Benefits & Wellness — Rowe 108 x3661

Benefits Plan Administration: Medical, Prescription, Dental, Vision, Life/AD&D, Disability, Flexible Spending Accounts, Benefit Claim Resolution, Benefit ID Cards, Benefit Summaries, Disability/Life Insurance/AD&D Claims, Beneficiary Changes
Benefits Annual Open Enrollment
Benefit & Retirement Orientation — New Hire Enrollment
CMU Choices — Flexible Benefit Plan Documents
CMU Retiree & Emeritus Benefits
Evidence of Insurability (Life & STD)
Faculty/Staff Benefit Profile Report
Gainsharing Program — Wellness
Health Care Committee
HIPAA — Health Plan Privacy & Security
Leave of Absence — Continuation of Benefits
Michigan Educational Savings Plan
Other Eligible Individual (OEI) Eligibility Program
Retirement Plan Administration: 403(b) Basic Retirement Plan (TIAA-Cref/Fidelity), 403(b) Supplemental Tax Deferral Plan (TIAA-Cref/Fidelity), 457(b) Supplemental Tax Deferral Plan (TIAA-Cref), Straightline (independent investment management)
Status Changes — Benefit Related
Termination/Continuation of Benefits (COBRA)
Tuition Benefit Program
YouDecide.com — Discount Program & Voluntary Benefits

Central Health Improvement Program — South Grounds Bldg. x3198

ADA Compliance/Work Accommodation/Staff
CPR/First Aid/AED Training
DOT/CDL Drug & Alcohol Testing Program & Training
Employee Assistance Program
Ergonomic Evaluations
Fitness — CHIP Membership & Personal Training
Injury Prevention & Rehabilitation — Work & Non-work Related Injuries
MIOSHA Tracking/Reporting
Pre-employment Physicals (AFSCME) & Other Employment Related Tests and Screenings (coordinate, schedule)
Wellness — Virgin Pulse Activity and Rewards Program
Wellness Screening Services (Lipid Profile & Fasting Blood Glucose)
Work Injuries and Workers’ Compensation

Employee Relations — Rowe 118 x6447

Admin/Interpretation of Staff Collective Bargaining Agreements
Arbitration/Staff
Consulting and Coaching/Staff
Discipline and Other Personnel Problems/Staff
Employee Assistance Program Referrals/Staff
Grievances and Appeals/Staff
HRIS
 Layoff and Recall/Staff
Goal Reporting Support
New Chairs Orientation
PeopleAdmin System Support
Performance Management/Staff
Release Time for Staff Union Activity
SAP/HR
Sick Leave/Attendance Improvement Program/Staff
Staff Excellence Award Program

Employment Services — Rowe 109 x2010

Advertising
Annual Adjustments
Annual Analysis
Application Process/Staff Positions
Classification Review
EEO Compliance and Stats
FMLA
Independent Contractors
Job Descriptions
Label report requests
Leave of Absence Approval
Organizational Charts
Organizational Structure Changes
Orientation/New Staff
Pay Programs — Additional Compensation
Personnel Files
Position Creations
Posting/Bidding
Probationary Period
Record Retention
Recruiting and Screening Applicants
Reorganizations
Salary Calculations
Staff Population Report
Temporary Appointments
Temporary Clerical Referral
Terminations — Staff
Unemployment

Professional Development — Rowe 114 x1075

Climate/360-Degree Survey
Employee Engagement
Employee Satisfaction Survey
Essentials of Supervision I & II
Individual Coaching
Leadership Development
Leadership Excellence I & II
Organizational Development Consulting
Off Campus Contracted Training
Online Training
Professional Development Workshops
Retreat Facilitation
Service Excellence
Performance Management
Project Management

HR website:

https://www.cmich.edu/fas/hr/Pages/default.aspx