



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

*United in Faith,
Hope and Love*

Human Resources and Benefits

Mary Ellen Moe

Director of Human Resources

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Office Introduction: Overview



- Administer a centralized benefit program to participating parishes within the Archdiocese
- Serve as a resource on HR best practices on to parish priests and business administrators
- Chair the Employee Review Board that oversees the standardized employee handbook project

Office Introduction: Benefits Administration



- All benefit enrollments are automated through the Benefitfocus web portal
- Benefitfocus also provides a Customer Service portal that assists employees with system access issues and all Qualified Life Events (QLE's). Examples: marriage and birth of a child. There is a 30 day window within which employees have to report such changes to their health insurance. 1-833-272-4776
- IRS rules also require that pre-tax premium plans require that coverage cannot be dropped unless there is a Qualified Life Event.
- HR provides access to Parish administrators to Benefitfocus where they can view their location's employee benefit data

Office Introduction: Benefits Administration



- One plan with one set of rules provides consistency and compliance with benefit-related state and federal laws
- Individual locations can determine their level of benefit cost sharing
- Affordable Care Act (ACA) has had a significant impact on benefit plans:
 - Requires accurate accounting of actual hours worked
 - Termination of employment for an benefit-eligible employee does not necessarily mean that benefits end on the last day of the month that termination occurs

Why Parishes Contact Human Resources



- To let us know via an emailed form about newly hired, transferred or recently terminated employees benefit eligible employees
- Questions concerning the (frozen) defined benefit plan, 403(b), HSA/FSA and QLE's.
- Respond to questions and clarification concerning policies in their employee handbook

Why Parishes Contact Human Resources



- Guidance on benefit rules and regulations: FMLA, ACA, COVID-19 related return-to-work questions, eligibility
- Questions and clarifications on group health plan provisions
- Resolve benefit invoice errors and adjustments
- Advice on how to resolve employee relations issues

Education/Training Provided to Parishes



- Employee Assistance Program (EAP) – Fairview Health Services
 - In-person and over-the-phone counseling on a variety of personal issues
 - Mediation of employee workplace conflicts
 - Supervisory training
 - Access to monthly webinars and a library of videos and articles
- Benefitfocus Communication Portal contains information, including SPD's, on all benefits plans: <https://archspm.hrntouch.com>
- Transamerica is also very proactive in matters concerning participant information, i.e. parish in-person, financial well-being website, and one on one conversation between employees and a TA financial consultant. To access or create an account contact TA at: transamerica.com/portal/home

Parish Responsibilities



- Provide timely notification of new hires, terminations and transfers
- Partner with us to ensure that employees are aware of and use the benefit communication portal and service center.
- Ensure that every new employee receives (and signs acknowledgement form) a copy of the Parish Employee Handbook
- Provide One Digital with the information they need from you for ACA reporting purposes

Contact Information



- **Fran Nalezny:** Benefitfocus, Group Health and Welfare Plans, HSA's, Voluntary Benefits. 651-291-4462 naleznyf@archspm.org
- **Margaret Kariya:** 403(b), Defined Benefit Plan, Background Checks, Priest Benefits. 651-291-4499 kariyam@archspm.org
- **Mary Ellen Moe:** Employee Handbook, Employee Relations, Hiring/Onboarding, Performance Management. 651-291-4426 moem@archspm.org

Contact Information: EAP - Fairview Health Services



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For an appointment:

- Call: 612-672-2195 or
- TOLL-FREE: 800-215-5327
- WEBSITE: WWW.FAIRVIEW.ORG/EAP
- PASSWORD: archdiocese

Your Employee Support Program is there 24/7 with information and resources to help you work better, together.