

Welcome to Office of the Secretary of State!

New Employee Orientation Packet



State of Minnesota
Office of Minnesota Secretary of State
Steve Simon

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Welcome!



From the Desk of the Secretary of State

Congratulations on your new position at the Office of the Minnesota Secretary of State. I look forward to meeting you and working with you to help make this office more efficient and effective for Minnesotans.

The work we do in the Secretary of State's office affects Minnesotans in all 87 counties of the state. One of our main responsibilities is overseeing statewide elections and operating the statewide voter registration system. We work hard every day to ensure Minnesota's election system is fair, open, impartial, and secure. Another main responsibility of our office involves the review, approval, and filings for all businesses and organizations operating in the state. We strive to make it as easy as possible for Minnesotans to set up and run their businesses. Our office also processes notary public applications and administers Safe at Home, an address confidentiality program designed to assist Minnesotans who wish to keep the location of their physical residence private for personal safety reasons.

I know you will be a great addition to our team as we continue to strengthen the services the Secretary of State's office provides Minnesotans and their families, and I urge you to share with us any ideas and suggestions you may have. My office values the fact that employees feel empowered to make the most of their talents, and as a result have a meaningful impact in supporting and leading the work we do.

In the pages that follow you'll find more information about the office and our various programs and services for employees. If you ever have any questions, please feel free to contact our human resources office at 651-259-3700. We are happy to answer your questions or help out in any way we can.

I am thrilled you have decided to join our team and look forward to working together to improve the lives of all Minnesotans.

Sincerely,
Steve Simon
Minnesota Secretary of State

180 State Office Building | 100 Rev. Dr. Martin Luther King, Jr. Blvd. | Saint Paul, MN 55155-1229
Phone: 651-201-1324 or 1-877-600-8683 | Fax: 651-215-0682 | MN Relay Service: 711
Email: secretary.state@state.mn.us | Website: www.sos.state.mn.us

 **WELCOME**

 **POLICIES**  **PAYROLL**  **BENEFITS**

Overview of OSS

The Office of the Minnesota Secretary of State is a constitutional office in the executive branch of state government. It has existed since statehood in 1858. Minnesota's first secretary of state, Francis Bassen, assumed the office on May 24, 1858.

Minnesota's secretary of state is elected to a four year term as prescribed in the state's constitution. The secretary is the keeper of the Great Seal of the State of Minnesota. The secretary is the chief elections officer in Minnesota, working closely with county and local election officials to administer elections. The secretary chairs the State Canvassing Board, which certifies the results of elections.

The secretary of state is also vested with a number of responsibilities including preserving documents filed with the state, providing certain business services to the public, maintaining the recording of financing statements under the Uniform Commercial Code, and administering *Safe at Home*, an address confidentiality program assisting Minnesotans who fear for their safety such as victims of domestic violence, sexual assault, and stalking.

Other official duties include serving as a member on the State Executive Council, State Board of Investment, and the Minnesota Historical Society Executive Board.

Elected in 2006, Mark Ritchie became Minnesota's 21st Secretary of State.

Employee Wellness

Current State of Minnesota Wellness Offerings

A listing of wellness offerings for state employees can be found through the WorkWell Program, available online at <http://extranet.mmb.state.mn.us/workwell>.

LifeMatters®

LifeMatters Services

LifeMatters is a resource available to all state employees. It offers counseling to address stress, depression, personal problems, alcohol or drug dependency, workplace conflicts, financial consultation, legal consultation and more. For more information, please visit mylifematters.com and use the password STMN1 or call 1-800-657-3719

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POLICIES



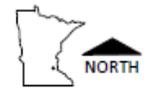
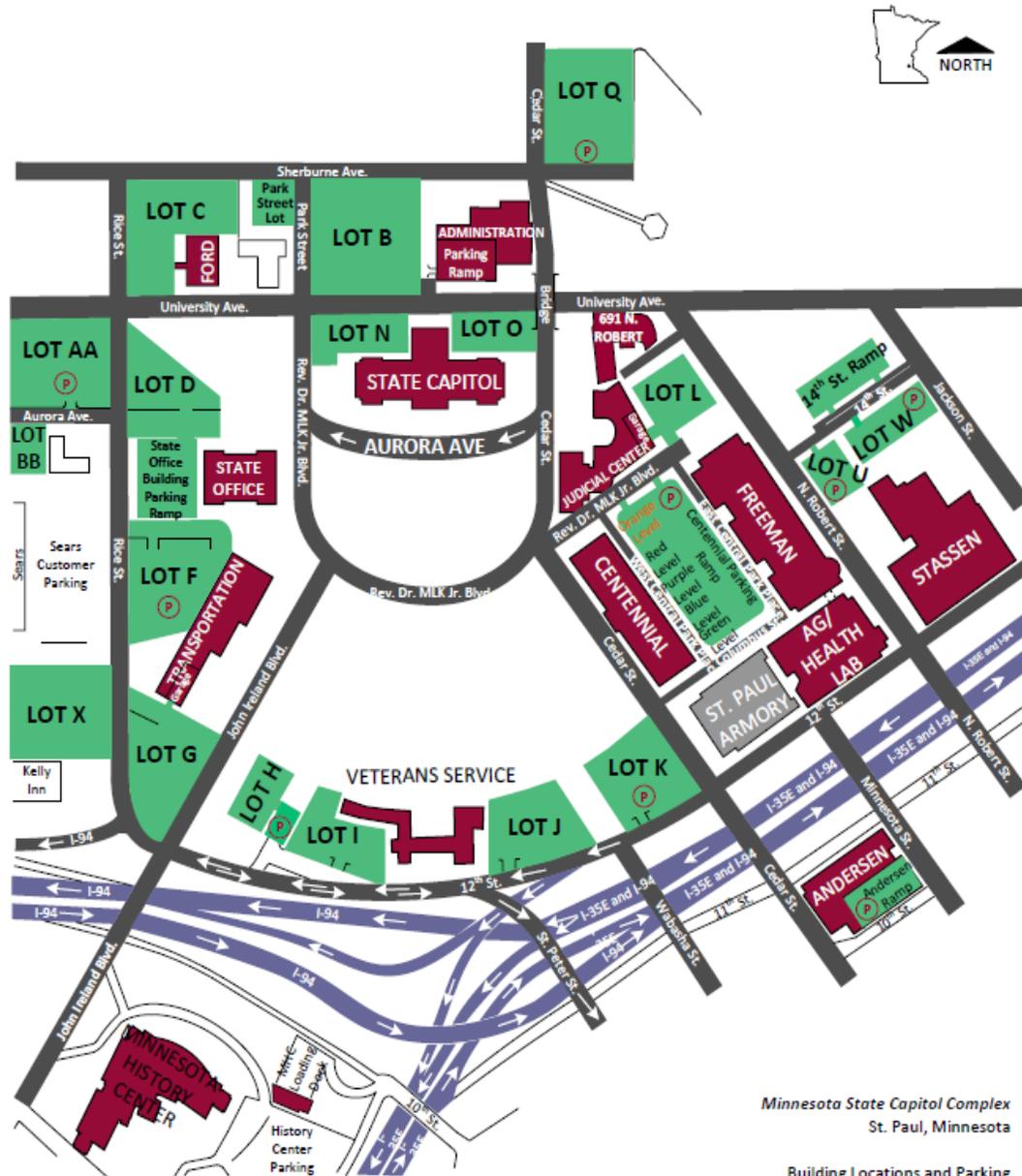
PAYROLL



BENEFITS

Getting Around the Capitol

Below is a map of the Minnesota State Capitol Complex. Complex buildings are shown in maroon, and parking lots and facilities are shown in green. Parking facilities with a (P) icon include public parking spaces for use by visitors and members of the public. Additional maps can be found on the Admin website under [Government Services > Buildings and Grounds > Maps](#).



Minnesota State Capitol Complex
St. Paul, Minnesota

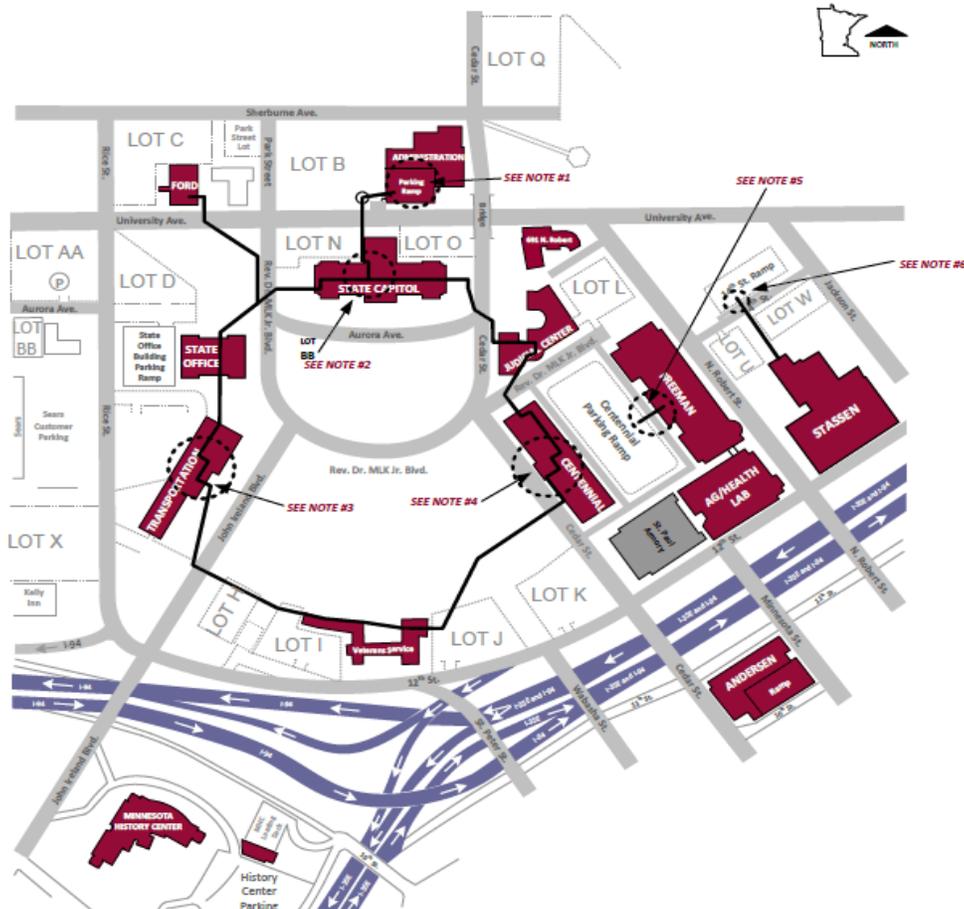
Building Locations and Parking
 (P) denotes public metered parking section within lot
 Centennial Ramp Public Parking on Orange Level only
 COMPLEX.01
 10-12

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POLICIES
 PAYROLL
 BENEFITS

Capitol Tunnel System

An underground tunnel system connects the buildings on the State Capitol Complex. Signs in buildings will generally point you to tunnel entrances and connections. See the image below for a map of tunnel routes and see the notes below for more details.



Note #1 Administration Building/Ramp - Tunnel entrance located on Level B of the Administration Building Parking Ramp.

Keycard access to Administration Building located in east stairway of the Ramp on Level E.

Note #2 Capitol Building – Tunnel runs through the ground floor hallway of the Capitol. Tunnel to the Administration Ramp is marked by sign reading “Café and Parking Lot Tunnel.”

Note #3 Transportation Building – Tunnel is located on ground floor of the Transportation Building. Follow hallway past the cafeteria to elevator lobby area. Across from elevators is a stairway door with sign reading “Tunnel to Veterans Bldg. next level down.” Take stairway to “Level B” and exit stairway to left in elevator lobby. Go to carpeted area and turn left in front of small vending machine area. Tunnel is directly ahead.

Note #4 Centennial Office Building – Tunnel connection to Veterans building is located on level B. Tunnel to Judicial Center is located on ground floor (level G). Immediately east of north side elevators is a hallway door. Labeling above the door reads “Tunnel to Judicial Center.”

Note #5 Freeman Building - Access to Freeman Building is located through east side of Green Level of Centennial Parking Ramp.

Note #6 Stassen Building - Access to Stassen Building is located through the 14th St. Ramp.

★ WELCOME



POLICIES



PAYROLL



BENEFITS

Policy Overview

Code of Conduct

The objectives of the Code of Conduct policies are to improve accountability, align with internal control processes, ensure the accuracy and reliability of the state's comprehensive annual financial report, and ensure the accuracy and reliability of other state and federal reports. You are required to view the online presentations and additional information related to the Code of Conduct and Internal Control policies on Minnesota Management and Budget's website at <http://mn.gov/mmb/mmbhome/internalcontrol/executivebranchagencyrequirements/codeofconducttraining/> within one week of hire. Please be advised as required by Statewide Operating Policy 0103-01 Code of Conduct, each designated employee must certify annually to affirm their responsibilities under the Code of Conduct and their commitment to abide by the Code of Conduct.

- **If your position requires you take the Code of Conduct, please be sure to sign and turn in the Code of Conduct form!**

Sexual Harassment Policy

As an employee of the state of Minnesota, you are required to complete online sexual harassment training. For more information regarding the policy, direct your web browser to

<http://mn.gov/mmb/images/zerotolsexhar-1329.docx>.

To take the course, **Sexual Harassment Prevention: What All Employees Need to Know**, please go to <https://extranet.mmb.state.mn.us/SH/intro2.html>.

- **Note that completion of this training is required within one month of employment. Please send your completed certificate to hr.services@state.mn.us.**

Electronic Policy

The State of Minnesota provides a variety of electronic tools for employees whose job performance requires or would be enhanced by the use of its technology. The policy memorandum governs access to and the appropriate use of State-provided electronic tools and technology at all times, including both work and non-work time, by State employees in the executive branch, consultants, and contractors. For more detailed information, visit www.mn.gov/mmb/images/appropuseoftech-1423.docx.

- **Please be sure to sign and turn in the Mobile Device Services and Equipment form!**

Statewide Policies

Work-Related Alcohol and Other Drug Abuse

No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his or her alertness, coordination, reaction, response, judgment, decision-making or safety. For more detailed information, visit

www.mn.gov/mmb/images/drugandalcoholpolicy-1418.docx

Code of Ethics

The Code of Ethics establishes regulations for all state employees to avoid conflict of interest between job responsibilities and personal interests. Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other



Policy Overview

future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. For more information, visit <https://www.revisor.leg.state.mn.us/statutes/?id=43A.38>.

Family Medical Leave Act (FMLA) Policy

Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans. In addition, an eligible employee is entitled to 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious injury or illness. For more detailed information, visit www.mn.gov/mmb/images/1409-pdf.pdf

OSS Policies

Zero Tolerance of Violence Policy

The State of Minnesota adopts a policy of zero tolerance of violence. It is a state policy that every person in the state has a right to live free from violence. The department will not tolerate violence on or around department premises either by or against employees or members of the public. The department will not tolerate discrimination or harassment against any employee, applicant for employment, or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, national origin/ancestry, or political opinions or affiliations. For more detailed information, visit **OSS share drive at R:\Office Policies**.

Telephone Usage

Minnesota Statutes Section 10.43 requires that the Secretary of State sign and approve monthly long-distance bills. Any use other than job related of state paid long-distance service is inappropriate and in violation of this policy. You may use state owned telephones for only very short and infrequent local calls. State employees should use good judgment in the use of any state owned property. For more information, visit **OSS share drive at R:\Office Policies**.

Dress Advisory

Employees of the Secretary of State are expected to dress appropriately for a business environment. At all times, appropriate dress means that attire and personal hygiene of the employee is neat, clean and in good taste, and it does not distract from or interfere with the effective performance of job duties. Attire specifically not considered as appropriate attire includes shorts, denim jeans, any t-shirts or sweatshirt, flannel shirts, spandex leggings, athletic/tennis shoes (unless dark colored) and athletic wear. On Fridays, more relaxed attire will be acceptable as long as it is neat, clean, and in good taste. Nice jeans, Capris, (no shorts) denim skirts and dresses, flannel shirts, solid color sweatshirts, denim shirts and t-shirts with no logo (except secretary of state logo or small lapel manufacturer’s logo), and athletic/tennis shoes will be permitted. For more information, visit **OSS share drive at R:\Office Policies**.

Empire Building Parking

Building employees (employees or contractors whose primary work location is the Retirement Systems Building) are encouraged, but not required, to park in the parking ramp. This fee will be deducted from employee pay checks every two weeks. For all Secretary of State parking payments and procedures, contact Jenny Kurz at 651.201.1368. For more information visit **OSS share drive at R:\Office Policies**.



Policy Overview

Discriminatory Harassment Policy

Discriminatory harassment is behavior based on protected class status that is unwelcome, personally offensive, insulting, or demeaning, and that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. It is the policy of the Office of Secretary of State to maintain a work environment free from discriminatory harassment based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. For more detailed information, visit **OSS share drive at R:\Office Policies**.

Reasonable Accommodation Policy

The Office of Secretary of State will provide accommodations to qualified employees and job applicants with disabilities when such accommodations are directly related to performing a job or competing for a job on an equal basis. For more information, please visit **OSS share drive at R:\Office Policies**.

Equipment Removal from the Workplace

Each employee taking equipment from the workplace as part of their job must complete and sign the "Agreement to Take State-Owned Property Out of the Workplace" form. This form will be completed once by the employee to cover the entire time they are employed by the Office of the Secretary of State. A cancellation form must be completed and signed by the employee, the Manager/Supervisor and the Director once the employee no longer needs to take the equipment from the workplace or is no longer going to be employed by the Office of the Secretary of State. All forms should be turned into the IT staff member or Fiscal Supervisor, whichever is applicable, to be recorded on the spreadsheet and the form scanned for future reference. For more detailed information, please visit **OSS share drive at R:\Office Policies**.

Not Public Data Policy

Employees may encounter not public data in the course of their duties. Any access to not public data will be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, employees must take reasonable measures to ensure the not public data are not accessed by others without a work reason. Once the work reason to access the data is reasonably finished, employees must properly store the not public data according to the Minnesota Data Practices Act. For more detailed information, please visit **OSS share drive at R:/Office Policies**.



Data Practices

The **Data Practices Act** (Minnesota Statutes, Chapter 13) regulates how government handles information (*data*) it collects, creates, keeps, or discloses to operate programs and provide services.

Government data is a term that means all recorded information a government entity has, including paper, email, CDs, photos, etc. All government data must be kept in a way that makes it easy to provide appropriate access to the data.

The Data Practices Act helps maintain a proper balance of the government's need to have and use data to do its work, the public's right to know about the activities of their government, and the privacy rights of certain individuals about whom the government has data.

OFFICIAL RECORDS AND RECORDS MANAGEMENT

The Official Records Act (Minnesota Statutes, section 15.17) requires government employees to create and keep records to document their official activities. **Official records** allow the public to understand what their government is doing and why and help you understand why actions were taken in the past. Like government data, official records can be stored in any format. However, not all government data are official records. It is up to the entity to decide which data are official records.

The Records Management Statute (Minnesota Statutes, section 138.17) talks about establishing and adopting records **retention schedule** to properly dispose of government data that are official records. A records retention schedule is a plan that lists a government entity's official records and explains how long they must be kept.

PUBLIC DATA VS. NOT PUBLIC DATA

One of the most important things to remember about data practices is that all government data are presumed to be **public** unless there is a specific Minnesota statute or federal law that says that the data are **not public**.

For example, **personnel data** are data about all government employees. Personnel data are both **public** (a government employee's name and salary) and **not public** (an employee's home address and personal phone number).

Anyone can look at and get copies of **public** data for any reason. People are not required to tell you who they are or why they want the data. Only certain people authorized by law are allowed to see and share **not public** data.

PROTECTING NOT PUBLIC DATA

If you have access to not public data as part of your job, consider the following:

- Do not discuss not public data with co-workers who don't need to know about the data
- Do not leave papers with not public data on a shared copier, printer, or fax machine
- Keep copies of not public data out of plain view
- Use locked file cabinets for not public data
- Password protect your computer and lock screens when away from your desk

REQUESTS FOR GOVERNMENT DATA

When **members of the public** ask to see or have copies of data, government must provide access as soon as reasonably possible.

When an **individual** asks to see or have copies of data about him or her, government must provide access within 10 business days.

Government is not allowed to charge someone to only look at data. Government is permitted to charge for copies to recoup costs. The law sets requirements for the cost of copies.

KNOW YOUR RESOURCES

Your most important responsibility is to **ask your manager or supervisor** if you have questions about anything related to data practices. OSS's Data Practices Policies:

<http://www.sos.state.mn.us/index.aspx?page=1563>

<http://www.ipad.state.mn.us/>



Employee Safety

EMERGENCIES

If you find yourself in an emergency, do the following:

- Call **9-911** (give address, room number)
- Then call **Capitol Security at 9-651-296-2100** (Give building location, room number)
- You can also call **Capitol Security at 9-651-296-6741**. **Note:** This is a non-emergency number for escorts and information.
- Panic buttons are in place at the counters at each OSS locations for immediate Capital Security response.

Medical Emergencies

Call 9-911 and Capitol Security. Defibrillators (AEDs) are located within buildings, as well as CPR/AED trained individuals within buildings.

Fire Emergencies / Severe Weather Emergencies

If you hear a fire alarm or see smoke or fire, find the nearest exit and follow directions referred in the building emergency plan of your locations. Use fire extinguishers only if trained and have an exit available. Please consult your supervisor for information regarding your evacuation relocation site.

Other Emergencies

Follow directions of floor monitors or announcements on PA system

There is a potential that employees may need to perform work during emergency situations. Discuss your department's Continuity of Operations Plan (COOP) with your supervisor.

Emergency Resources

- Pandemic Information CODE READY is available at www.mn.gov/mmb/images/August%25202009%2520%255BSupplement%2520%255D.pdf
- Emergency Information Line: **866-901-7705** (receive updates about emergency)
- Family Message Line: **866-396-9961** (family members can leave messages for employee)

WORKPLACE SAFETY

It's our goal to ensure a safe workplace for all thereby reducing injuries and worker's compensation claims.

What's expected of you?

Report unsafe conditions and incidents to your supervisor. Follow safe work practices. Ask questions if you don't understand. Wear appropriate personal protective equipment.



Employee Safety

Reporting Injuries

Report any potential work related injury or illness to your supervisor as soon as possible. If medical attention is required for a work-related injury, you should go to one of our designated providers (see yellow posters in work areas or go to mn.gov/admin/government/risk/workers-comp/employee-medical-care).

MN Occupational Health is available from 8:00 a.m. to 6:00 p.m. Monday through Friday.

OTHER SAFETY TOPICS

Violence in the Workplace

It is our goal to achieve a work environment which is free from threats and acts of violence. The Office of the Secretary of State will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

Contact Capitol Security or St. Paul Police for immediate assistance. Report incidents and threats as soon as possible to your supervisor, manager or Human Resources.

Ergonomics

Ergonomic evaluations of employee workstations are available for all employees. Please discuss with your supervisor prior to submitting a request. Contact Jenny Kurz 651-201-1368 to schedule an evaluation.

Information about setting up an ergonomic workstation is also available on the Admin website under [Government Services > Risk Management > Safety and Loss Control > Ergonomics](#).

Defensive Driving

An interactive online training course on defensive driving and safety behind the wheel is available for employees at mn.gov/mnsafe/def_driving.



Payroll Overview

Use the Payroll Calendar included in the back of this packet to reference timecard due dates and direct deposit dates.

Types of Time Off

1. Vacation

- Vacation days are defined as pre-approved, planned days off
- An employee may not use vacation until completing six months of service in a vacation eligible status
- Please reference your contract for more specific information

2. Sick Leave

- Sick leave applies to illness, contagious disease, doctor's appointments, dentist appointments, surgery, and other medical emergencies
- Please reference your contract for more specific information

3. Holiday Pay

- Employee must be in full pay status (sick, vacation, comp. time, or regular codes) for the full shift the scheduled day before and the next scheduled day after the holiday (or floating holiday). If the employee is not in full pay status on both of those days, they are not entitled to any holiday pay.
- Floating holidays can be used around holidays
- Please reference your contract for more specific information

Payroll Coding at a Glance

For more codes, refer to the time card sheet on the employee self-service website.

REG	Regular
HOL	Holiday
SIK	Sick Leave Taken
VAC	Vacation Leave Taken
FLH	Floating Holiday
ETL	Leave Without Pay
OTR	Cash Overtime Earned
C15	Comp Time Earned
CT1	Comp Time Taken



Employee Self Service Website

The Employee Self Service website is your primary tool to access and review payroll and benefits information. You can use it to complete your timesheets, review your paystubs and benefits information, and in some cases, even make enrollments and changes. The site can be accessed at:

- www.state.mn.us/employee

To login, use your eight digit employee ID and your password, which is initially established as the last four digits of your social security number.

Below are some examples of what you will find on the site under each of the following links:

My Paystub

- View paystubs, current and prior earning statements.

Time Entry

- Enter time worked and leave taken
- When using sick leave enter a comment in the comment tab identifying the reason for the leave. ie. Child ill or bereavement leave for grandparent.

Benefits

- Review benefits Enrollment
- Review benefits summary, and Dependent/Beneficiary coverage

My Personal Information

- Personal information summary
- Home and mailing address, phone numbers, e-mail address

Other Payroll

- Direct Deposit
- W-4, MW-R
- W-2 (current and prior years)
- Savings plans
- Charitable contributions
- Leave donations
- Deferred compensation
- Payroll forms
- Business expense reports

Leave Balances

- View your current and previous leave balances

Announcements

- Watch for announcements regarding your pay and benefits

My Profile

Change your password



Retirement Overview

MN State Retirement System (MSRS)

The General Employees Retirement Plan (General Plan) is the largest retirement plan administered by MSRS. The General Plan provides retirement, survivor, and disability coverage for state employees.

For additional information regarding the Minnesota State Retirement System, please visit www.msrs.state.mn.us or call 651-296-2761.

Health Care Savings Plan

The Health Care Savings Plan (HCSP), administered by MSRS, offers you the opportunity to make the most of each dollar you set aside for healthcare expenses. More than a savings account, the HCSP is an individual, tax-free account to be used for reimbursement of post-employment medical expenses.

For additional information regarding the Health Care Savings Plant, please visit www.msrs.state.mn.us, or call 651-296-2761.

Minnesota State Deferred Compensation Plan (optional)

With this plan, pre-taxed dollars are taken out of paychecks to go toward retirement. The union plans will match to certain amounts (see below).

Matching Contributions (once a year)

AFSCME - \$175

MAPE - \$100

MMA - \$300

MGEC - \$200

MGR - \$300 or Vacation Conversion

COMM - \$300 or Vacation Conversion

For additional information regarding the Minnesota Deferred Compensation Plan, please visit www.mndcplan.com or call 651-296-2761.



Personal Insurance Benefits Overview

The SEGIP Insurance & Wellness website has insurance information available for new hires and rehired employees to review online on the Minnesota Management & Budget website at <http://www.mn.gov/mmb/segip/index.jsp>. Or you may call 651-355-0100 for more information. In order to complete your Personal Enrollment Form, review the information contained in "Your Employee Benefits." You can access this information by going to the MMB website at <http://mn.gov/mmb/images/EmployeeBenefitsBooklet2014.pdf>. You should review this information to make an educated decision regarding your insurance elections.

Health Plans 2015

Semi-Monthly Rates

HEALTH PLAN	Employee Coverage			Dependent Coverage		
	Total	State	Employee	Total	State	Employee
Advantage Blue Cross	262.67	249.54	13.13	772.44	682.85	89.59
Advantage HealthPartners	262.67	249.54	13.13	772.44	682.85	89.59
Advantage PreferredOne	262.67	249.54	13.13	772.44	682.85	89.59

DENTAL PLANS 2015

Semi-Monthly Rates

DENTAL PLAN	Employee Coverage			Dependent Coverage		
	Total	State	Employee	Total	State	Employee
State Dental Plan	14.83	12.33	2.50	43.85	26.84	17.01
Health Partners Dental	15.10	12.60	2.50	44.69	27.11	17.58

2014 Short-Term Disability Insurance:

Monthly Benefit	Group A semi-monthly	Group B & C Monthly

2014 Long-Term Disability Insurance:

Gross Annual Salary	Max. monthly benefit from all sources	Max. monthly benefit payable	Semi-monthly cost

Insurance Eligibility Date:

Basic Life Insurance:

Optional Pre-tax and Flexible Spending Accounts: Health and Dental Premium Account, Dependent Care Expense Account (day care), and Transit Expense Accounts



Optional Employee or Spouse Life Insurance

For certificate of participation Group Life Insurance Policy, please visit <http://mn.gov/mmb/images/Life%2520Insurance%2520Certificate.pdf>.

Per \$5,000 in Coverage

Age of Employee or Spouse	Monthly	Semi-Monthly
under age 30	0.30	0.15
age 30 - 34	0.40	0.20
age 35 - 39	0.46	0.23
age 40 - 44	0.56	0.28
Age 45 – 49	0.96	0.48
Age 50 – 54	1.76	0.88
Age 55 – 59	2.76	1.38
Age 60 – 64	4.50	2.25
Age 65 – 69	7.26	3.63
Age 70 – 74	11.76	5.88
Age 75 – 79	19.00	9.50
Age 80 – 84	30.76	15.38
Age 85- 89	61.50	30.75

Child Life Insurance

Coverage Amount	Monthly	Semi - Monthly
\$10,000	0.84	0.42

Accidental Death and Dismemberment Insurance

Cost for \$5,000 in coverage

Monthly	Semi - Monthly
0.16	0.08



Minnesota Advantage Health Plan 2014-2015 Benefits Schedule

2014 - 2015 Benefit Provision	Cost Level 1 - You Pay	Cost Level 2 - You Pay	Cost Level 3 - You Pay	Cost Level 4 - You Pay
A. Preventive Care Services <ul style="list-style-type: none"> Routine medical exams, cancer screening Child health preventive services, routine immunizations Prenatal and postnatal care and exams Adult immunizations Routine eye and hearing exams 	Nothing	Nothing	Nothing	Nothing
B. Annual First Dollar Deductible (single/family)	\$75/\$150	\$180/\$360	\$400/\$800	\$1,000/\$2,000
C. Office visits for Illness/Injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care <ul style="list-style-type: none"> Outpatient visits in a physician's office Chiropractic services Outpatient mental health and chemical dependency Urgent Care clinic visits (in & out of network) 	\$18/23* copay per visit Annual deductible applies	\$23/28* copay per visit Annual deductible applies	\$36/41* copay per visit Annual deductible applies	\$55/60* copay per visit Annual deductible applies
D. In-network Convenience Clinics & Online Care (deductible waived)	\$10 copay	\$10 copay	\$10 copay	\$10 copay
E. Emergency Care (in or out of network) <ul style="list-style-type: none"> Emergency care received in a hospital emergency room 	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	25% coinsurance Annual deductible applies
F. Inpatient Hospital Copay (waived for admission to Center of Excellence)	\$100 copay Annual deductible applies	\$200 copay Annual deductible applies	\$500 copay Annual deductible applies	25% coinsurance Annual deductible applies
G. Outpatient Surgery Copay	\$60 copay Annual deductible applies	\$120 copay Annual deductible applies	\$250 copay Annual deductible applies	25% coinsurance Annual deductible applies
H. Hospice and Skilled Nursing Facility	Nothing	Nothing	Nothing	Nothing
I. Prosthetics, Durable Medical Equipment	20% coinsurance	20% coinsurance	20% coinsurance	25% coinsurance Annual deductible applies
J. Lab (including allergy shots), Pathology, and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
K. MRI/CT Scans	5% coinsurance Annual deductible applies	10% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance annual deductible applies
L. Other expenses not covered in A-K above, including but not limited to: <ul style="list-style-type: none"> Ambulance Home Health Care Outpatient Hospital Services (non-surgical) <ul style="list-style-type: none"> Radiation/chemotherapy Dialysis Day treatment for mental health and chemical dependency Other diagnostic or treatment related outpatient services 	5% coinsurance annual deductible applies	5% coinsurance annual deductible applies	20% coinsurance annual deductible applies	25% coinsurance annual deductible applies
M. Prescription Drugs 30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin, or a 3-cycle supply of oral contraceptives Note: all Tier 1 generic and select branded oral contraceptives are covered at no cost.	\$12/\$18/\$38	\$12/\$18/\$38	\$12/\$18/\$38	\$12/\$18/\$38
N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes PKU, infertility, growth hormones) (single/family)	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600
O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)	\$1,100/2,200	\$1,100/2,200	\$1,500/3,000	\$2,500/5,000

 **BENEFITS**

★ WELCOME  POLICIES  PAYROLL 

Schedule of Benefits

*The level of the office visit copayment for the employee and his or her family is dependent upon whether the employee has completed the Health Assessment in each Open Enrollment period, and agreed to accept a health coach call. Employees who have completed the Health Assessment and agreed to accept a health coach call are entitled to the lower copayment. Employees hired after the close of Open Enrollment will be entitled to the lower copayment.

This chart applies only to in-network coverage. Out-of-Network coverage is available only for members whose permanent residence is outside the State of Minnesota and outside the service areas of the health plans participating in Advantage. This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical leaves). It is also available to dependent children, including college students, and spouses living out of area. These members pay a \$350 single or \$700 family deductible and 30 percent coinsurance to the out-of-pocket maximum described in Section O above. Members pay the drug copayment described at Section M above to the out-of-pocket maximum described at Section N.

A standard set of benefits is offered in all SEGIP Advantage Plans. There are still some differences from plan to plan in the way that benefits, including the transplant benefit, are administered, in the referral and diagnosis coding patterns of primary care clinics, and in the definition of Allowed Amount.

Dental Plan

Annual Maximum per person (does not apply to Orthodontia): \$1500

Covered Services	In-network Benefits	Out-of-network Benefits
Diagnostic and preventive care		
Preventive care; examinations, x rays, oral hygiene, & teeth cleaning	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Fluoride treatment (to age 19)	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Space maintainers	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Annual Deductible	\$50 per person, \$150 per family	\$125 per person
Restorative care and prosthetics		
Fillings (customary restorative materials)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Sealants	60% coverage after deductible	50% coverage of the allowed amount after deductible
Oral surgery (simple extractions and root canals)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Periodontics (gum disease therapy)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Endodontics (root canal therapy)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Inlays and overlays	60% coverage after deductible	50% coverage of the allowed amount after deductible
Restorative crowns	60% coverage after deductible	50% coverage of the allowed amount after deductible
Fixed or removable bridgework	50% coverage after deductible	50% coverage of the allowed amount after deductible
Full or partial dentures	50% coverage after deductible	50% coverage of the allowed amount after deductible
Dental relines or rebases	50% coverage after deductible	50% coverage of the allowed amount after deductible
Orthodontics - \$2400 Lifetime Maximum (does not start over if you change dental plans)	50% coverage (deductible does not apply). Coverage is limited to dependents under age 19	50% coverage of the allowed amount (deductible does not apply). Coverage is limited to dependents under age 19.

Emergency services are covered at the same benefit level as a non-emergency service.

See certificate of coverage for specific plan limitations



New Employee Checklist

Welcome to the Office of the Secretary of State! Here is a checklist that will help ensure that you are prepared for your first days as a new state employee.

Advance Preparation

- Confirm salary and start date/time with your manager.
- Complete On-Boarding forms (received from Human Resources) online.
- Make sure that you have been in contact with your manager and know where to park/ where to meet on your first day.

Parking Information for State Employees <http://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees
<http://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

What to Expect on Your First Day

- Meet co-workers/work unit, including individuals working in other divisions/work units who will be working with you.
- Sign the position description, one copy is yours to keep and one is to be forwarded to Human Resources. Discuss expectations and any questions about the position.
- Discuss the division's organizational chart and how it relates to the Office of the Secretary of State with your manager.
- Ensure a time has been arranged for you to meet with the HR office in order to complete the I-9 (Immigration & Naturalization) form, etc.
- Attend a New Employee Orientation Meeting (every other Wednesday, from 2pm-4pm in the Human Resources Office – 301 COB).
- Review computer set-up (email; how to reserve conference rooms; specific databases, etc).
- Review how to operate machines (photocopier, fax, printers, etc)
- Go to Capitol Security to obtain an employee identification card.
- Tour the building/work area (how to use access card, restrooms, break rooms, supply room, conference rooms, fire exits/stairwells, mailbox, etc).
- Review telephone numbers and how the phone works.
- Review formal work hours (starting & quitting times, importance of attendance and punctuality, lunch and break times, etc).
- Review how to request time off (how and to whom absences are reported, call-in procedures when ill, vacation scheduling, if applicable).
- Review where and how to enter timesheet data; review payroll schedule.
- Review emergency procedures (building procedures, fire evacuation procedure, weather emergencies, etc).
- Schedule regular opportunities to check-in with your manager to get feedback on performance for first 3-6 months.

New Employee Checklist

Within two weeks of start date

- Review the probationary period and performance reviews during the probationary period.
- Start making your benefit selections (must be done with 35 days of your first day of work).
- Complete the online Sexual Harassment training and send your completed certificate to hr.services@state.mn.us.
- If you haven't already, make sure you have completed/signed/turned in your Code of Conduct form.
- If this is a supervisory position and you have never attended the State required **Supervisory Core** training, you must arrange to attend this training prior to completing the probationary period.
- If this is a managerial position and you have never attended the State required **Managerial Core** training, you must arrange to attend this training prior to completing the probationary period.

Be sure to notify your supervisor or manager if any of the items on this checklist are not covered as you get started at OSS. If you have any questions regarding the steps outlined in this document please feel free to contact HR.

Useful Websites

Minnesota Secretary of State

<http://www.sos.state.mn.us/>

State of Minnesota Portal

<http://mn.gov/>

Human Resources

<http://www.mainserver.state.mn.us/admin/hr/index.html>

Minnesota Management and Budget

<http://www.mn.gov/mmb/>

Enterprise Learning and Development Courses

<http://mn.gov/mmb/eld/>

Labor Relations Information

<http://www.beta.mmb.state.mn.us/lr>

Parking Information for State Employees

<http://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees

<http://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

Maps of State Capitol Campus

<http://mn.gov/admin/government/buildings-grounds/maps/>

Cafeteria Locations and Menus

<http://mn.gov/admin/government/buildings-grounds/building-management/cafeterias/>

Employee Self Service

<http://www.state.mn.us/employee>

Employee Webmail (Outlook Web Access)

<https://webmail2.state.mn.us/>

State Employee Directory (White Pages)

http://mn.gov/white_pages/

MN.IT Mall (Ticketing System for IT Service Desk and Requests)

<https://mn.gov/oet/service-management/>