



HR Representative Meeting Notes

Meeting Date: March 31, 2021

Enhanced NEO forms (currently for new hires only)

Allison New, HRS Process Coordinator

Benefit Enrollment Forms:

- New employee benefit enrollment forms have been streamlined from 17 pages to a 4-page condensed enrollment form for easier completion by employees (and benefits processing team)
- Forms can now be completed entirely online.
- This streamlined form is for NEW EMPLOYEES only. Forms to update and/or change current employee benefits due to a qualifying event are available on the HRS website.

Military leave action/reason [code definitions](#) update

Mary Brodsky, Associate Chief Human Resource Officer

The codes have been updated to differentiate between paid versus unpaid time for military leaves.

Please contact the LER team with questions.

Additional COVID-19 Related Relief announcement

Mary Brodsky, Associate Chief Human Resource Officer

Please see the "[Additional COVID-19 Related Relief](#)" announcement sent to all faculty and staff on March 31.

Family Medical Leave Act - Rollout of Improved & Streamlined Processes

Peter Blackmer, Director of Labor and Employee Relations

- Employee may notify employer if they want to apply for FMLA leave, *but there is also a burden on the employer to notify employee if they might be eligible for FMLA.*
- Contact LER office to help you navigate the process.
- There is an FMLA checklist and forms on the [LER webpage](#).

- Step One: Notice of Eligibility (document and instructions) – steps for determining eligibility (i.e. the employee must have worked 1,250 hours in the 12 months prior to the leave). Employer has 5 business days to certify if employee is eligible.
- Step Two: Notice of Designation (document and instructions) – Determination document about if employee's event qualifies under FMLA (i.e. reason for leave). Employees have 15 calendar days to provide required documentation.
- Birth or adoption of a child do not require additional documentation.
- Approved FMLA leave: Must be tracked in Kronos or on an attached spreadsheet uploaded to PS timesheets. Employees should note their usage of FMLA time in the comments field of the PS time reporting module.
- Vermont Parent Family Leave act: Has varied eligibility rules and wider definitions, such as to include siblings, parent-in-law.
- FMLA/VPFLA process can be retroactive to events when arguably essential (i.e. employee isn't well enough to complete process).
- Employees residing outside Vermont working remotely: VPDLA would not be applicable but their state of residence may have their own similar leave acts that UVM would need to adhere to.

Transition to Vermont Blue RX

Gregory Paradiso, Director of Benefits

The pharmacy benefits manager, currently Express Scripts, will be transitioned to Optum RX (VT Blue Rx) effective 7/1/2021. BCBS will be mailing an announcement in April.

- This change applies to employees residing within or outside Vermont.
- Benefits are not changing.
- Formulary will have a slight change in the drug list. A small list of drugs will not be covered. BCBS will contact employees by mail with alternative drug options. Employees may file for an exception if it is medically necessary that they do not switch to the alternative drug offered.
- The co-pay amounts will have 92% no change, 4% lower and 4% higher rate.
- BCBS will be mailing new ID cards to employees.
- No change in pharmacies – all pharmacies that accepted Express Scripts are accepting VT Blue Rx. Employees with credit/debit cards on file with Express Scripts will need to re-enter the card information to VT Blue Rx.
- Previously paid deductibles will be honored. The balance information will be transferred to VT Blue Rx.

Please contact Human Resource Services at hrsinfo@uvm.edu or call 802-656-3150 with questions.