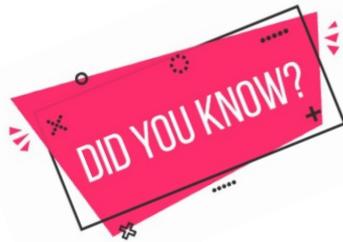


HRS
NEWSLETTER
March 2022



Blue Cross WILL NOT be mailing out 1095B's this year but they will be available upon request via the Blue Cross website.

***Open Enrollment for FY2023 will be coming up in April/May!**
***FSA balances remaining on June 30, 2022, will be subject to the \$550 maximum rollover into FY2023**



St Patrick's Day is a global celebration of Irish culture on or around March 17. It particularly remembers St Patrick, one of Ireland's patron saints, who ministered Christianity in Ireland during the fifth century. St Patrick's Day is celebrated in countries with people of Irish descent.

Check out March's Wellness/PDT Offerings!

If you have any ideas or requests for PDT/Wellness events, please reach out to Amanda Greco at:
akgreco@lcsc.edu



WARRIOR WELLNESS!

Did you know that as an LC State Employee, you get 1 hour per week of Warrior Wellness Release time? For more information, or to request release time, please [click here!](#)



Long winter blues
got you down?
Checkout our many
mental health
resources!

- [Employee Assistance Program](#) – Call 887-427-2327
 - [Therapy Assistance Online](#)
- [Office of Group Insurance – Health Matters](#)
 - [State of Idaho – Be Healthy Resources](#)
 - [Free Online Exercise Programs](#)
 - [Various Stress Management Resources](#)
 - [Various Mental Wellness Podcasts](#)
 - [100% Covered Annual Wellness Exam](#)
 - [Free use of the LC State Exercise Facility](#)

Stressed out? Need help with mindfulness?
Have an LC student or staff e-mail?



- **Free and completely private** online behavioral health resource
- Manage stress, practice mindfulness, develop relationship skills, and more!

All from the comfort of your mobile device!!

LEWIS & CLARK
STATE COLLEGE
STUDENT COUNSELING
counseling@lsc.edu

HR PROCESS REMINDER!

Worker's Compensation

Anytime an industrial-related injury occurs, the employee must immediately notify their supervisor and work with them to complete [this checklist](#) and return it to Human Resource Services:

1. If no medical attention **is not** necessary at the time of the incident, please fill out the Accident/Loss/Safety Hazard Report and send to Human Resource Services.
2. If medical attention **is** necessary at the time of the incident, please fill out the First Report of Injury and send to Human Resource Services, as well as a work status form from the medical provider.
 - a. Valley Medical Center is our preferred provider for all industry related injuries.
 - b. If a prescription is needed after the first visit, please reach out to Human Resource Services to obtain the OPTUM First Fill form.



Worker's Compensation Injury Checklist

I _____ (print name) have sustained a potential Worker's Compensation related injury. By initialing the following, and signing below, I am acknowledging that I have read and understand how to proceed with my Worker's Compensation claim.

_____ (initials) I have read the [Safety Handbook](#), and signed and returned the Flowchart and Acknowledgement Form to Human Resource Services.

_____ (initials) If I do not require immediate medical attention, I understand I must fill out [Accident/Loss/Safety Hazard Report](#), and return it to my supervisor and the Office of Administrative Services.

_____ (initials) If I do require immediate medical attention, I understand that I must notify my department's administrative assistant, or supervisor for completion of the [First Report of Injury](#) immediately following my first medical appointment. This will be returned to Human Resource Services upon completion.

_____ (initials) Should I need a prescription following my first doctor's appointment, I understand that to receive the prescription free of charge, the OPTUM First Fill Information Sheet must be given to me by Human Resource Services prior to obtaining said prescription.

_____ (initials) When seeking medical treatment, if the injury is not life-threatening, I understand that I must be seen at Lewis-Clark State College's preferred Worker's Compensation provider, Valley Medical Center, located at 2315 8th St., Lewiston, ID 83501.

_____ (initials) I understand I am to provide my supervisor, **and** Human Resource Services, a work status form **immediately following each appointment** related to my industrial injury.

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Human Resource Services
500 8th Avenue, Lewiston, ID 83501 | 208-792-2269 | www.lcsc.edu/hr





Evie Killmar	CAMP/ETS	Administrative Assistant I
Maria Hattrup	Student Affairs	Administrative Coordinator
Laura Wilson	Public Safety	Administrative Assistant I
Stephanie Dickinson	Financial Aid	Interim Advisor
Ben Frey	Physical Plant	Painter
Kristin Myers	Coordinator of Student Involvement	Student Affairs



February 2022

W.O.W Award

Winner:

Debbie Kolstad



Debbie is always on the ball, willing to go the extra mile, helps her co-workers out when they need a hand, and she does it with grace and a smile. I really appreciate her!!!

Thank you, Debbie!



Day	Name
1	Darcy Kincaid
2	Jennifer Weeks
3	Dana Parsons
3	Michael Owen
4	Megan Spence
5	Fred Chilson
5	Rachelle Genthos
6	Keegan Schmidt
6	Stephanie Dickinson
8	Mikel Sears
9	Andrew Tuschhoff
9	Stephanie Lathrop
10	Jerry Hindberg
10	Michele D'Arcy-Evans
10	Tiffany Bailly-Renner
12	Edward Holthaus
13	Bert Sahlberg
13	Wendy Shuttleworth
14	Lindsey Hight
15	Braeden Campbell
16	Trena Lawen
17	Tracy Collins
18	Elizabeth Martin
20	Billy Lemus
20	Kyle Ferguson
21	Judy Dahl
21	Julie Lorentz
21	Ken Wareham
21	Leif Hoffmann
22	Amy Minervini
22	Liz Weldy
23	Gwen Sullivan
23	Jennifer Light
25	Matthew Brady
26	Stephanie Jungert
26	William Davenport
27	Jessica Schlee
27	Mary Lou Robinson
28	Bart Bramell
29	Celeste Ellis
29	John Kok
30	Michelle Doty
31	Debra Gourluck