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January 2020

Greetings Wesleyan Colleagues!

The beginning of a new year (and decade!) is a great time to update on the progress we are making on HR's Big 7 Priorities. 2019 was a year of analysis, planning, and change for HR and I'm so grateful for the experience and dedication of each member of the HR team and for the many Wesleyan colleagues who support us in our work. There remains much to do in 2020 but I'm proud to share a few of our accomplishments:

- Success at WES – participation by approximately 40% of our employees in these professional development opportunities!
- Development and distribution of a Talent Acquisition Guide and training for hiring managers.
- Development of the Foundations program for Wesleyan supervisors.
- Roll out of an on-line form to approve employee changes – more efficient for everyone!
- The HR "In the Loop" newsletter and improvements to HR communication to campus.

- Successful negotiation of a three year contract with our Physical Plant employees.
- Hosted the first Benefits Open Enrollment Fair.

My team and I are excited for what lies ahead and will be focusing our work this Spring on the strategic planning process for our benefits programs, updating the staff handbook, improving our onboarding program for new employees, and continuing to provide the day to day support that helps to ensure the Wesleyan mission!

I'm also happy to introduce Donna Brewer as the newest member of the HR team. Donna started on January 14<sup>th</sup> as our Director of Employee Benefits and brings over twenty years of benefits experience to Wesleyan. Donna will join Amy and Denise in our mission to ensure quality benefits programs for our University employees. I look forward to the work ahead and keeping you "In the Loop" on our progress. As always, please contact me directly with your ideas and suggestions on how we can make Wesleyan a great place to work!

Lisa Brommer  
Associate Vice President for Human Resources

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**Severe Weather Policy Update** - In response to Project Refresh comments, the [weather policy](#) has been updated and can be viewed in the Staff Handbook.

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## Talent Acquisition and Employment

View available positions at WES at [Careers at Wesleyan](#).



### Employees on the Move

Human Resources welcomed six new staff members to the University in November and December.

### New Exit Survey

Starting March 1st, Human Resources will begin using a new exit survey to capture feedback from employees as they leave the University.

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## Recognition



### **November and December:**

Twelve employees celebrated a Wesleyan anniversary. A complete list is available on the blog at [Employee Service Recognition](#).

### **Cardinal Achievement Award Recognition Program**

The Cardinal Achievement Award program provides Wesleyan faculty and staff the opportunity to recognize their colleagues who have demonstrated extraordinary initiative or service that advances the mission of the University. Eligibility requirements and instructions are located on the [Human Resources website](#).

Congratulations to Ali McFadzen in the Financial Aid Office, who was presented with a Cardinal Achievement Award in December.



### **TIAA and Fidelity Campus Visits**

The University offers two vendors as record-keepers for your Retirement Annuity (RA) and Supplemental Retirement Annuity (SRA) plans - TIAA and Fidelity. Meet with a TIAA or Fidelity financial advisor for an individual retirement consultation and to learn more about their offerings. Schedule a free one-on-one consultation at:

[TIAA](#) or call 800.732.8353

[Fidelity](#) or call 800-642-7131

### **Dependent Tuition Scholarship Program**

To ensure that your dependent tuition invoices are processed and paid in an accurate and timely manner, please use the following steps to submit dependent tuition invoices:

- All bills must be submitted with the new **Dependent Tuition Claim Form**, which can be found on the Human Resources Forms webpage
- The claim form and college/university invoice must be uploaded to the benefits **secure drop box**
- **Allow two weeks for invoices to be processed for payment**

### **2019 Annual Compensation Statements**

Your 2019 Statement of Total Compensation will be available in your Employee WesPortal in mid-February. This personalized statement outlines the value of your benefits provided by Wesleyan in addition to your gross pay. This statement shows your contribution to those programs as well as Wesleyan's contributions. The Human Resources Department will send an e-mail notice when the statements are available.

### **IRS Form 1095-C – Employer-Provided Health Insurance Offer and Coverage**

Under the Affordable Care Act (ACA), employers with 50 or more full-time employees are required to report to the IRS what, if any, health insurance they offered to full-time employees and their dependents during the previous calendar year. Employers also must provide each employee with a Form 1095. This form provides you with information about the health coverage offered by your employer and if you enrolled in this coverage. You should keep this form with your 2019 tax records to demonstrate your coverage status. Do not attach Form 1095-C to your tax return.

You will receive a 2019 Form 1095-C from Wesleyan by the end of February, 2020 at your home address if you were a full-time employee of Wesleyan for at least one month in 2019.

The definition of a full-time employee per the Affordable Care Act is someone who worked on average at least 30 hours per week or 130 hours per month.

### **Insurance Cards**

Please note you will only receive new medical, dental or vision cards for 2020 if you made a change to your coverage level (adding or deleting a dependent) or



**Supervisor Round Table** - This is an opportunity for supervisors to come together to discuss issues that are occurring in their work world today! We'll learn from each other and identify ways to address common concerns for supervisors.

**Understanding Implicit Bias** - A focus on the implicit attitudes or stereotypes that shape how we engage others and make decisions in the workplace. Through lively activities and discussions, we will explore some harmful side effects of how our brains naturally perceive, categorize, and draw inferences about the world, including other people.

**Invitation to the Party: Breaking Down Cultural Barriers to Increase the Reach of Your Work at Wesleyan** - Drawing upon the work of Donna Walker-Kuhne, author of *Invitation to the Party: Building Bridges to the Arts, Culture and Community*, this workshop will give you tools for spotting culture in action, breaking down intercultural barriers, and improving your communication with people who are different from you. By using an invitational approach to intercultural communication, you can increase the reach of your work and the strength of your intercultural relationships.

**Practicing Productive Conflict Communications** - This interactive session will provide you with tools to have productive challenging or difficult conversations. Participants will have multiple opportunities to role-play and observe conflict scenarios.

**IT Sessions:** Cascade, Accessibility and Cascade and a variety of Moodle trainings available.

For a full list of courses offered, visit: [Success at Wes](#).

### **Public Safety Offers Training**

Public Safety is happy to review Emergency Planning for University departments. They will review the emergency notification system, basic emergency and threat responses and planning for active killer situations. Departments can contact Wesleyan Public Safety (x2345) to set up a training.

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## Reminder for Cold and Flu Season

As a reminder, you can help stop the spread of illness by washing your hands and staying home when you feel sick. For more recommendations, see the following message from Dr. McLarney from the Davison Health Center.

To the Wesleyan community:

I'm writing to inform you that the Centers for Disease Control has reported that the Wesleyan student being monitored has tested **NEGATIVE** for the coronavirus. The student is doing well.

As I wrote in my earlier messages, please take common sense steps to prevent the spread of illness during this cold and flu season. This includes not sharing drinks; coughing into the crook of one's arm rather than the hand; and frequently using hand sanitizer or washing hands in soap and water for 20 seconds.

If you have a cough and fever, and have recently been to China or have been exposed to a person with known coronavirus, please seek immediate medical attention. We will continue to monitor this global health situation, but there is no need for alarm.

Tom McLarney MD  
Medical Director  
Davison Health Center

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## Campus Partners

### **Womxn@Wes**

Mission statement: Womxn@Wes initiative will actively engage faculty and staff in education, networking, and mentoring processes leading to enhanced awareness, empowerment, and transformation of women, empowering Wesleyan Womxn to thrive. Website: <http://womenatwes.site.wesleyan.edu/>

Co-Chairs/Contact Information:

Seirra Fowler, Director, Office of Health Education (WesWell)

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Hanna Oravec, Assistant Director for Programs, Center for the Arts

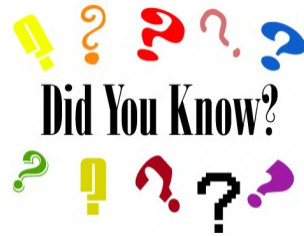
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Join Womxn@Wes for some fun on Thursday, February 13th, 2020 at 4:30-6 pm for a Galentine's Day Paint Night! [Check the website for updates and details.](#)

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### **How much did the Wesleyan community contribute to the Stuff a Cruiser event in December?**

The Middletown Fire Department and Office of Public Safety report that over \$2,000 and a tremendous amount of toys was contributed. Thank you to everyone who participated!



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[Wesleyan homepage](#) | [HR homepage](#)

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