



INFORMATION BULLETIN HUMAN RESOURCES OFFICE

WHAT DO I DO WITH MY BENEFITS IF ??



IF YOU GET MARRIED ?

- ◆ You must inform Human Resources within 30 (thirty) calendar days from the date of your marriage to add your spouse and/or his or her dependents to your Health Insurance, and/or Dental Insurance and/or FlexServ. You need to provide a copy of the Marriage certificate, Social Security card and birth certificates for any new dependents.
- ◆ If your spouse's dependents have a last name that is different from yours, you **must** provide a birth certificate.
- ◆ You may also want to change your beneficiary on your Life Insurance and/or Pension.
- ◆ If your spouse also works for the State of Delaware, contact the Human Resources Office ASAP. You may be eligible for reduced Health Insurance Premiums (Double State Share).



IF YOU GET DIVORCED ?

- ◆ You are required to notify HRO in writing (email is acceptable) and drop your spouse from your Health and Dental Insurance within 30 (thirty) days of your divorce (regardless of the terms of your settlement agreement). If you do not drop your spouse after your divorce, you could be held liable for insurance premiums and/or expenses for your spouse that will not be covered.
- ◆ If you drop your spouse before you are divorced, you are still responsible for his/her medical expenses until the date of your divorce.

- ◆ You need to provide the Human Resources Office with your spouse's current address so we can notify Consolidated Omnibus Budget Reconciliation Act (COBRA) that he/she has been dropped from your policy. (COBRA enables prior dependents to continue health coverage).
- ◆ You may also want to change your beneficiaries on your Life Insurance and/or Pension.



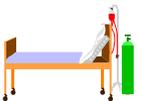
IF YOU HAVE A CHILD? (BIRTH OR ADOPTION)

- ◆ You must inform Human Resources within 30 (thirty) calendar days from the date the baby is born/adopted to add them to your Health Insurance, and/or Dental Insurance and/or FlexServ. You will need to provide the full name of the child, date of birth, and the doctor's name.
- ◆ The Human Resources Office needs to be notified immediately when you receive your child's Social Security number. Usually the hospital will give you a Social Security application.
- ◆ You may also want to change beneficiaries on your Life Insurance and/or Pension.



IF YOU CHANGE YOUR ADDRESS ?

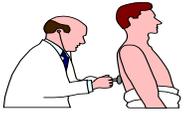
Send an e-mail to your Human Resources Representative. This will change your address with all benefit providers.



SICK AND/OR VACATION LEAVE ?



- ◆ It is your responsibility to know your current leave balances.
- ◆ You **cannot** use more leave than you have available.
- ◆ Leave is accrued at the end of each month to be used the following month--so you will always have at least 9.50 hours of leave carried into the next month.
- ◆ If you exhaust all your sick leave, your supervisor **may** permit you to use accrued vacation hours or accrued compensatory time for your illness.
- ◆ Your paycheck **will be docked** if you exhaust all available leave hours.
- ◆ If you are out sick over 5 (five) consecutive days, you **must** have a doctor's note to return to work per Merit Rule 6.0311.



IF YOU ARE INJURED ON THE JOB ?

- ◆ If you are injured while you are working, notify your supervisor **immediately**.
- ◆ Your supervisor will complete and forward to the Human Resources Office a First Report of Injury and a Risk Management Form.
- ◆ Your supervisor should provide you with the employee's copy of the First Report of Injury.
- ◆ A detailed Workers' Compensation procedure letter will be mailed to your home.
- ◆ If you have to go to the emergency room or the doctor, **do not** use your Health Insurance card. Tell them you have a Workers' Compensation injury and if they need more information regarding your claim to contact DNREC's Human Resources Office at 739-9901.
- ◆ **Inform your medical provider they must send your bill directly to:**

**PMA Customer Service Center
P. O. Box 5231
Janesville, WI 53547-5231**

Phone: 1-888-476-2669

- ◆ **Do not send the bills to the DNREC Human Resources Office.**
- ◆ If the doctor instructs you to remain off work, you and your supervisor must notify the Human Resources Office ASAP.
- ◆ A doctor's note regarding your diagnosis must be sent to the Human Resources Office after each visit.
- ◆ **You cannot return to work without the doctor's authorization and supervisor's approval. The Human Resources Office must be notified on the date you return to work.**



FAMILY MEDICAL LEAVE ACT ?

- ◆ If you have a foreseen or unforeseen illness or you are required to care for a spouse or child, you may be eligible to apply for FMLA. Each case is individual. Please refer to the general procedures for FMLA and/or contact your Senior Human Resources Technician in the Human Resources Office.



IF SOMEONE IN YOUR IMMEDIATE FAMILY PASSES AWAY?

- ◆ If your spouse or dependent passes away, please contact the Human Resources Office ASAP so that we can assist you in regard to benefits. You may be eligible for Compassionate Leave.
- ◆ If you have Dependent Life Insurance you will need to contact Minnesota Life at 1-877-215-1489 to file a claim.
- ◆ You will also need to remove the name of the deceased from your Health Insurance and/or Dental Insurance.
- ◆ You may also want to change beneficiaries.



DIRECT DEPOSIT ?

- ◆ Direct Deposit is now **mandatory for all new state employees as of January 1, 1996.**
- ◆ To apply for Direct Deposit:
 - Checking Account - Complete a Direct Deposit Form, attach a voided check and forward to the Human Resources Office.
 - Savings Account - Complete a Direct Deposit Form, attach a copy of the top portion of your bank statement and forward to the Human Resources Office.
- ◆ If you already have Direct Deposit and you change banks or accounts, you must complete a new Direct Deposit Form and follow the above procedures.
- ◆ Direct Deposit takes 2 (two) paycycles to process and take effect.



IF YOU LOST OR NEVER RECEIVED YOUR W-2 FORM ?

- ◆ Call the Human Resources Office to complete a W-2 replacement request. There is a \$5.00 fee.



IF YOU RESIGN ?

- ◆ You are required to provide your supervisor with 2 (two) weeks written notice per Merit Rule 14.0100.
- ◆ To ensure that your leave payoff is disbursed with your last regular pay check, make sure any leave you have taken is applied for and confirmed in ALAS.
- ◆ You will be paid for any unused vacation and approved FLSA compensatory time (you will not be paid for any merit system compensatory time).
- ◆ You will also have the option to withdraw or retain your pension contributions or vest your pension if you have 5 (five) years of credible service. See the Human Resources Office for more specifics.
- ◆ Minnesota Life Insurance Company & CobraServ will contact you to continue your life and health insurance. These forms will be mailed to your home.
- ◆ If you move after your resignation, please notify the Human Resources Office in writing so you will receive your W-2 Form for wages earned at DNREC.



IF YOU NEED TO FIND A DNREC POLICY OR PROCEDURE?

If you have a question about a Department Policy or Procedure you can find them all listed in the DNREC intra-net under Office of the Secretary, Human Resources. It will explain what you need to do and attached are any forms that you might need.