

Southern University

EMPLOYEE BENEFITS MANUAL

POLICIES AND PROCEDURES



BENEFITS



SOUTHERN UNIVERSITY SYSTEM
HUMAN RESOURCES DEPARTMENT
EMPLOYEE BENEFITS SERVICES

WELCOME TO SOUTHERN UNIVERSITY



Because we consider Southern University employees to be one of its most valuable resources, the Human Resources Department is committed to present essential benefits that you and your family can depend upon.

Benefits range from services you may need at any time, such as medical, dental and vision coverage through various selections to retirement. This manual is meant to serve as a general resource guide to assist you in understanding the benefits available to you as a valued employee of Southern University. Please consult plan guides and your campus' Human Resources Office for specific benefit information.

It is a pleasure serving in this capacity on your behalf.

MR. LESTER A. POURCIAU
VICE PRESIDENT OF HUMAN RESOURCES

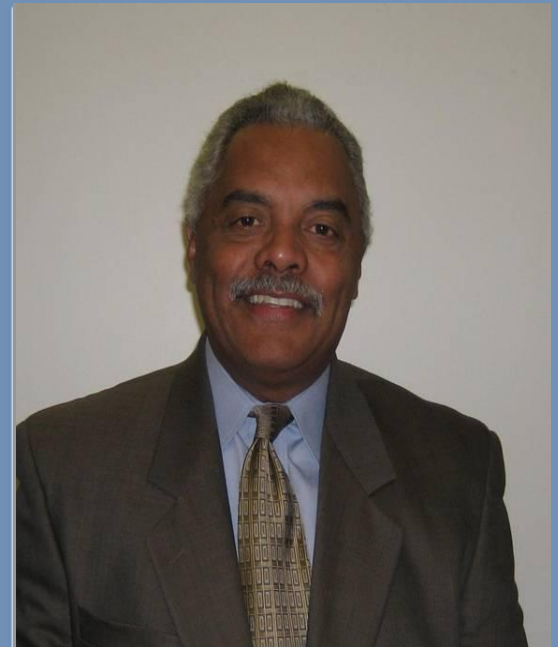


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QUESTIONS OR CONCERNS

HOW CAN WE HELP YOU?



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esmith@susla.edu*



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(225) 771-5981
tamika_porter@subr.edu*

VENDOR

ALWAYSCARE

8485 Goodwood Boulevard
Baton Rouge, LA 70806-7878
Customer Service Hours:
Monday - Friday 7:30 A.M. to 8:30 P.M.
Saturday 9:00 A.M. to 3:00 P.M.

AFLAC

1932 Wynnton Road
Columbus, GA 31993-0797

AFLAC GROUP

2801 Devine Street
Columbia, SC 29205

AMERICAN FIDELITY

P.O. Box 268923
Oklahoma City, OK 73126-8923

AMERICAN HERITAGE

P.O. Box 650514
Dallas, TX 75265-0514

AMERICAN PUBLIC

P.O. Box 11407
Birmingham, AL 35246-1613

COLONIAL

P.O. Box 1365
Columbia, SC 29202-1365

LOYAL

P.O. Box 1604
Duncan, OK 73534-1604

PROTECTIVE LIFE

P.O. Box 2224
Birmingham, AL 35246-0030

RELIANCE

410 Archibald Street
Kansas City, MO 64111

WASHINGTON NATIONAL

P.O. Box 223355
Pittsburgh, PA 15251-2355

CONTACT INFORMATION

www.alwayscarebenefits.com

www.alwaysassist.com

(225) 400-9169

888-729-5433 *2013

www.aflac.com

1-800-992-3522

Agent: Edward Elmartini (225)769-1488

www.aflacgroupinsurance.com

1-800-433-3036

Contact: Cassandra Lang (225) 955-2045

www.afadvantage.com

1-800-735-9701

Contact: Patricia (405) 523-3863

www.allstateatwork.com/benman/benman

Agent: Frederick Jackson

Phone #: 924-1942

www.ampublic.com

Customer Service: 1-866-874-572

Dental Claims: 1-866-874-5727

Other Claims: 1-877-338-2859

Fax: 601-932-9011

www.coloniallife.com

Policyholder Service Ctr.: 1-800-325-4368

Terri Perron (225) 937-3972

Phone: 800-366-8354

Fax: 580-255-0951

Customer Service 1-800-866-9933

1-800-866-8532

Terri Perron (225)937-3972

Myriad Insurance Group, LLC
myriadins.cox.net

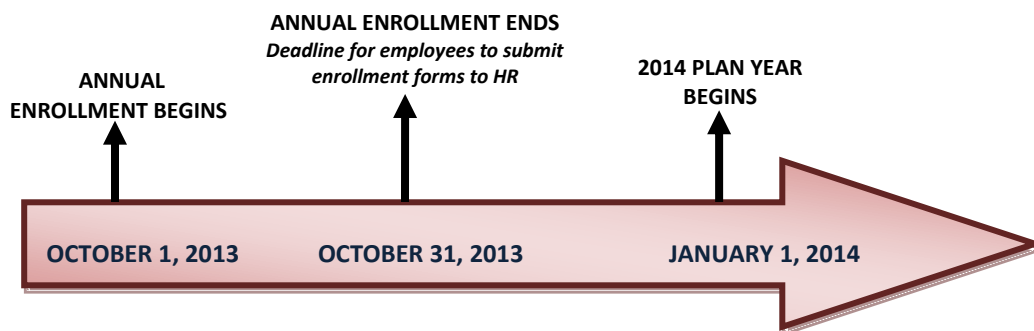
Customer Service: 1-800-458-9094 *77623

Health Div: 1-800-541-2254 *77850

Life Div: 1-800-544-0467

2013 ANNUAL BENEFITS FAIRS OCTOBER 1-31

ANNUAL ENROLLMENT FOR 2014



The University also hosts Benefits Fairs each fall to help employees learn more about available plans and services. The annual enrollment period for insurance benefits takes place each year during OCTOBER 1ST -31ST.

SU BATON ROUGE
MONDAY, OCTOBER 7, 2013
COUTILLION BALLROOM

SU NEW ORLEANS
FRIDAY, OCTOBER 25, 2013
SUNO GYM

SU SHREVEPORT
MONDAY, OCTOBER 16-17, 2013
DOWNTOWN METRO CENTER

During this time, you may change your group insurance benefit elections, add, update or remove dependents. If you want to make changes or participate in health plans, complete enrollment changes October 1–31. If you do not take action during the Annual Enrollment period, your current medical, dental, vision, etc. selections will continue with no interruption of coverage.



INSURANCE PROVIDERS AND CARRIERS

The university participates in the State of Louisiana Office of Group Benefits (OGB) Group Health and Life plans. OGB is an agency of the state of Louisiana within the Office of the Governor, Division of Administration and is authorized by Louisiana statute to provide health and accidental benefits and life insurance to both active and retired state employees and their dependents.

Various vendors such as Colonial and Aflac insurance companies offer a wide-range of supplemental products such as:

CRITICAL ILLNESS

DISABILITY

DENTAL

VISION

WHOLE LIFE PLANS

ELIGIBILITY

All insurance benefits, as described in this manual, are available on a voluntary basis. You are not eligible for benefits before your date of hire or date of eligibility. As a new employee, you are encouraged to attend New Employee Orientation. New Employee Orientation will provide you with employee benefits, retirement plans, and other valuable information.

Your eligibility for various benefits described in this *Benefits Manual* may depend upon your employment classification. Eligibility for benefits depends upon the individual's employment category and the number of regularly scheduled hours or the percentage of full-time hours worked. In most cases, an employee must be scheduled to work at least 30 hours per week in order to be eligible for benefits. The employment classifications referred to in this manual are described below.

<u>JOB CLASS</u>	<u>ELIGIBILITY</u>
RESTRICTED/JOB APPT	NO
FULL-TIME	YES
PROBATIONAL	YES
SPECIAL HIRE	NO
PART-TIME	NO

Group Insurance, including health and life, and supplemental insurance benefits are available to all full-time University employees working 75%-30 or more hours per week-120 or more consecutive days per year, and are not in a part-time, temporary, or seasonal position.

LOSS OF ELIGIBILITY/BENEFITS

- Drop below minimum continuing requirements of full-time status
- Termination of employment (certain conditions apply)
- Coverage cancelled prior to Retirement
- Nonpayment of premiums
- Death

Updating your address with the personnel office or payroll department does not automatically update your address for insurance purposes.



Cafeteria Plan Pursuant to Section 125 of the Internal Revenue Code, premiums paid by the employee for health, dental and life insurance coverage are tax exempt. The tax exemption applies only to premiums that are payroll deducted on a pretax basis. The Internal Revenue Code requires plans that provide the tax-exempt premium to prohibit changes in the employee's election during the plan year unless there is a qualifying change in status.

COBRA gives you and your covered dependents the right to choose to continue coverage for limited periods of time when coverage is lost under circumstances such as voluntary or involuntary job loss, reduction in work hours, death, divorce and other life events. Please check with your insurance carriers.

OFFICE OF GROUP BENEFITS

HEALTH AND LIFE INSURANCE PLANS

■ NEW SU EMPLOYEES :

- You have 30 days from your hire date (initial period of eligibility) to complete benefits enrollment. Employees moving from a non-benefits eligible status to a benefits-eligible status also have 30 days from their change of status (initial period of eligibility) to complete benefits enrollment.
- Employee coverage will NOT become effective unless the employee completes an application for coverage within 30 days following the date of employment. An employee who completes an application after 30 days following the date of employment will be considered a late applicant.
- If employment begins on the first day of the month, coverage is effective the first day of the following month. If employment begins on the second day of the month or later, coverage is effective the first day of the next month after 30 days of employment.

EMPLOYMENT BEGINS	COVERAGE BEGINS
-------------------	-----------------

September 1	October 1
September 2	November 1

■ LATE APPLICANTS AND PRE-EXISTING CONDITIONS (PEC)

- If you enroll yourself and/or your dependents into a Health Plan after your first 30 days of employment or eligibility, you are considered a late applicant.
- The effective date of coverage for late applicants whose forms are received prior to the 15th of the month will be the first day of following month. If received on or after the 15th, coverage begins first day of the second month.

EMPLOYMENT BEGINS	DATE ENROLLED	COVERAGE BEGINS
-------------------	---------------	-----------------

September 1	October 2	November 1
September 1	October 15	December 1

- **Do you have a PEC?** No benefits are payable during the first 12 months in connection with any disease, illness, accident or injury diagnosed or treated during the 6 months immediately prior to enrollment date. You may be exempt from all or part of the PEC if you were continually covered under another health plan. Contact your Benefits Office for more information.
- You must complete an enrollment form and provide required documents within 30 days of enrollment. If you fail to do so, your dependents may be subject to PEC limitation.

■ DEPENDENT ELIGIBILITY

- YOUR LEGAL SPOUSE
- YOUR CHILDREN UNTIL AGE 26 (*medical circumstances apply)
- CHILDREN INCLUDE:
 - Natural or legally adopted children of your spouse
 - Children placed by adoption
 - Children granted guardianship or legal custody up to age 18
 - Grandchildren without legal custody, but whose parent is your covered dependent

OFFICE OF GROUP BENEFITS

▪ DEPENDENT ELIGIBILITY (CONT.)

- You must provide **certified** documents to verify eligibility of all covered dependents:
 - ✓ Marriage License
 - ✓ Birth Certificate (A birth letter is accepted as verification for newborns for up to 6 months. Otherwise, benefits will term at end of 6-month provision.)

* see frequently asked questions

▪ ENROLLMENT CHANGES

- Change documents and requests **must** be completed in HR
 - To enroll in, make any changes to, or following a change of status, you must visit your campus' HR Employee Benefits Office.
- It is the employee's responsibility to keep your Designation of Beneficiary current.
 - It is important to designate beneficiaries for all of your insurance and retirement accounts that require them. If you do not, state laws may cause death benefits to be distributed differently than you had planned, and may delay the process of finalizing payment to your loved ones. You should regularly review and, if necessary, update your beneficiary designations.

▪ TERMINATIONS/CANCELLATIONS

- All requests to cancel Group Benefits plans require a cancellation document. Section 125 Cafeteria restrictions may apply. Please visit your HR Benefits Office.
- Health benefits will terminate on the last day of the month of the event of termination (resignation, retirement, election to cancel, etc.)
- Nonpayment of premiums....
 - Review your paycheck after your enrollment is effective to ensure that the proper deductions are being taken. If you think you see an error, please contact your campus' Benefits Office immediately.
- **Leave of Absence** If an employee is allowed an approved leave of absence by the University, he/she may retain his/her coverage for up to ONE YEAR, if the premiums are paid. Failure to do so will result in cancellation of coverage. Please visit your HR Employee Benefits Office prior to the leave of absence.

▪ PREMIUM PAYMENTS

Participating employees and the University share the costs of coverage under the Plans.

Health Insurance Currently, state funding (University Share) for health insurance is 75% for single active employees and 50% for eligible dependents of active employees.

Life Insurance State funding (University Share) contributes 50% of the premium cost for employees and 0% of the cost for dependent coverage.

- Premiums are paid on a pre-paid (month-in-advance) basis. If coverage begins October 1st, deductions will be taken the month prior (September).
- **RATES**
 - To accommodate our faculty employees, your annual premium rates are pro-rated on a 10-Month academic year. Deductions are taken beginning August thru May (rate x 12÷10=deduction). **There are no exceptions to this procedure.** If you are classified as a faculty employee, you must ensure your deductions are accurate. SEE RATES LINK FAQ PAGE 10

It is your responsibility to ensure payroll deductions are accurate for the insurance coverage and benefit programs you have enrolled.



Underpaid premiums (regardless of the time period occurred) are the responsibility of the employee. If you miss a payroll deduction, premiums may be double deducted from following paychecks. As a courtesy, we will attempt to notify you but it is NOT an HR obligation to do so.

FREQUENTLY ASKED QUESTIONS

1) How do I enroll?

- You must visit your HR Benefits Office to complete documents to enroll in any OGB health and life plans. Please remember to present any verification documents if adding dependents. **E-enrollment will automatically generate effective date based on marriage/birth date.*

2) I currently have coverage for myself but want coverage for my children. Is this permitted?

- No. Employees must apply to receive benefits to add dependents. Dependents must be enrolled in the same health plans as the employee.

3) I have not received my monthly paycheck. How will my premiums be paid?

- Premiums are submitted to insurance carriers on a monthly basis. **Although payroll deduction services are provided, it is the employee's responsibility to ensure his or her premiums are satisfied.** Please contact your HR Benefits Office to arrange for payments.

4) What are my reinstatement options?

- Employees returning to work within a year of termination can only participate with the same level coverage they had prior to termination. Date rules may apply (see date rules).

5) I will be on an extended leave of absence. Can I maintain my benefit coverage?

- **Leave without Pay**-you can continue coverage during LWOP for a period up to, but not exceeding, one year if you have an approved leave of absence. You must continue to submit your premium payments.

6) Am I able to carry dependents over age 26?

- A covered child who is or becomes incapable of self-sustaining employment is eligible to continue coverage if OGB receives medical documents to verify incapacity **before** he or she reaches age 26.


7) I am retiring, am I able to maintain coverage?

- To be eligible for retiree coverage, your coverage must be in effect prior to your retirement date. Premium payments are based on the number of years you have participated in OGB health plans. Contact your HR Benefits Office for more information.

When you go on a leave of absence and are not receiving a paycheck or are ineligible for payroll deductions, you are still responsible to pay for your group insurance coverage



OGB 2014 Helpful Information Booklet  **ro bat Document**
Helpful Info Booklet

Active employees and retirees can choose from various health plan options for 2013. Find a listing of available health plans, provider directory, and premium rates here 

https://www.groupbenefits.org/OGB_HEALTH_PLANS

SUPPLEMENTAL INSURANCE

Supplemental insurance works in combination with other insurance. It is not designed to stand on its own or provide basic, primary health coverage as they DO NOT represent full health coverage. Supplemental products include disability, life, accident, dental, and vision, etc. The products are not offered through the Office of Group Benefits and are not administrated by the University but through independent carriers and insurance companies. Several vendors provide supplemental products on behalf of selected insurance carriers. **See page 3 for company listing.**

Not all products are the same. It is important that you make your selections as determined upon your and the needs for your family. There are basic supplemental medical plans that provide fixed benefits for covered preventive medical care. If cancer is a concern, there are supplemental cancer insurance plans that pay cash to policyholders for cancer treatments and related expenses. For situations involving a critical condition or illness, there are policies that give lump sum benefits to help pay out-of-pocket expenses for heart attacks, strokes, heart surgeries, cancer and other illnesses.

ENROLLMENT PROCEDURES

- You must enroll with supplemental insurance carriers for all supplemental insurance benefits. Contact vendors listed on page 3 for information regarding enrollment options. (Exception for AlwaysCare. **Please visit your HR Benefits Office for AlwaysCare enrollment.**)
- Once approved, your HR Benefits Office must receive an authorized payroll deduction notice describing your deduction amount. HR will only deduct the premium as described.

CHANGES/UPDATES

- All changes are made through your insurance carrier. Your HR Benefits Office does not receive any records of your policy information. If you need to update beneficiaries, elect to increase, decrease, or add to your coverage, you must contact your insurance providers.

TERMINATIONS/CANCELLATIONS

- HR does not cancel coverage due to nonpayment of premiums. If we receive notice from your insurance provider, we will terminate payroll deductions accordingly. It is the employees' responsibility to ensure his or her premiums are satisfied. We will attempt to notify you, but it is **not** an HR obligation to do so. Please refer to your policy or benefit plan regarding lapse of coverage.
- We are here to assist you will cancellation requests. Please visit your HR Benefits Office for assistance. SU Section 125 Cafeteria Plan rules may apply.

CLAIM-FILING PROCEDURES FOR INSURED BENEFITS

A claim for insured benefits should be filed with the company that insures the benefit you are claiming. Review your respective insurance contracts and/or policies for these benefits and the procedures for filing claims. Claims are not processed in the Human Resources Department.

It is each employee's responsibility to know their benefits, including coverage limitations and exclusions, and to review the information in this publication.



If you miss a payment for your supplemental insurance, you must make payment arrangements with your insurance provider. Your HR Benefits Office is not responsible for policy lapse that may occur. HR may assist you with payments by payroll deduction as requested.

RETIREMENT BENEFITS

TEACHERS' RETIREMENT SYSTEM OF LOUISIANA (TRSL) -TRSL is the largest public retirement system in the state. It is a defined benefit plan, which guarantees a benefit based on your age, years of service, and final average compensation at retirement.

- Full time Unclassified and/or Faculty employees
- A percentage of every paycheck goes toward funding your retirement benefits. Employee Contribution Rate- *8% of Gross*

ELIGIBILITY

Every TRSL member must meet certain eligibility requirements in order to retire, and those requirements are slightly different depending upon the plan you are in, and when you first became a member of one of Louisiana's four state public retirement systems (TRSL, State Employees, School Employees, or State Police). Click here for more information for individuals who first became members of a state public retirement system on or after January 1, 2011

→ http://trsl.org/RETIRE_AFTER_JAN_2011

- **OPTIONAL RETIREMENT PLAN (ORP)**-The ORP is an alternative retirement plan provided by a private carrier for academic and unclassified employees of Louisiana Colleges, Universities, and Community Colleges.

- Participation is (permanent) irrevocable
- Academic & unclassified employees that are TRSL eligible, or adjunct, and part-time employees
- Employee Contribution Rate -*8% of Gross*

- **RETIREE'S RETURN-TO-WORK**

- You must inform your HR Benefits Office if you are a returning to work if previously retired
- Return to work prior to JULY 1, 2010- Since the retiree has complied with the 12-Month waiting period before returning to work, he/she will receive full benefits from TRSL.
- Disability Retirees returning to work will have their benefits terminated.

- **RETIREMENT PROCEDURES**

You can never plan too early for your retirement.

- **Two to three years** before retirement you should review the accuracy of your years of service with TRSL
- **One to two years** before retirement, request an estimate of your retirement benefits from TRSL
- **Four to six months** prior, complete retirement application
- Once your application is processed, TRSL will send you an Affidavit of Retirement. Review your estimated affidavit and carefully select a retirement option. **The option you select on your affidavit is irrevocable.**



[Planning for Your Retirement](#)



[Benefit Options](#)



[Returning to Work after Retirement](#)

You should periodically review all beneficiary designations and make the appropriate updates. Remember, you may have death benefits through various State-sponsored programs, each having a separate beneficiary form.



FREQUENTLY ASKED QUESTIONS

1) TRSL or ORP?

- The decision to join the ORP is irrevocable. You cannot change your mind and later join TRSL. If you change to another employer that reports to TRSL, you must stay in the ORP.

2) I withdrew retirement contributions during prior years, how will this affect my retirement eligibility?

- Active TRSL members can purchase service credit. For more information, click here → [Purchases and Transfers of Service Credit](#).

3) When will I get my first payment?

- The safest, fastest, and easiest way to get your TRSL retirement benefits every month is through direct deposit.

4) How do I get a refund?

- Upon permanent termination of employment in any eligible position covered by TRSL, a member may request a refund of the retirement contributions he or she made to TRSL.

Need more information:



[Taking a Refund of Your Contributions](#) (includes important tax information)



[Retiree Refund Application](#) (Form 7A)



[Direct Deposit for Refunds of Contributions](#) (Form 7D)



[Refunds Due](#) (lists members who left their contributions at TRSL over five years ago)

5) What happens to my sick and annual leave earned?

- Upon your transition into retirement, should you have any remaining sick or annual leave, it will be converted to service credit. Unused sick leave can increase your monthly benefit when it is converted to retirement credit.
- Members who are state employees are usually paid for 300 hours or 37.5 days of annual leave by their employers upon termination of employment.
- School board employees are eligible to purchase unused annual leave for which they are not entitled to payment. At its discretion, the employer can pay up to 50 percent of the purchase price to convert unused sick leave to service credit.

6) How can I schedule an appointment with a counselor?

- TRSL operates on a walk-in basis available from 8 a.m. to 4:30 p.m. Monday through Friday (excluding holidays). If you would like to speak to a retirement counselor by phone, contact (225) 925-6446 or toll free at 1-877-ASK-TRSL (1-877-275-8775).

TRSL offers a number of workshops and webinars throughout the year for members. View the 2013/2014 schedule: [TRSL 2013/2014 SCHEDULE](#)

TRSL's publications contain important information about the retirement system and your membership. All brochures are available online. We encourage you to become familiar with the information about your retirement benefits and stay informed about issues affecting your retirement benefits. **Get it all here!**

http://trsl.org/TRSL_BROCHURES



There are numerous federal and state laws and internal policies necessary to administer benefits. By its very nature, a retirement system is complex and difficult to understand.



RETIREMENT BENEFITS

LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM (LASERS) -

LASERS is a trust fund created to provide retirement, survivor and disability benefits for state employees and their beneficiaries. Membership is **mandatory** for state employees whose employing agencies are LASERS participants (except those excluded by law).

- You are required to make contributions to the system
- Full time Classified employees
- Employee Contribution Rate- *8% of Gross* (7.5% if hired before 7/1/06)

ELIGIBILITY

To be eligible for regular retirement, you must have:

- 30 years service credit at any age.
 - 25 years service credit at age 55,
 - 10 years service credit at age 60, or
 - 20 years service credit at any age with actuarially reduced benefit.
- **DROP** is an optional method of retiring from LASERS. DROP is not an additional retirement benefit. When you enter DROP, your status in LASERS changes from active member to retiree, even though you continue working at your regular job, you do not pay employee contributions to LASERS. You can participate in DROP for up to thirty-six (36) months. During your DROP participation, you accumulate money in an individual account based on the amount you would have received as a monthly retirement benefit. You also continue to earn your regular salary. You can withdraw the money from your DROP account after you terminate state employment either as a lump sum or a series of payments spread over time.
 - The **Louisiana Public Employees Deferred Compensation Plan** is a powerful tool to help you reach your retirement dreams. As a supplement to other retirement benefits or savings that you may have, this voluntary Plan allows you to save and invest extra money for retirement... tax deferred!

ENROLLMENT ELIGIBILITY

All current full-time and part-time Louisiana public employees are immediately eligible to participate in the Plan. Certain independent contractors of the State of Louisiana employer may be eligible to participate in the Plan, as well. See your Human Resources office for more information

http://www.lasersonline.org/CHANGE_OF_ADDRESS.pdf

http://www.lasersonline.org/DESIGNATION_OF_BENEFICIARY.pdf

http://www.lasersonline.org/CHANGE_OF_NAME.pdf

http://www.lasersonline.org/REQUEST_FOR_ESTIMATE.pdf

https://www.dcprovider.com/DEFERRED_COMP_PLAN.pdf

FREQUENTLY ASKED QUESTIONS

1) What do I do when I want to retire?

- You must contact your agency Human Resource Department **3-6 months prior to your expected retirement date** to begin the actual retirement process. We strongly advise that you obtain an estimate prior to your HR visit. Estimates are obtained from LASERS not HR.

2) What kind of withholdings can be taken from my benefits check?

- Premiums for State Group Benefits (including HMO members)
- Certain other insurance premiums
- Savings deposits or loan payments with state credit unions
- Retired State Employees' Association (RSEA) dues.

3) What happens to my retirement if I go back to work?

- Your eligibility for the retirement benefit might end. You can discuss this with your campus' HR Representative so that we can let you know if your benefit would stop.

4) When does my retirement take effect?

- The effective date of retirement is the date the application is filed with LASERS, or the day after you leave state service, whichever is later.

5) How do I enroll in DROP?

- DROP application forms are available at your agency's human resources office. To ensure timely processing, you should apply in writing for DROP at least 30 days before the effective date of your participation. Your application is officially filed with LASERS when received in our office.
- You may cancel your DROP application at any time before the effective date occurs. You cannot change your decision to participate in DROP after the effective date.

6) What is a 457 Deferred Compensation Plan?

- A governmental 457 deferred compensation plan, which is a retirement savings plan that allows eligible employees to supplement any existing retirement and pension benefits by saving and investing pre-tax dollars through a voluntary salary contribution.

You will receive an annual statement in the first quarter of each year. It is very important to keep your membership information current



LASERS Membership Handbook:

http://www.lasersonline.org/MEMBERSHIP_HANBOOK.pdf

LASERS Member Connection email service is your trusted source for personal and direct communications impacting your retirement as-it-happens. Emails include notifications with links to important, time sensitive information, electronic publications, meeting notices, and legislative updates. **Sign-Up Now Here** → http://www.lasersonline.org/LASERS_NOTIFICATIONS

DISCLAIMER

Several things are important to keep in mind about this handbook. First, it contains only general information and guidelines, which you may be entitled as an employee of the Southern University. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Therefore, this Handbook does not change or otherwise interpret the terms of the official policies or plan documents. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address your specific questions to the Human Resources Department.

This Handbook is not intended to create contractual obligations for the University of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of Southern University. Southern University reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. We are governed by the Louisiana State Civil Service and Southern University Board of Supervisors Systems. This handbook does not replace or change any of its systems rules or policies. Due to changing business conditions, Federal and State Law, and organization needs, benefits are subject to change without notice. We will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about policies, procedures and benefits.

STAY INFORMED

Valuable retirement, insurance, and wellness information is accessible through monthly newsletters via company links and websites that can be submitted to your email address on file. Attend annual meetings and become a frequent visitor of the Human Resources Department website.

RELATED LINKS

www.trsl.org

www.lasersonline.org

www.groupbenefits.org

Louisiana Deferred Compensation

www.prudential.com

http://www.bcbsla.com/ogb

OGB 2014 ANNUAL ENROLLMENT SCHEDULE

www.subr.edu

www.suno.edu

www.susla.edu

www.sus.edu

www.sulc.edu

www.suagcenter.com



Southern University and A&M College
801 Harding Boulevard
Baton Rouge, Louisiana 70807

Southern University Law Center
P.O. Box 9294
Baton Rouge, Louisiana 70813

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126

Southern University at Shreveport
3050 Martin L. King Jr. Drive
Shreveport, Louisiana 71107

Southern University Agricultural Research and Extension Center
P.O. Box 10010
B.A. Little Drive, Ashford O. Williams Hall
Baton Rouge, LA 70813



**SOUTHERN UNIVERSITY SYSTEM
HUMAN RESOURCES DEPARTMENT
EMPLOYEE BENEFITS SERVICES**

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