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Wesleyan University



Human Resources – In the Loop

INFORMATION FOR WESLEYAN EMPLOYEES

March 2021

Dear Wesleyan Colleagues,

The calendar tells us that it's been a year.....a year of face coverings, a year of keeping our distance, a year of being remote, a year of losing loved ones. My family experienced the loss of a loved one due to COVID and I experienced the sadness of not being able to be in person with elderly family who are in care facilities during this time. I know that others have shared these same painful events. My heart goes out to each and every person who has struggled and who continues to struggle with the challenges brought about by this virus. Through the year, we have also shared stories of how our staff, faculty, and students have come together to keep our community as safe and as well as possible. Sacrifices have been made by so many in our combined efforts to bring us to today when the conversation moves to vaccination scheduling and the very real possibility that we will see each other back on campus again for the fall semester. It has not been easy, but with our continued diligence around safety protocols and what appears to be increasing availability of the vaccine, we can put 2020 behind us. Broken hearts won't mend as quickly, but hopefully, we can use the lessons learned in the workplace to become an even greater institution for everyone who works and learns with us.

I'm inspired every day by so many of our colleagues at Wesleyan, but I want to send a special thanks to the HR team for their commitment in keeping our work rolling, to Andy Tanaka for his unwavering steadiness when things are hard, to Joyce Topshe for showing us what dedication to mission means, to Renell Wynn for her constant attention to making sure we know what we need to know, to Dr. Tom McLarney for his gentle and caring guidance, and to Rick Culliton for keeping the safety of our community always in the forefront of every decision we have had to make. You are all heroes.

Stay Wesleyan Strong!
Lisa

Talent Acquisition and Employment



Employees on the Move

Human Resources welcomed six new staff members to the university since January 1, 2021. For a full list of new staff and departures from January and February 2021, visit [Employees on the Move](#).

Minors on Campus Policy

The University's [Policy on Health and Safety of Children and Youth](#) requires that employees (faculty, staff, student workers) and volunteers who have or will have direct and unsupervised contact with minors undergo a criminal and sex offender background check prior to commencing such contact. Human Resources will contact employees who are in need of a background check.

Questions can be directed to Anjali Tamhankar, Associate Director, Talent Acquisition and Employment at atamhankar@wesleyan.edu.



Recognition

Sixteen employees celebrated a Wesleyan anniversary in January and February. 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.

Special congratulations to Mary McGonigle who was presented with an award in January.



Count-Down to Retirement@Work

Retirement@Work, our new integrated retirement plan portal is going live on March 22! As a reminder, you'll be able to use Retirement@Work to:

- Enroll in the retirement plan
- Change your voluntary contribution amount
- Choose your preferred retirement plan provider(s)
- View retirement plan balances for investment providers
- Access tools and resources for planning
- Link directly to the TIAA and Fidelity sites to perform other transactions such as changing your investment elections

Retirement@Work will be located on [WesPortal](#), under My Information utilizing our single sign-on technology. For added protection, please read the [IT article](#) for details on how to add Duo multi-factor authentication to your WesPortal account.

Before March 22, please contact your investment provider directly to access your account, request fund transfers or update your beneficiary or review investment performance. TIAA can be reached at 800-842-2776 and Fidelity at 1-800-343-0860.

More information will be forthcoming on March 22 with a copy of our Quick Start Guide to help you navigate the portal. Classes will also be available through Success at Wes. Please contact Human Resources at 860-685-2100 with any questions.

Flexible Spending Account Changes

The Consolidated Appropriations Act of 2021 contains provisions allowing employers to extend certain timelines related to flexible spending accounts (FSA). To support our employees, Wesleyan is adopting the following FSA Plan (MERA & Dependent Care) changes:

- **Grace Period Extension:** The grace period for claims incurred in 2020 is extended from March 15, 2021 to December 31, 2021. Claims must be submitted no later than 90 days from January 1, 2022.
- **Relief for Recently Terminated Participants and Participants who Suspended MERA Contributions in 2020:** MERA participants who terminated or suspended their contributions in 2020 are allowed to use their 2020 balance for expenses incurred through December 31, 2021. This is already in place for Dependent Care accounts.
- **Dependent Care Maximum Age Extension:** If your child turned age 13 in 2020, you may submit claims after they turned 13 for 2020. Normally you may only submit claims until the child turns 13.
- **Mid-Year Election Changes:** Employees are permitted to change election amounts for both MERA and Dependent Care FSAs prospectively for the 2021 plan year without experiencing a qualifying event.

Please email benefits@wesleyan.edu with questions or to receive assistance in changing your election.

TIAA and Fidelity – Retirement Consultation

The University offers two vendors for the Wesleyan University Retirement Plan: TIAA and Fidelity. Meet with a TIAA or Fidelity financial advisor for an individual retirement consultation and to learn more about their services. Schedule a free one-on-one consultation at:

[TIAA](#) or call 800.732.8353

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

Incidental Family Medical

Did you know? Employees who have worked at Wesleyan for at least six months are eligible to take up to 10 paid days off for the care of a dependent who is ill or injured. A dependent is considered a child, spouse/domestic partner, or

If you are experiencing any symptoms of illness or believe you may have been exposed to COVID, please stay home and contact your personal healthcare provider or get tested at a local drugstore or urgent care center. **Do not come to the Wesleyan test site to be tested if you are ill, believe you have been exposed, or are experiencing any COVID-like symptoms.**

Performance Development

2021 Performance Review

The 2021 Staff Performance Review form is available to supervisors in [WesPortal](#) - Manager's Toolbox - Performance Review and Strategic Goals. The performance review conversation is a great time to review your employee's accomplishments, and identify goals and areas for development for the upcoming year.

Human Resources will host a training on the performance review process on March 25 at 9:30am. [Register here.](#)

Please contact Dan Pflederer at dpflederer@wesleyan.edu with system related questions. All other questions can be directed to Lauren Stumpf lstumpf@wesleyan.edu.

New Employee Orientation

The monthly new employee orientation is scheduled for April 19th starting at 9am. This event will be virtual and will include information from Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. If you are interested in attending, please contact Lauren Stumpf at lstumpf@wesleyan.edu. All Wesleyan staff members are welcome to attend!



Spring 2021 programs are on the Success at WES webpage. For a full list of course offerings and to register, please visit [Success at Wes](#). Any questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu.

Wesleyan Employee Spotlight

Ms. Hrisi Haldezos, Associate Director of Student Accounts and Wesleyan Class of 1996, was selected to be the Macricostas Endowed Teaching Fellow at

Western Connecticut State University in 2020-21. The Macricostas Endowed Teaching Fellow is a visiting scholar-teacher who educates the WCSU campus and local communities on “the effect of Greek history, culture and thought on contemporary civilization, and will explore the Classics and Modern Greek History.”

Grissi Haldezos was raised in a Greek-English bilingual environment and graduated with Honors from Wesleyan with a degree in Classical Studies. After earning her B.A., Ms. Haldezos was awarded a Fulbright Fellowship to Aristotle University in Thessaloniki (Greece). After she returned to the States, Yale University hired her to teach Modern Greek to motivated high school students through an innovative program partly funded by the State of Connecticut. Currently, Ms. Haldezos teaches Modern Greek through Wesleyan’s Less Commonly Taught Languages Program. In her role as Associate Director of Student Accounts, she works closely with colleagues in the Office of Study Abroad and Financial Aid.



Do you know someone who should be featured in the Employee Spotlight? Submit a brief description (limited to 4-5 sentences) of news such as marriages, graduations, babies, or significant accomplishments to Cheryl-Ann Tubby (ctubby@wesleyan.edu) for consideration. Photos are welcome. Selected submissions will be included in the bi-monthly Employee Spotlight.



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