline is Feb. 20, 2015.

Complete criteria are available at www.uaf.edu/chancellor/awards/.



UAF is an
AA/EEO employer
and educational
institution. 12/2014

12/1/2014	Staff Council Membership & Rules Committee Report	Action Item Date/Owner
1	Roll Call - quorum is met; Members: Jessica MacCallum, Jessica Desrochers, Trish Winners; Guest: Nicole Dufour	
2	OLD BUSINESS - none	
3	Permanent Committee descriptions - results of feedback from Chairs (Still need Rural Affairs, University Advocacy; also - should non-permanent committees be in this section? To discuss during Section 5 review.)	T.Winners
4	Bylaws Section 2 Review completed, action items for follow up. Group agreed to wait to change "ATP" language until we can do all sections together; prefer to wait until BOR has updated wording, although BOR has already approved the change, they just missed fixing a couple places.	All
5	ParliaMinutes - Jessica Desrochers volunteered for 12/10 meeting; she will send to Trish to print for meeting. Jessica MacCallum will do the next one, in Jan or Feb, whichever is next.	J.Desrochers
6	Next Bylaws Review Section(s) - DEC: Section 3 A-C, JAN: Section 3 D-F	All
7	Changed date of next M&R meeting to Jan12. (Jan 5 is first day back from Christmas break and was too soon to meet and be ready.) All agreed.	
8	Set a goal of trying to recruit one new committee member by next meeting.	All / 1-12-15
	Action Items:	
	Add finalized motions to GoogleDrive M&R Folder when done. Update Motions Log.	T.Winners
	Finalize Constitutional Amendment motion after all Section reviews are done. See Motions Log.	J.MacCallum; T.Winners FEB2015 at latest.
	Add to SC Mtg Agenda Dec 10 discussion of Bylaws Section 2.C. - separate committee discussion? What are our functions as Staff Council? Compare against BOR Policy/Regs? What do the other campuses have in their bylaws? Write summary for SC Meeting.	T.Winners
	Find links to UAA/UAS, etc., SC bylaws and summarize.	J.Desrochers
	Important Dates:	
	Next SC Executive Board Meeting: 12/2	
	Committee Reports due: 12/4	
	Next Staff Council Meeting: #256 - 12/10	
	Next M&R Committee Meeting: 1/12/2015	
	Future Staff Council Meeting: #257 - February	

UAF Staff Council Mentoring Interest Survey

Name (optional) _____

Department at UAF _____

Have you participated in formal or informal mentored training at UAF (currently or in the past)?

_____ Neither _____ Informal Mentoring _____ Formal Mentoring _____ Both

What type(s) of mentoring roles have you held to this point?

_____ Mentor _____ Mentee _____ Both _____ Neither

Whether formal or informal, how effectively would you rate your mentored training experiences at UAF?

_____ 1 (least effective) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (most effective) _____ N/A

In general, how important do you consider mentoring to the success of staff members in new roles?

_____ 1 (not important) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very important)

If supported by your leadership/department, how willing would you be to accept a designated role as mentor to staff in new roles with which you're familiar?

_____ 1 (not at all willing) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very willing)

If supported by your leadership/department, how desirable would you consider the opportunity to be mentored by designated staff familiar with your current role?

_____ 1 (not at all desirable) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very desirable)

If supported by your leadership/department, how many hours per month would you consider appropriate to devote to designated mentor/mentee participation?

_____ 1 (or fewer) _____ 2-4 _____ 4-6 _____ 6-10 _____ 10 or more

University of Alaska Fairbanks
Staff Council
Proposal for UAF Staff Volunteer Day

11/17/2014

UAF Staff Council seeks a full work day of volunteer time per staff member per year, to comprise four hours of existing Annual Leave, donated by the staff member, combined with four hours of additional “Volunteer Leave” newly offered by the University.

These volunteer efforts should be concentrated as full workdays by all staff willing, to also take place during one of two designated weeks per school year, which may also minimize any negative effect on UAF and its services to students. Initial weeks proposed for designation include a single week during the Fall semester of 2015 and one during Spring semester of 2016. These features present the need for the stringent organization, regulation, and oversight of such a proposed activity, with Staff Council looking forward to collaborating on these efforts with University Human Resources and Administration.

Therefore, UAF Staff Council proposes, in conjunction with UAF administration, the founding of an Annual Staff Volunteer Day, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of year when these efforts are most needed.

UA Staff Alliance Proposed 'University of Alaska Core Values' - DRAFT

The University of Alaska is committed to maintaining the highest ethical standards and to upholding the public's confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

Integrity: Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

Respect: We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

Service: We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

Innovation: We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.

UAF Staff Council

Proposed Changes to Draft Regulations for R.02.09.040 Smoke-Free/Tobacco-Free Campuses

UAF Staff Council would like to suggest the following changes to the draft regulations that were sent by Chief Human Resources Officer Erik Seastedt on November 11th, 2015.

R.02.09.040. Smoke-Free/Tobacco-Free Campuses

Addition to Section D. Exclusions:

11. University designated smoking and tobacco use area(s) on University of Alaska campuses.
12. Use of smoking or tobacco related items in the performance of a University licensed play, or filming of a motion picture.

Rationale:

1. In the past four years there have been at least two shows by the UAF Theatre/Film department, that had characters smoking on stage. In both cases, special "stage cigarettes" were used that don't contain any actual tobacco. (Would fall under Section B.2. "non-tobacco plant product.")
2. Designated smoking / tobacco use areas are highly preferred by UAF staff and faculty (see attached survey results and resolution)
3. Designated smoking and tobacco use areas would create social pressure on tobacco users to smoke and use tobacco in those designated areas, thereby assisting in enforcing the smoke-free / tobacco-free policy. The enforcement of the policy would be more a community effort.
4. Without designated use areas, personal vehicles are the only place people may smoke on campus (Section D.1. Exclusions). Employees without a personal vehicle on campus would have to go off campus grounds to use tobacco. On the Fairbanks campus this would require a lot of time away from their work for employees who use tobacco.

5. Current draft regulations designate personal vehicles the only physical location that allows smoking and tobacco use on a UA campus. Research has shown that smoking in cars exposes occupants to substantially higher levels of tobacco biomarkers. (Studies <http://tobaccocontrol.bmj.com/content/23/1/51.abstract> and <http://tobaccocontrol.bmj.com/content/21/6/578.abstract?sid=27de2fe5-847b-4aee-a56b-aab0ad9342b7> News article <http://www.bbc.com/news/health-19946656>



Strategic Plan



CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar North, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 10:57

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UAF photos by Todd Paris unless otherwise noted.
For questions or comments regarding this website, contact uaf.web@alaska.edu
This Site is Mobile Web Ready

Patient Protection and Affordable Care Act (PPACA)

What does it mean to me?

The healthcare reform law, also known as the Affordable Care Act, or ACA, that passed in 2010 has had gradual and increasing impacts on our plan at the University of Alaska. You may be aware of some changes, and others may have slipped by without your notice. Retaining dependent children on the plan until age 26, expanding the preventive services covered by the plan, removing annual and lifetime limits on most services, and removing pre-existing condition exclusions are all parts of the law that have affected our plan over the years.

If you are covered by an employer plan like *UA Choice*, you may not think the law will make much of a difference to you either personally or at work. And it's true that on a personal level, you may not notice much difference in health care coverage because of the law. But from a workplace standpoint, the law will have a large impact on how we do business at the university. Why? Because starting in 2015, the university is required to offer health care coverage to employees who up to now have not been considered eligible for benefits.

The way the law is currently written, employees who work an average of 30 hours or more a week will be eligible for health care benefits even if they are temporary, adjunct, or student employees. The way we will determine if these employees are eligible for health care coverage is by tracking their working hours over a period of time called the "measurement period." Tracking hours for employees who normally are paid by the class, stipend, unit, or "flat fee" obviously presents a challenge for us.

The tracking requirements outlined in this document apply to employees hired in FW, FT, GN and GT employee classes only. All other employee classes are already being tracked based on working hours, regardless of how the employee is paid.

For these types of employees, a reasonable estimation of working hours may be difficult to calculate. The IRS has given us guidance to convert credit hours taught to hours worked by multiplying the credits by 2.25 (so a 3 credit course is equivalent to 6.75 hours a week, or 13.5 hours bi-weekly). Added to this calculation are any hours worked outside of the classroom, such as required office hours and/or required meeting hours. In other words, we must carefully assess all *required* work outside of the classroom.

This assessment becomes more challenging when determining hours for non-credit assignments and the variety of graduate student stipends with or without an "on-call" status component.

The most recent guidance from the IRS for students employed as a Resident Assistant states, “It is not reasonable for an employer to fail to credit an employee with an hour of service for any on-call hour for which payment is made or due by the employer, (a) for which the employee is required to remain on-call on the employer’s premises, or (b) for which the employee’s activities while remaining on-call are subject to substantial restrictions that prevent the employee from using the time effectively for the employee’s own purposes.” The hiring department must make a reasonable assessment of the bi-weekly work hours of an employee for non-credit assignments and graduate student stipends, and provide the number of bi-weekly work hours on the employee’s appointment letter and job assignment form.

A reasonable calculation for someone performing a non-credit (non-represented) adjunct assignment may be to assess the number of prior semesters the employee has worked for the University, and equate the employee’s contract amount to a represented employee’s calculated work hours.

Example;

John has worked for the University for 2 prior semesters, and is now being employed in a non-credit assignment to develop the curriculum of a 3-credit class before the end of the semester.

- UA employees teaching a 3-credit class are paid a minimum of \$3,490.62 (\$1,163.54 per credit hour) with an estimated work hours of 13.50 per pay period based on 2.25 hours per credit per week, as listed above)
- John’s current non-credit assignment is contracted to pay \$1,500
- John’s assignment is being paid at 43% of the minimum amount compared to teaching a 3-credit course ($\$1,500 \text{ divided by } \$3,490.62 = .43$)
- Applying the same translation to work hours, use the estimated work hours for a 3-credit course and multiply by the percentage of difference in pay to determine the estimated work hours. ($13.5 \text{ work hours} \times .43 \text{ percentage difference in pay} = 5.81 \text{ estimated work hours}$)
- Work hours should be rounded to the nearest quarter hour making the estimated work hours for John’s assignment at 6 hours per pay period.

Special Note: If the department representative, hiring authority, or the employee are aware that the employee’s work hours will differ from the outcome of the calculation method in the above example, then the actual estimated work hours should be provided to the HR office on the employee’s assignment documentation.

Also, if the employee’s work hours differ for one or more pay periods from the work hours listed on their appointment letter or job assignment definition, then the employee will be required to submit a paper time sheet to adjust their work hours accordingly.

The number of bi-weekly (per pay period) work hours provided from either the contract letter or job assignment form will be recorded in the Banner Job Assignment form, NBAJOBS, and used to determine whether the employee must be offered UA Health Care coverage at the conclusion of the measurement period.

Any employee hired after July 1, 2015, who is expected to work a minimum of 30 hours every week of their assignment must be offered health care coverage immediately. All students hired in a Resident Assistant assignment should be offered health care coverage at the start of their assignment by nature of their “on-call” duties. New hires and Resident Assistants who meet the 30-hour minimum will still be subject to the 30-day wait period from their date of hire, before their health care coverage can begin.

The only exceptions to the 30-hour rule are for truly seasonal employees who are hired full-time for a period not to exceed six (6) months at the same time every year and students employed in work study jobs. Examples of a seasonal employee are summer laborers and groundskeepers who only work the summer season. These employees do not need to be offered health coverage because they are truly seasonal employees.

For questions related to ACA hours calculations, please refer to your campus Human Resources office; contact information for each office is available at <http://www.alaska.edu/hr/contact-us/>.



UNIVERSITY
of ALASKA
Many Traditions One Alaska

WELCOME

TO YOUR NEW HEALTHYROADS
WELLNESS® PROGRAM.

BENEFITS TO HELP YOU AND YOUR
FAMILY ACHIEVE BETTER HEALTH

Dear UA Choice Health Plan Participant:

A healthy organization cannot exist without healthy employees. The everyday choices we make can help us live happier and more fulfilling lives—both at work and at home. That's why the University of Alaska continues to team up with Healthyroads to offer a comprehensive wellness program.

The goals of this program are to:

1. Continue to provide you with information about your current health status.
2. Help you set realistic health improvement or lifestyle goals.
3. Give you health management tools and resources to help you reach your goals.
4. Lower health care costs—An effective wellness program can make a difference in these costs over time. Your participation will benefit your lifestyle and may help you save money on health care costs in the future.

Your participation in this effort is completely voluntary and will allow you to:

1. Access lifestyle coaching services to help you set, reach, and maintain your goals.
2. Complete an online Personal Health Assessment (PHA) to help you reach your personal health goals.
3. Use a variety of online services to keep tabs on your health and your goals.

The details of the program are outlined in this brochure. Please review this information carefully so you understand how it works and can take full advantage of the opportunities it offers. We will continue to provide additional information regarding our wellness initiatives throughout the year.

Each one of us can choose steps, even small ones, to improve our overall health and well-being. We hope you will join us by participating in this worthwhile effort. We are very pleased to offer a program that will focus on the well-being of UA's most valuable asset—YOU.

Yours in health,

Pat Gamble

President, University of Alaska

Abel Bult-Ito

Chair, Joint Health Care Committee



YOUR HEALTHYROADS JOURNEY: HEALTHYROADS CAN HELP YOU ON YOUR PERSONAL HEALTH PATH

Participation in the wellness incentive program is completely voluntary, but we encourage all eligible* employees and their spouses/FIPs (Financially Interdependent Partners) to take advantage of the program so that they can receive valuable information on their health status and risk factors—as well as have access to wellness-related resources, including online coaching, stress reduction suggestions, and more. Plus, you'll be making efforts that will pay off—both literally and figuratively!

*Only employees and their spouses/FIPs on the University of Alaska health plan are eligible to participate in the wellness program.



\$ EARN A REBATE ON YOUR 2016 HEALTH CARE CONTRIBUTIONS! HERE'S HOW:

Employees and spouses/FIPs enrolled in the UA Choice health plan are eligible to earn a rebate of up to **\$600** on their health plan contribution. Just follow the 3 steps outlined below! If your spouse or FIP is covered under our eligible plans, they must complete the required steps to earn the rebate.

To be eligible for the incentive, complete the following steps on or between **November 1, 2014**, and **April 30, 2015**:

1. Complete a Personal Health Assessment (PHA).
2. Get a biometric screening.
3. Earn 5 credits.

The wellness rebate of up to \$600 for you and \$600 for your spouse/FIP will be paid out in bi-weekly payments or “credits” on your paycheck, just like you pay for health insurance. If you’re a 12-month employee, you’ll get 26 credits on your paychecks. If you’re a 9-month employee, you’ll get 19 credits.

STEP 1: PERSONAL HEALTH ASSESSMENT (PHA)

The Personal Health Assessment is an online, private questionnaire about your health and lifestyle. Your answers will generate scores around different areas of your health. It is available on the Healthyroads portal. More information regarding the PHA can be found in this brochure.

STEP 2: BIOMETRIC SCREENING

You can fulfill your screening requirement in 3 ways. Visit the UA benefits page at www.alaska.edu/benefits for more information.

- 1. Have your biometric measurements completed as part of your annual physical or preventive screening.**
 - Visit Healthyroads to print the Healthyroads® Health Care Provider form or download a copy from the UA benefits page. Your form should be completed and submitted by your doctor directly to Healthyroads by **April 30, 2015**.
 - You are responsible for ensuring your form is completely filled out. You will not receive incentive credit if you submit an incomplete form.
- 2. Visit a Quest Diagnostics® Patient Service Center (PSC) at your convenience before April 30, 2015.**
 - To schedule your appointment, go to <https://my.blueprintforwellness.com>.
 - New participants use registration key: UOAreremote. Returning participants will use their existing username and password.
 - PSCs will be closed to participants December 15, 2014 – January 15, 2015. During this time, please use the Health Care Provider form.
- 3. Attend an onsite screening in 2015 offered at many work locations. Registration details and dates coming soon!**



STEP 3: EARN 5 CREDITS

Choose any combination of the following activities for a total of 5 credits.

Activity	Credits	Max
Get your annual wellness exam	1	1
Complete your dental and vision exams	1	2
Get adult immunizations (flu shot, shingles vaccine, etc.)	1	1
Attest to being tobacco free for at least 6 months prior to April 30, 2015	1	1
Complete 4 Healthyroads coaching sessions	2	6
Complete 8 online classes	1	2
Complete a Healthyroads challenge <ul style="list-style-type: none"> Information regarding Healthyroads challenges is coming soon! 	1	2
Coming January 2015: Earn points for physical activity!	1	5

Here are some examples of how to earn your incentive, but be sure to complete your PHA and get a biometric screening:

Scenario 1

- Complete 4 Healthyroads telephonic coaching sessions (2 credits)
- Complete a Healthyroads challenge (1 credit)
- Get your annual wellness exam (1 credit)
- Attest to being tobacco free (1 credit)

Scenario 2

- Complete 8 telephonic coaching sessions (4 credits)
- Complete a dental exam (1 credit)

Scenario 3

- Complete 8 online classes (1 credit)
- Complete your dental and vision exams (2 credits)
- Earn credit through physical activity (details coming soon)
- Attest to being tobacco free (1 credit)

Starting January 2015, participants will be able to choose from a list of devices to track activity. Check your Healthyroads page for more details!

Healthyroads may use and/or provide participation information to your plan sponsor/employer or its contracted entities that administer your plan for incentive fulfillment purposes. Healthyroads may also use this information to provide you with other services on behalf of your plan sponsor/employer. Your participation serves as your consent for Healthyroads to use and/or provide this information as stated above.



PLOT YOUR JOURNEY PLAN: GET STARTED WITH A PHA

COMPLETE YOUR PHA BY APRIL 30, 2015!

We are all at different points on a journey to better health. Some of us are just starting out. Others may be considered healthy, but perhaps we could use some encouragement to keep going. Wherever you are, it is important to keep traveling your path and learning more!

With the Healthyroads Personal Health Assessment (PHA), you can identify potential health issues related to daily nutrition, fitness, and lifestyle habits and see how to improve your health.

The PHA consists of a series of questions about your health-related activities and behaviors. After completing the voluntary questionnaire, you'll be able to identify areas of improvement that might be perfectly suited for a Healthyroads Coaching® program!

Fulfilling this requirement by **April 30, 2015**, will help you set your course and guide you to suggested engagement activities to achieve better health. You will be eligible to earn incentives as long as you take a PHA, get a biometric screening, and earn 5 points by April 30, 2015.

EMPLOYEES

Follow these easy steps to complete your PHA:

1. Go to **www.alaska.edu/benefits**.
2. Select the employee sign on link for **Healthyroads** and log on using your UA username and password.
3. From your Healthyroads home page, look for the **PHA link**. Allow about 10 minutes to complete it.
4. Once finished, you will receive a **personalized scorecard** with information regarding different areas of your health and can begin using other resources on Healthyroads to help you reach your health goals!

SPOUSES/FIPs

Follow these easy steps to complete your PHA:

1. Go to **www.Healthyroads.com**.
2. From your Healthyroads home page, look for the **PHA link**. Allow about 10 minutes to complete it.
3. Once finished, you will receive a **personalized scorecard** with information regarding different areas of your health and can begin using other resources on Healthyroads to help you reach your health goals!





GET YOUR BEARINGS WITH A BIOMETRIC SCREENING

GET
REWARDED

KNOWING YOUR NUMBERS is the first step to knowing your risk areas and creating an action plan with your health care providers to decrease your risk.

WATCH FOR BIOMETRIC SCREENING EVENTS to be held at the University of Alaska's sites—or you can complete a biometric screening at a Quest Diagnostics Patient Service Center (PSC) or through your doctor's office using a Health Care Provider form. Visit UA's benefits website for additional details.

Biometric screenings are available at no cost and provide useful results in the following areas:

- **CHOLESTEROL** – Cholesterol is a fatty substance that is made by the body. Cholesterol is made in the liver and is also found in animal-based foods you eat. Plant-based foods do not have cholesterol. You need some cholesterol to help build cells, produce hormones, and support nerve function. Cholesterol is a problem only when levels in the blood get too high. Then the cholesterol starts to form waxy plaque. This can clog your arteries and cause heart disease. **A total cholesterol level of less than 200 mg/dL is desirable.**
- **BLOOD PRESSURE** – Blood pressure measures the force of blood against the blood vessel walls. A healthy blood pressure level is important. High blood pressure can lead to many health problems including hardened arteries, stroke, congestive heart failure, kidney failure, and heart attack. The good news is that there are many things you can do to help keep your blood pressure normal. **A normal blood pressure is below 120/80 mmHg.**
- **BMI** – Body Mass Index (BMI) looks at your weight in relation to your height to find out if you weigh more than is healthy for you. Many health problems are linked to being overweight or obese. **The normal range is between 18.5 and 25.**
- **GLUCOSE** – This is the level of blood sugar in your bloodstream. Diabetes is a health problem in which blood sugar (glucose) is too high. This occurs because people with diabetes have a hard time moving glucose into their cells where it can be used as energy. Over time, high blood glucose levels can increase your risk of developing diabetes complications including heart attack, stroke, and kidney failure, among others. **Normal levels for a fasting blood glucose test are between 70 and 99 mg/dL.**





THE HEALTHYROADS COACHING PROGRAM

We want you to have the tools you need to change or continue your path to better health. If your biometric numbers aren't where you want them to be, the Healthyroads Coaching program can help you decrease your risks or manage a health condition. Employees and spouses/FIPs are eligible to participate in the Healthyroads Coaching program at no cost!

Whether your goal is to manage your weight, quit smoking, exercise more, or stress less, Healthyroads Coaching programs give you the motivation and information you need to change your everyday habits and reduce the risks of serious health conditions that can result from obesity, smoking, and other unhealthy behaviors.

Healthyroads Coaching is offered by health coaches who are experienced and able to provide the education, motivation, and support for your unique personal health goals.

Visit the Healthyroads site to enroll today! Or, contact customer service to get connected with a Healthyroads Coach.®

Participation in a coaching program is completely voluntary, but it's a convenient way to earn credits toward your incentive. YOU choose the Healthyroads Coaching program that best suits your needs. When you participate in the coaching program and complete a progress review session with a coach, you can choose one of 8 Milestone Kits, which feature exercise, weight management, or stress management products that can help you reach your health goals.

COACHING HOURS:

Monday – Friday 5 a.m. – 6 p.m. (Alaska)

Saturday 6 a.m. – 2:30 p.m. (Alaska)



Aquatic Exercise Kit



Exercise Kit



Pilates Kit



Stress Management Kit



Tai Chi Kit



Walking Kit



Weight Kit



Yoga Kit



A LIFELONG JOURNEY

Use these tools to take stock in your health and continue on your path today, tomorrow, and forever. The way to a healthier you is at your fingertips! Log on to **Healthyroads**, email **service@ashn.com**, or call **877.330.2746**, Monday through Friday, from 5 a.m. to 5 p.m. (Alaska), and travel to total health today.



Your employer is committed to helping you achieve your best health status. Rewards for participating in a wellness program are available to all employees/spouses/FIPs enrolled in the health plan. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Healthyroads will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

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University of Alaska Wellness Program Phase 2: Q & A



The second phase of the University of Alaska's wellness program began November 1. This year, in addition to taking the online Personal Health Assessment (PHA) at Healthyroads.com and having a biometric screening done, participants will need to also earn up to 5 credits by completing their choice of a range of healthy activities. We've developed this Q&A based on questions we've received from employees about the program.

Why do we have to do more things this year?

The first phase of the program focused on getting baseline data and increasing members' awareness of the state of their health. Some people who hadn't had bloodwork done in years were surprised to see how high their cholesterol was. Many found out they had higher blood pressure than is considered normal.

This second phase of the program builds on that base and promotes important regular health maintenance activities: a regular dental exam, vision exam, flu shot or other adult immunization (like shingles or pneumococcal pneumonia), and an annual wellness exam. Members can also get credit for being tobacco free, or participating in coaching programs or online classes offered by Healthyroads. Systemwide Wellness Challenges will give members more opportunities to earn credit.

Employees and spouses/FIPs are encouraged to earn credits however it works best for them. The plan is flexible, offering choice while still encouraging healthy behaviors.

How do I sign up and what about my spouse?

An employee link on the benefits web site provides single-sign-on access to Healthyroads.com using employees' username and password.

Spouses/FIPs (including employees who have waived coverage but are enrolled as a spouse or FIP of another employee) sign up directly at Healthyroads.com.

Do my children have to do this, too?

Only employees and spouses/FIPs enrolled on the UA Choice health plan are eligible for the wellness plan.

I just took the PHA a few months ago, why do I have to do it again?

The Personal Health Assessment (PHA) gives you a picture of your state of health and an action plan for how to address risks you may have. Ideally, your score will increase each year as you learn about and address impacts to your health, such as getting enough sleep or taking steps to reduce stress and increase physical activity.

How do we get credit for exams and immunizations?

We've arranged for a claims file feed directly from Premiera and VSP to Healthyroads. The first file feed will capture claims data going back to July 1, 2014 and monthly file feeds will send ongoing claims information. Please be aware, it could take up to 90 days to see your exam credit appear on the Healthyroads portal. Be sure to get your exam as early as possible!

How do I get credit for my dental or vision exam I had this past summer?

The claims file feed from Premiera and VSP will pull claims from July 1, 2014 forward.

How do I get credit for my flu shot? I got it at work and didn't file a claim.

The Healthyroads portal will allow you to attest to getting your shot. This went live on the portal on November 15.

How do I have my biometric screening done and sent to Healthyroads?

We're giving employees/spouses three options:

1. You can have routine blood work (a key part of the biometric screening) done as part of a regular preventive health visit with your health care provider. Your doctor will send orders to a lab for the bloodwork. Give your doctor the Health Care Provider Form (found on our web site, here: <http://www.alaska.edu/benefits/>) and ask them to fax the results to Healthyroads. The lab work should be covered as any other routine preventive exam, and the plan picks up 100% of allowable charges.
2. Alternatively, you can go to a Quest Patient Service Center (PSC) and have your biometric screening done there. It will be covered by the wellness program (not the health plan), at no cost to the participant. Just go to my.blueprintforwellness.com, and use the university's registration key of **UOAreMOTE**. Follow the prompts to register for your screening at a time that works for you. (The PSCs will be closed from December 15 to January 15.)
3. Any on-site screenings will be covered through the wellness program (not the health plan), at no cost to the participant. We'll be scheduling those, starting at the rural sites, beginning in January.

How can I check my progress and see if I did everything I need to do?

When you're logged in to your Healthyroads portal, you can see your Incentives on the right side of the page. You can also go to the "Incentives" tab along the top of the screen to see your current program, what you've completed so far, and a history link to see your information for this year and last year.

How long do I have to do this?

You have until April 30 to complete the requirements. Some of the things reported by claims file feed (wellness exam, dental and vision exams) might have a delay of up to 90 days based on how long it

takes for your provider to submit your claim, so you should schedule these items soon. These exams are renewed every plan year so you don't have to wait twelve months since your last visit.

When will I get the rebate?

The wellness incentive program we're doing this year (through April 30) is for rebates on the FY16 health plan deductions. The first rebate will show up on your July 10, 2015 paycheck if you have a healthcare deduction on that check. The rebate will be paid out in FY16 just like the health care charges are taken from your pay: in bi-weekly increments.

How will the rebate be paid?

The rebate will be paid out in FY16 just like the health care charges are taken from your pay: in bi-weekly increments. 12 month employees will get up to 26 "rebates," and less than 12 month employees will get up to 19. The rebate will be on any check that has a health plan deduction. Employees who join the plan mid-year or leave before year end will have their rebate prorated for the time they're on the plan.

What are the Worksite Health Challenges? Are those the same as the Daily Challenge or Competitions?

Worksite Health Challenges are system-wide challenges we offer where you have an enrollment period, and activity period and an end. We'll be offering two challenges for this incentive program: the "Maintain Without Gain" challenge to help you get through the holidays without gaining more than three pounds, and a physical activity challenge in March where you can get credit for logging minutes or steps of exercise. The "Time to Move" challenge we did in July will *not* count for this incentive program.

Starting January 2015, you will be able to create your own challenge and invite others to join, as well! Although you cannot earn credit for these challenges, they are a great way to get started on your path to a healthier you! Also, the "Daily Challenges" are not included in the incentive program, but are a fun way to get a little extra daily motivation for your personal efforts.

What happens to my personal information after Healthyroads gets it? Is it shared with UA?

The results of your Personal Health Assessment and biometric screenings are kept on the Healthyroads portal. This is a secure site for your use that you can access whenever you want to. Healthyroads only shares aggregate data with the university, such as how many employees and spouses completed each step, how many are in what risk category, what our top risk factors are as a population, etc. This information helps us gauge the success of our program, and what areas we might need to focus on to improve.