Family Medical Leave Act (FMLA)

If you have worked for NDSU for 12-months and have one of these events, this federal law should be utilized even if the employee has accrued sick leave:

- Birth of a child
- Serious health condition of the employee
- Serious health condition of an employee’s family member

29 C.F.R. 825.301(a) states, “Once the employer has acquired knowledge that the leave is being taken for an FMLA-qualifying reason, the employer must [designate the absence as FMLA leave]”, regardless of whether the employee wants FMLA to apply.

FMLA and paid leave run concurrently, employees do not need to be out of leave to qualify for FMLA. [Link](https://www.ndsu.edu/hr/benefits/leave/fmla/)

For questions regarding FMLA and when/if it should be used, or to apply for FMLA, please contact Noah Fischer in HR/Payroll at noah.fischer@ndsu.edu or 701.231.8965

Salary Reduction Agreement for Summer Salary:

Less than 12 month employees

Employees that wish to have Supplemental Retirement Account contributions withheld from their summer salary must complete and submit the form indicated at the link below. This form must be returned to the Human Resources and Payroll office by Thursday, May 31 to be in effect for the first summer salary payment.

[Link](https://www.ndsu.edu/fileadmin/vpfa/forms/HR-SupplementRetirementAccountSummerPay.pdf)

Please be aware that if you have already made elections that maximize your SRA contributions over your regular contract period, electing to have deductions taken from your summer salary may cause you to go over the limits allowed by the Internal Revenue Code. Additionally, if you have spread your contract pay over 12 months, your SRA will continue to run without submitting this agreement.

If you wish to change the dollar amount that you are currently having withheld for your SRA, you will need to complete the regular salary reduction agreement for your 403(b) or 457(b) available on the NDSU forms page or in the Human Resources and Payroll office. Changes to SRA amounts cannot be made on this form.
Help for Quitting Tobacco

Deadline April 30th

Do you or an immediate family member want help to quit tobacco? If so, sign up to take advantage of the help NDPERS is offering right now. You are eligible if you are a benefitted employee who has health coverage with NDSU. Your spouse and dependents that are age 18 and older can also take advantage of this program. All eligible family members would have to be covered by NDSU’s health insurance plan.

The enrollment period for this program ends April 30th, 2018. To enroll, you just need to call Sanford Health at 877-737-7730. Sanford will verify your eligibility and send out a Tobacco Sessation Program Benny Card. This card can be used to pay for office visits and medications at the time of service. Every six months, the program pays up to $700 in smoking cessation expenses! This includes office visit co-pays, over the counter and prescription medications.

If you have questions, want more information, or to sign up for the program – please call Sanford Health at 877-737-7730.

NDQuits also offers tobacco cessation coaching at no charge. This service is provided by the ND Dept. of Health. To enroll in this plan or receive more information, please call 800-QUIT-NOW or visit www.ndhealth.gov/ndquits online.

2018 DAKOTA WELLNESS PROGRAM

Recorded member webinar: https://www.sanfordhealthplan.org/ndpers/dakotawellnessprogram

A webinar providing an overview of the Dakota Wellness Program is now available.

The webinar features:

1) Using the online wellness portal and recent upgrades
2) Fitness Center Reimbursement
3) Redeeming the wellness benefit

"Change your thoughts and you change your world."
- Norman Vincent Peale

Quarter Century Club Banquet

Thursday, May 3rd at 6:00 p.m.

Harry D. McGovern Alumni Center

The Quarter Century Club banquet will be held Thursday, May 3, beginning with a social at 5:30, and dinner and program at 6:00 p.m. in the Harry D. McGovern Alumni Center. This event will welcome 21 new members to the prestigious group of NDSU faculty, staff and administrators. Event tickets are $18 per person to include dinner. RSVP to ndsu.hr@ndsu.edu by April 18, 2018.

New Quarter Century Club members for 2018:

<table>
<thead>
<tr>
<th>Michael Aho</th>
<th>Barbara Blakeslee</th>
<th>Paul Brown</th>
<th>Ross Collins</th>
<th>Janet Davidson-Harrington</th>
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<td>James Deal</td>
<td>Mary Beth Gerady</td>
<td>Justin Hegstad</td>
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<td>Kenton Rodgers</td>
<td>Bernhardt Saini-Eidukat</td>
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<td>Candace Skauge</td>
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Orven Swenson
**10 WAYS TO BE A BETTER EMPLOYEE**

Lydia Dishman from *Fast Company*

1. Strengthen your soft skills: practice active listening
2. Show gratitude: saying “thank you” is good for health
3. Make more connections: employees who had the largest number of connections among their peers in the workplace have the most influence.
4. Create your own development program: seek out learning and develop new skills
5. Request regular feedback from your supervisor
6. Get better at goal setting
7. Get better at managing your time
8. Send better, more professional emails
9. Step up your social media game
10. Improve the way you deal with conflict

*Melissa Kearns* joined our staff in August of 2017. She is in the position of HR Office Assistant. Melissa provides:

- recruitment support
- tuition waiver process
- record imaging/records management
- front desk support

Her email is *melissa.kearns@ndsu.edu*, and her phone number is 701-231-6293.

Beginning May 1st, the HR/Payroll office will have 2018 tickets available for the Red River Valley Fair and Valley Fair in Shakopee, MN. It will save you money to buy these tickets in advance from our office, but remember we can only accept cash or check payments.

For more specific information and pricing, check the News and Announcement section of our website beginning May 1st! [https://www.ndsu.edu/hr/](https://www.ndsu.edu/hr/)

“Do the best you can until you know better. Then, When you know better, do better.”

— Maya Angelou
UPCOMING EVENTS AND TRAINING

April is National Financial Literacy Month!

TIAA has many live webinars coming up this month to help employees improve their financial knowledge. They also have many on-demand webinars available for you to view at your own convenience. A few of April’s topics include:

- Social Security strategies for married couples
- Quarterly economic and market update
- Spending within your means
- Planning for Today and Tomorrow

You can copy/paste the link below to access all of the webinar information. https://vshow.on24.com/vshow/TIAACREF_VE?l=en#exhibit/LiveWebinarLounge

April is Also National Social Security Month!

During April, the Social Security Administration wants you to help them celebrate by taking a look at their online services. They want people to know they have information to help you through life’s journey (birth, marriage, etc.) and not just in retirement. You can access their website at www.ssa.gov.

The SSA is constantly expanding their online services to give consumers more freedom and control. You can do the following things on their website:

- Find out if you qualify for benefits
- Use the benefit planners to help you understand your Social Security protection
- Estimate your future retirement benefits
- Apply for Medicare

Check out the website this month and set up a “My Social Security” account. This is a powerful tool to help you stay in control of your social Security record.

Save These Dates!

Novu Online Wellness Portal and Making It Happen Training

- Wednesday, April 18 at 9:00 am
- Hidatsa room, Memorial Union
- How to set yourself up for lasting change and create an action plan to reach your goals
- How Wellness Coaching can maximize your personal and professional potentials by discovering tools for helping individuals achieve a higher level of well-being and performance in life and work.
- Overview of the Dakota Wellness Program benefit and Fitness Center Reimbursement

To enroll in this Wellness Education Event: https://apps.ndsu.edu/cas/login?service=https%3A%2F%2Fapps.ndsu.edu%2Fevent-registration%2Fcas%2Flogin For any questions regarding the event, please contact Jennifer Baker jennifer.baker@ndsu.edu.

NDPERS Financial Education Events

NDPERS offers a Pre-Retirement Education Program (PREP) and a Financial Essentials Workshop (FEW) for a small fee to members. There are upcoming events for both of these sessions in May in Minot, ND.

The Financial Essentials Workshop (FEW) is from 1:00 pm to 5:00 pm at Holiday Inn Riverside, in Minot on Tuesday, May 8th. The Pre-Retirement Education Program (PREP) is an all-day event that will be held at the same location from 8:00 am to 5:00 pm on Wednesday, May 9th, 2018.

To register or for more information, you will need to go to www.ndpers.nd.gov and then click on “events”. Registration and Payment for these sessions is due by April 20, 2018.