



Contact Us

Staff Senate
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12/11 Meeting Agenda

- I. Roll call
- II. Approve November minutes
- III. Approve December agenda
- IV. Administration reports
 - A. VP of Admin., Bill Mai
 - B. Human Resources Director, R. DelaCastro
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

- December 1-30, 2013**
Renew Qualified Driver Status
- December 13, 2013**
Deadline for Nominations
Holiday Food Drive
- December 18, 2013**
Deadline for Donations
Holiday Food Drive



STAFF SENATE NEWS

December 2013

Holiday Food Drive

Staff Senate is currently accepting donations for the 2013 Holiday Food Drive. It is the goal of the Staff Senate food drive to assist those University employees and their families that may need a little extra help during the holidays. Food donations will be accepted on campus at various locations through December 18. Contact your **staff senator** for donation box locations.

Staff Senate is also collecting snack items for the Wyoming National Guard 133rd Engineering Company based in Bahrain, including cookies, brownies, jerky, trail mix, snack bars, small packages of dried fruit or nuts, and water flavorings.

To nominate a UW employee to receive a food basket, please [click here](#). The deadline for nominations is December 13.

Ask a Question: Domestic Partner Health Insurance Policy

Got a question of about the University of Wyoming or your employment here? Ask away at staffsen@uwyo.edu. Here's the answer to the first "Ask a Question" query:

QUESTION: *I understand that employment benefits at UW have been extended as a stipend amount to same-sex partners of benefited employees. How does this stipend amount compare with benefits available for married couples and their children?*

ANSWER: The Domestic Partner Health Insurance Benefit policy went into force in September 2011, and has recently been updated. The full policy is available at:

http://www.uwyo.edu/hr/_files/docs/employee-benefits/domestic-partner-policy.pdf

A Domestic Partner must meet eligibility criteria and must not be eligible for coverage under another employer plan in order to qualify for this benefit. For questions concerning eligibility, please see the **full policy**.

How Does the Benefit Work?

- Qualifying domestic partners cannot be put on a UW employee's insurance.
- Qualifying domestic partners must purchase their own insurance for themselves and/or their qualifying dependents (who are not also dependents of the UW employee).
- The UW-provided financial benefit is intended to offset the cost of insurance premiums from outside providers.
- Qualifying domestic partners with no qualifying dependents will receive a financial benefit equal to the difference between the employer contribution for Employee Only and Employee Plus Spouse coverage, or the cost of the insurance, whichever is less. In other words, if the actual insurance premium costs less than the financial benefit amount offered, the actual cost will be used.
- Qualifying domestic partners with qualifying dependents will receive a financial benefit equal to the difference between the employer contribution for Employee Only and Family coverage, or the cost of the insurance, whichever is less. Again, if premium costs are less than the financial benefit offered, the actual cost will be used.



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2000 employees are signed up for this option, which is more convenient and which also significantly reduces postage expenses.

It's easy to sign up:

1. Log into **WyoWeb**
2. Click on the My Workplace tab
3. Under Administrative Systems, click on UW Employee Self Service
4. From the Main Menu, click on Self Service
5. Go to Payroll and Compensation
6. Choose W-2/W-2c Consent
7. Once you are on the W-2/W-2c Consent page, you simply need to check the box to consent and hit Submit

That's it! Have more questions? [See the Electronic W2 Delivery webpage.](#)

Know Your Senators – Aimee Appelhans

Aimee Appelhans is Programmer Analyst, Sr., in IT/ADS at the University of Wyoming. She has been employed at UW for over eight years and has served 3½ years on Staff Senate, and currently serves as Parliamentarian, where her attention to detail is much appreciated. Aimee's goal for Staff Senate is to foster better recognition across the entire campus of the irreplaceability and importance of staff to the workings of the University.

Aimee has been married for almost 10 years, and has three kids and four siblings, three of whom live in Laramie. In her spare time, Aimee enjoys reading and improving her cake decorating skills. Aimee is also a Member of P.E.O., a philanthropic organization that celebrates the advancement of women through education and achievement, and serves as a den leader for Cub Scouts.

You can reach Aimee at Aimee@uwyo.edu.

The Domestic Partner Health Benefit offers the best benefit available to UW employees and their qualifying Domestic Partners within the confines of State law and insurance rules. For additional questions on the policy, please contact the Human Resources Department at 766-2437.

Points to Ponder: Employee Assistance Program

As of December 1, 2013, UW is offering an **Employee Assistance Program (EAP)** that provides benefited employees and their household members with professional counseling, as well as legal and financial assistance.

Services are available through www.MINESandAssociates.com, or by calling 1-800-873-7138, and are offered at no cost to UW employees.

Participation in the EAP is voluntary and strictly confidential. Employees can choose to meet face-to-face or access professional assistance online or by telephone, 24/7. MINES provides a network of doctoral-level licensed psychologists, licensed clinical social workers, licensed professional counselors, certified alcohol counselors, master's level therapists and certified employee assistance professionals.

Assistance is offered in the following areas:

Counseling -- MINES professionals offer up to six free counseling sessions per year for UW employees and household members. Please call for a referral: 1-800-873-7138.

Financial -- Each employee and household member can receive a 30-minute office or telephone financial consultation on various. **USERNAME: mines, PASSWORD: associates**

Legal -- Employees and household members are also entitled to one initial 30-minute office or telephone legal consultation at no cost, with a 25 percent rate reduction thereafter. **USERNAME: mines, PASSWORD: associates**

Online Resource -- **PersonalAdvantage**, an online interactive resource offers free assistance through assessments, courses, calculators, quizzes, articles, and more in the following areas:

- Health,
- Emotional wellbeing,
- Financial stability,
- Personal growth, and
- Relationships.

Log on to **PersonalAdvantage** anytime: **USERNAME: uofwy, PASSWORD: employee**

Did You Know? W-2 Electronic Delivery

Don't wait for mail delivery--sign up for **electronic delivery** of your Form W-2 and get your taxes done early! Currently, nearly



CAN ONE
Employee
MAKE AN
IMPACT?

YOU CAN

Serve on
Staff Senate

- Have a voice on campus
- Participate in service projects
- Build connections on campus

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go for gold
Be a Cowboy.



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