



**Wesleyan University**



## Human Resources – In the Loop

INFORMATION FOR WESLEYAN EMPLOYEES

May 2022

Dear Colleagues,

I had the pleasure of meeting with several staff this month during our Success at WES sessions on staff compensation. The goal of those sessions was to increase transparency regarding how decisions are made for starting salaries and to share information about the salary reviews that we are completing this Fall. One of my favorite aspects of my job is doing salary work (I know, weird huh??), but it is such a foundational aspect of creating a workplace where everyone can thrive without having to worry about if their pay is competitive or wonder if someone is paying attention. I hope that the staff who attended my sessions left knowing that we are paying attention. After merit increases are finalized for FY23, we will begin a comprehensive review of administrative staff salaries. Some (not all) administrative staff will receive increases this Fall if their salaries need adjusting based on market and length of service.

I'm fortunate to hear about real life examples of how our benefits impact employees whether it is hearing from a staff member whose child was able to graduate from college debt-free with the help of Wesleyan's dependent tuition benefit or hearing from a faculty member who was able to purchase their first home with help from the university's mortgage assistance program. We hear from many employees how our medical insurance provided a safety net when they or their loved ones experienced a significant health concern. I know that opportunities exist to make improvements to our benefits, BUT we should not lose sight of the many benefits available to us because we work at Wesleyan. My

thanks to everyone who shares their appreciation and to those who share their concerns. All comments help us move forward.

I'll share more in the coming months about the salary work. In the meantime, enjoy the beautiful weather and Stay Wesleyan Strong!

Lisa

### **WesDay a Success!**

On behalf of Human Resources, Student Involvement and the Wesleyan Student Association, thank you to the many volunteers who helped make the inaugural WesDay a success. All the volunteers who took food truck tickets, herded goats, stuffed bears, got their fingers stained with dye, and all the other tasks helped make the day run smoothly. Approximately 2000 staff, faculty and students participated in this fun event.



Photos: Lisa Brommer with a new friend, Dan Pflederer and friends, Allison Gallagher and Marie McKenna tie dying. If you have photos that you are willing to share, please send them to [ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu).

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## Talent Acquisition and Employment



### Employees on the Move

Human Resources welcomed nine new staff members to the university in March and April. For a complete list of new staff and departures in this period, visit

[Employees on the Move](#).

### Shelly Lerner Joins HR

We are very happy to welcome Shelly Lerner to the HR team in her role as Recruitment Specialist. Shelly brings over 30 years of recruitment experience to Wesleyan and most recently has been working with us in a temporary position assisting various departments with their recruitment needs. Shelly's primary focus will be to work in partnership with search teams to increase diversity in the applicant pools. Please join us in welcoming Shelly.

### New Employee Orientation

The next new employee orientation is scheduled for June 20th starting at 9am. This event includes information from Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. Topics include employee resources at Wesleyan, benefits, and training opportunities. Any University employee may attend.....even those who have been here for a while and would like a refresher! If you are interested in attending, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).



## Recognition

Thirteen employees celebrated a Wesleyan anniversary since March 1st. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#).

### Cardinal Achievement Award Recognition Program

Congratulations to the following staff who received Cardinal Achievement Awards in March and April:

- Kim Savinelli, Associate Controller
- Chris Cruz, Manager Fire Safety and Facilities Administration
- Denise Skura, Payroll Associate



### **Virtual Individual Drop-In Benefits Consultations with Human Resources**

Have questions concerning your benefits plans, leave management, retirement savings plans, or other benefit offerings? You can schedule a 20-minute session with a Benefits Specialist to discuss your questions.

[Pre-registration](#) is required. You will receive a Microsoft Teams meeting link in a confirmation email and a reminder email the day before your scheduled meeting time.

### **Dependent Tuition Applications**

The portal for the Dependent Tuition Scholarship Program is now open for applications for the 2022-2023 academic year. Additional information can be found on the [HR website](#).

The maximum scholarship amount for the 2022-2023 academic year is \$31,861 (\$15,930.50 per semester, \$10,620.33 per trimester).

The Dependent Tuition Scholarship Program site is in [WesPortal](#) under My Information. Once your application is approved, you will also be able to submit tuition invoices and track payments through the site.

Please email [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) with any questions.

### **Spreading Your Retirement Contributions**

Wesleyan's [retirement plan](#) provides an employer match of 3% (50% of your pre-tax and Roth contributions up to 6% of retirement-eligible earnings). However, you must be contributing in a pay period to receive the university match for that pay period. To ensure you get the maximum annual match, you should schedule your contributions over the course of the entire calendar year and avoid reaching the annual IRS limit before the end of the calendar year. Your contributions and match stop when you reach either the IRS contribution or compensation limits during a calendar year (\$20,500 in 2022). Catch-up contributions apply for those who are age 50 or older or who have 15 years of Wesleyan service and have not contributed the maximum allowed.

If you need to update your contribution percentage, please do so via the Retirement@Work portal (accessed in [WesPortal](#), My Information). If you would like help calculating your deferral percentage, please contact

[benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) or use the link to set up a [drop-in session](#).

### **May is Mental Health Awareness Month**

Wesleyan offers many resources to help you or your family members who may be experiencing depression, anxiety, or other behavioral health issues. Access all Cigna programs through [myCigna.com](https://mycigna.com) or contact a OneGuide representative at 1-800-244-6224.

If you or your dependents are covered by our medical plan, you can access a variety of behavioral health programs through Cigna:

- In-Person and Virtual Behavioral Health Care\*
- Ginger – behavioral health coaching\*
- iPrevail – 24/7 on-demand coaching
- happify – a free app with science-based games and activities

\*Please note that co-pays and co-insurance apply to in-person and virtual health care visits, as well as Ginger consultations.

All employees can access **Wesleyan's Employee Assistance Program**, which provides access to mental health counselors and work/life balance services, such as:

- Three face to face or virtual sessions with a behavioral health counselor
- Referrals for child or elder care services
- Financial services, such as credit issues or debt management
- Medical Bill Saver – service to help negotiate out-of-pocket costs over \$400
- Legal questions, including identify theft.

To contact the Employee Assistance Program, call 1-800-854-1446 or [www.unum.com/lifebalance](http://www.unum.com/lifebalance).

### **What Happens to My Benefits as I Age?**

Did you know that when you turn age 65, your life insurance benefits are reduced? Or that at age 50, you can make catch-up contributions to your retirement plan?

Due to insurance policy terms and benefits regulations, there are many benefits that are affected as you age. Link to the helpful document [Age-Related Benefits Considerations.pdf](#) (wesleyan.edu). If you have any questions regarding how your benefits are affected by your age, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Medical Plan - Summary Plan Descriptions**

Please link to the [Legal Notices](#) page of the Human Resources website to review the 2021/2022 Summary Plan Descriptions for the Cigna medical plans. These

documents include important plan information such as eligibility requirements, what the plan does and does not cover, the claims submission and appeals process and other important required notices.

If you have questions regarding the Summary Plan Descriptions or require a hard copy, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Retirement Plan Summary Annual Report**

The [Retirement Plan Summary Annual Report](#) for the 2020/2021 Plan Year is available. This report reviews the plan's financial status and highlights the information on the plan's annual report (Form 5500) that is submitted to the IRS. The report includes information on:

- administrative expenses incurred by the plan;
- amount of benefits paid to participants and beneficiaries;
- total value of plan assets; and
- your right to receive a copy of the full annual report.

If you have questions regarding the Summary Annual Report or require a hard copy please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

### **Savings beyond the vision benefit**

People are keeping an eye on their money more than usual these days looking for the most value from everything they purchase. [EyeMed Vision Care](#) makes it easy for you to get the most out of your benefits and further reduce costs. EyeMed provide exclusive-only discounts and deals you can use to enhance your vision benefits.

### **TIAA and Fidelity Webinars**

TIAA and Fidelity host several webinars each month to assist you in managing your retirement and personal financial goals. Log into the [TIAA website](#) or the [Fidelity site](#) to view the list of live and recorded workshops.

### **Summer Fridays**

All regular full-and part-time staff who work during the summer are eligible for Summer Fridays. [Summer Fridays](#) for 2022 will begin on June 10 and continue to August 5. Questions regarding summer hours can be directed to Toby Bates at [tbates01@wesleyan.edu](mailto:tbates01@wesleyan.edu) or to the Payroll Office at [payrollhelp@wesleyan.edu](mailto:payrollhelp@wesleyan.edu).

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## Wellness Resources

### Adult Fitness

Wesleyan offers year-round, free, and fun fitness classes for faculty and staff. Spouses or domestic partners of faculty and staff, graduate students, Wesleyan retirees, and alumni are also eligible to participate. Classes include Vinyasa Yoga, Zumba, Boot Camp, and many others. Each season brings a new session with a new class schedule designed with you in mind. You will find a variety of intensity levels, class times, and in-person and virtual offerings. Classes are led by our certified, friendly, and passionate instructors who can adapt their classes to meet your needs.



Interested in learning more about Adult Fitness? Visit our website or email us at [wellness@wesleyan.edu](mailto:wellness@wesleyan.edu). Ready to join? Check out the [spring schedule](#) which runs through June 24th and here's the link to [register](#).

Join our Wesleyan wellness community! You're welcome at any time!

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### Wellness Incentive Points Program

Wesleyan's Wellness Incentive Points Program rewards individuals dedicated to improving their health and well-being. You can earn points by actively participating in health improvement programs and activities that can then be redeemed for cash payments. Benefit eligible faculty, staff, spouses, and partners are eligible to participate and earn points (up to \$150/each).

Wellness points for goals met from January 1, 2022 through June 30, 2022, for you and your spouse/partner, should be entered through your [WesPortal](#) account under "My Information – Wellness Points". All results must be reported no later than Friday, July 8, 2022. To add or change a spouse/partner, please click the Spouse/Partner link at the top of the screen.

Payments for completion of these goals will be included in the last pay dates in July 2022. As a reminder, the IRS requires that wellness payments be taxed.

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## Professional Development

## **Performance Review Reminder**

The 2022 Administrative Staff Performance Review form is available to supervisors in WesPortal in Manager's Toolbox under Performance Review and Strategic Goals. Supervisors must complete the performance review form and enter an overall rating in the online system for salary recommendations to be processed.

**May 2 - May 15:** Supervisors complete Performance Reviews with their staff and complete salary increase recommendations.

**May 16 - May 29:** Department heads complete the Performance Review for their direct reports and complete all salary increase recommendations for respective area(s).

**May 30 – June 5:** Cabinet members review salary increase recommendations. Cabinet members are to ensure performance ratings are entered in the compensation panel for all staff in their respective areas before submitting their final recommendations to President Roth.

**June 6 – June 17:** President's review of salary recommendations.

**June 27 (approximately):** Supervisors receive approval from Cabinet members for staff salary increases.

- Supervisors must communicate salary increases to staff by June 29.
- Confirmation of new salaries will be available for staff to view under "My Information" in WesPortal on June 30. The first paycheck in July will include increases.

Staff hired during the fiscal year:

- Supervisors must enter the core position responsibilities for new staff in WesPortal in Manager's Toolbox under Performance Review and Strategic Goals.
- Salary increases for staff hired during the fiscal year will be pro-rated by the portion of the fiscal year worked.
- Staff hired between April 1 and June 30, 2022, are not eligible for a salary increase.

If your list of direct and/or indirect reports appear incorrectly in Manager's Toolbox, please submit an Employee Change Form to Human Resources with the supervisor changes.

Please contact Dan Pflederer ([dpflederer@wesleyan.edu](mailto:dpflederer@wesleyan.edu)) with system-related questions. All other questions can be directed to Lauren Stumpf ([lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu)).

Success  at Wes



There are still a few sessions being held in the coming weeks. Visit [Success at Wes](#) to register!

We have started to plan for the upcoming year, and we welcome your feedback on current and future programming. If you attended a Success at Wes session this year but have not yet provided us with your feedback, please do so [here](#). If there are topics you would like to see offered, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu) with suggestions.

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## Ask HR!

**How can I get verification of my employment?** Send an email to [payrollvoe@wesleyan.edu](mailto:payrollvoe@wesleyan.edu) explaining what you need and providing authorization. Make sure that you provide this email to anyone needing to verify your employment. Public Service Loan Forgiveness forms can be sent to [ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu) for signature.

**What is the CT minimum wage?** The Connecticut State minimum wage will increase from \$13.00 per hour to \$14.00 per hour on July 1, 2022.

**What is covered under behavioral health?** [Cigna Total Behavioral Health Program](#) describes your coverage. You can find more information on the [HR website](#).



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