



Wesleyan University



## Human Resources – In the Loop

INFORMATION FOR WESLEYAN EMPLOYEES

January 2022

Dear Colleagues,

I'm not one who spends much time on Facebook except to post pictures of Koa and to keep up with the activities of my family, but a recent post got my attention. It included a list of things that one should do to start the new year off on a positive note and to keep oneself headed in a positive direction. The list included 20 items (all worthy of exploring), but the one that caught my eye because of its relevance to the work of the HR team is "**Leave Everything Better Than You Found It.**"

Each day, the HR team focuses on creating a better work environment and experience for everyone who works at Wesleyan. That is Goal #1 EVERY SINGLE DAY and is at the core of our priorities. That said, I'm fully aware that the decisions we sometimes make may not feel like that to everyone, especially when we also have to think about things like compliance with various employment laws. In those moments, I am always hopeful that our work is understood in the greater context and I encourage my HR colleagues to remember that leaving things better than we found them doesn't always mean that we'll make everyone happy. Though, that sure would be nice to do too!

The HR team and I are focused this year on our priority work. We continue to work in partnership with managers to hire great new staff and to provide professional development programs that add value to our work. The benefits team is deep into reviewing our programs to determine ways in which we can make improvements. We are looking at retention through a diversity lens with our

colleagues in Equity and Inclusion and pursuing opportunities to collaborate with Middletown and surrounding communities to more specifically target our recruitment efforts to diverse applicants. All of this work, including our daily service to the Wesleyan community, is driven by our desire to **Leave Everything Better Than We Found It.**

The HR team and I are excited about 2022 and look forward to continuing our service to our colleagues and to the University mission.

Stay Wesleyan Strong,  
Lisa

## Talent Acquisition and Employment

### Employees on the Move

Human Resources welcomed 7 new staff members to the university between November 1 and December 31. For a complete list of new staff and departures in this period, visit [Employees on the Move](#).



### New Employee Orientation

The next new employee orientation is scheduled for January 24th starting at 9am. This event includes information from Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. 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

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

### Cardinal Achievement Award Recognition Program

This program provides Wesleyan faculty and staff the opportunity to recognize colleagues who have demonstrated extraordinary initiative or service that

advances the mission of the University. Congratulations to the following staff who were recognized in November and December:

- Scott Antonio, Library Assistant V - Federal Documents Processor/Reserves Assistant
- Sera Brown, Animal Care Technician
- Lisa Pinette, Library Assistant V/Interlibrary Loan
- Jennifer Collingwood, Administrative Assistant V, Fries Center for Global Studies
- Linda Hurteau, Library Assistant V/Science Library
- Malinda Johnston, Library Assistant V/Science Library
- Melanie Messier, Associate Controller
- Hannah Parten, Assistant Director, Study Abroad
- Angela Stachelek, Animal Care Technician
- Randy Wilson, Library Assistant V/Circulation and CTW



### **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 by accessing the following registration links. Registrants will receive a Microsoft Teams meeting link in their confirmation email and a reminder email the day before their scheduled meeting time.

- Donna Brewer - Retirement benefits, mortgage assistance program, health care compliance - [Register](#)
- Amy Walsh - Medical/Dental plan, life insurance, dependent tuition scholarships, worker's compensation, ergonomics - [Register](#)
- Denise White-Patterson - Retirement savings, leave management (FMLA/Disability), HSA/FSA, employee tuition benefits, wellness program- [Register](#).

### **Wesleyan's Medical Plan Now Covers FDA-Authorized Over-The-Counter COVID-19 Test Kits**

[Attached](#) please find important information from Cigna regarding coverage of over-the-counter COVID-19 tests at no cost to you through Wesleyan's medical plan. The test kit must be an FDA-approved test kit, obtainable at any pharmacy, retail store or online retailer. The test kits are available without a prescription. Our

health plan covers up to eight tests a month for each covered family member. You can submit a claim for the cost of test kits purchased after January 15th on [mycigna.com](https://mycigna.com) by completing the [test kit claim form](#) and providing the receipt.

The US government is also providing free COVID tests. Every home in the U.S. is eligible to order four free at-home COVID-19 tests. Orders will usually ship in 7-12 days. Please link to [COVIDtests.gov - Free at-home COVID-19 tests](https://COVIDtests.gov) to order yours.

### **Medical Plan - No Surprise Billing Notice**

[Link here](#) to read a federally required notice regarding the newly enacted No Surprise Billing Act on January 1, 2022. This Act bans surprise billing for private health plans in the following ways:

- Bans surprise bills for most emergency services, even if you get them out-of-network and without approval beforehand (prior authorization).
- Bans out-of-network cost-sharing (like out-of-network coinsurance or copayments) for most emergency and some non-emergency services. You can't be charged more than in-network cost sharing for these services.
- Bans out-of-network charges and balance bills for certain additional services (like anesthesiology or radiology) furnished by out-of-network providers as part of a patient's visit to an in-network facility.
- Requires that health care providers and facilities give you an easy-to-understand notice explaining the applicable billing protections, who to contact if you have concerns that a provider or facility has violated the protections, and that patient consent is required to waive billing protections (i.e., you must receive notice of and consent to being balance billed by an out-of-network provider).

Please note: in certain circumstances you may be asked to waive your billing protections by an out-of-network provider. You are under no obligation to waive these rights and you should be very careful about signing a waiver, as you may inadvertently negate the protections offered by this legislation.

Please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) with questions related to this new law.

### **Mortgage Assistance Program**

In July of 2020 Wesleyan committed to enhancing its Mortgage Assistance program to better support faculty and staff impacted by the legacies of housing discrimination. Effective January 1, 2022, the mortgage program includes provisions specific to first time homebuyers. Key changes include:



through December 31, 2021, 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, January 21, 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 January 2022. As a reminder, the IRS requires that wellness payments be taxed.

### **Tobacco and Vape-Free Policy Implementation in Spring 2022**

In order to provide a healthier living, learning and working environment for the entire Wesleyan community, the university adopted a Tobacco and Vape Free policy effective January 1, 2022. The policy applies to all students, faculty, staff, and visitors on campus and to all Wesleyan University facilities, property, and vehicles, owned or leased, regardless of location. All members of the Wesleyan community share the responsibility to respect this policy. By reducing exposure to tobacco and vape products, the University will help support the health of our whole community for years to come.

The Wesleyan Tobacco and Vape-Free Policy does not require individuals who use tobacco and vape products to quit; they can no longer use these products on campus. We recognize that quitting tobacco and/or vape use can be a significant personal challenge. [Resources are available](#). Questions should be directed to September Johnson, Alcohol and Other Drug Specialist, at [sfjohnson@wesleyan.edu](mailto:sfjohnson@wesleyan.edu).

## **Professional Development**



### **Session Spotlight**

In this issue, we are spotlighting the [Building an Inclusive Workforce](#) session on January 26th from 9:00 – 11:00am, facilitated by Anjali Tamhankar, *Director of Talent Acquisition and Employment*, and Alison Williams, *Vice President for Equity & Inclusion/Title IX Officer*.

In the *Toward Wesleyan's Bicentennial* strategic plan, President Roth made diversity and inclusion a key priority for the University. In support of this priority,

Human Resources and Equity & Inclusion have been working diligently to promote and support diversity and inclusion efforts within our community.

Through the [Building an Inclusive Workforce](#) session, Anjali and Alison will enable managers to successfully build an inclusive culture within their teams. This interactive session includes discussion on Wesleyan's recruitment and organizational culture and provides tangible strategies for building a diverse and inclusive workforce.

Visit [Success at Wes](#) to register for this session or to view the full list of offerings. If you are not on campus, VPN is required. Instructions for connecting to VPN can be found [here](#).

Is there a topic or session you wish was offered through Success at Wes? Let us know! Contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu). We look forward to continuing to learn with you!

### **HR Advisory Team**

The Human Resources Advisory Team is seeking nominations! HR Advisory Team members serve in 1- or 2-year terms and the group meets on a quarterly basis. Guidelines can be found [here](#).

We are seeking nominations from the following divisions:

- Admissions & Financial Aid – 2 seats available (1- & 2-year terms)
- Advancement – 1 seat available (2- year term)
- Finance & Administration – 1 seat available (1-year term)
- Information Technology Services – 2 seats available (1- & 2- year terms)
- Investment Office – 1 seat available (1- or 2- year term)
- Student Affairs – 1 seat available (1- year term)
- University Communications – 2 seats available (1- & 2- year terms)

Interested in joining the team? Or do you know of a colleague who would make an excellent addition? Submit nominations [here](#). Nominations are open until January 31.

Questions can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

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