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INFORMATION FOR WESLEYAN EMPLOYEES

April 2024

Ice Cream Social – May 30th

Save the Date! Human Resources invites all faculty and staff to the Ice Cream Social on May 30th in Huss Courtyard (outside Usdan). Stop by between 2:30 pm and 4:00 pm for ice cream, Italian ice, dancing, a photo booth, and lawn games. This is an employee-only event. Come enjoy some time with colleagues as we kick off the summer months! Many thanks to Auxiliary Services for partnering with us on this special event.



Summer Fridays

All regular full- and part-time staff who work during the summer are eligible for summer hours. Summer Fridays for 2024 will begin on June 7 and continue to August 2. In addition, President Roth has declared July 5th a paid holiday.

- Staff are not expected to work additional hours Monday through Thursday to account for half days on Fridays.
- Eligible staff will be given a bank of hours in Workforce Time to be used for summer Fridays based on their regular schedules and will need to record these hours in Workforce Time.
- Time off for summer hours is recorded in Workforce Time using the same methods to record other paid time off by either reporting hours directly on the timesheet using the Summer Hours pay code or by submitting a Time off Request in Workforce Time using the Summer Hours pay code.
- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 9, 2024, with supervisor approval.
- Eligible staff not normally scheduled to work on Fridays, ex. staff with a Monday through Thursday schedule, may choose to take equivalent time off by August 9, 2024, with supervisor approval.
- Summer hours must be used by August 9, 2024.
- Unused summer hours are not eligible for payout.
- Physical Plant, Public Safety, and Secretarial/Clerical union staff participate under the terms of their union contracts.

Questions regarding summer hours can be directed to Lauren Stumpf at lstumpf@wesleyan.edu or to the payroll office at payrollhelp@wesleyan.edu.

HR Welcomes Philip Murray!

Phil joined Wesleyan on April 15th as the new Director of Labor and Employee Relations. This position was previously held by Toby Bates under the title of Assistant VP for HR. "We changed the title to more accurately reflect the position's focus on supporting our union employees and on continued collaboration with our union partners in addition to an enhanced focus on employee relations in general", commented Lisa Brommer, Associate VP for Human Resources. "Phil's extensive labor background was the immediate draw for us, but his leadership experience in many other areas of human resources will also serve the HR team and the university well." Welcome to Wesleyan, Phil!

Talent Acquisition and Employment

Employees on the Move

Wesleyan welcomed 14 new staff since February 1st. For a complete list of new staff and departures, visit [Employees on the Move](#).



Orientation for New Staff

The next orientation for new staff is scheduled for May 20th starting at 9 am at 55 High Street. This event includes presentations by Human Resources, Public Safety, Payroll, ITS, and Equity & Inclusion. All Wesleyan staff are invited to attend. Questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu.



Recognition

Twelve employees celebrated a Wesleyan anniversary between February 1st and March 31st. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#).

Cardinal Achievement Awards

Congratulations to the following individuals who received Cardinal Achievement Awards since February 1st!

- Sterling Berry-Whitlock, Faculty Employment Specialist, for handling the scheduling and calendar requests for the divisional deans and for stepping in to help resolve an issue with the FLTAs in Division One.
- Megan Flagg, Executive Assistant to the Provost and Sr. VP for Academic Affairs; for going above and beyond to ensure the success of the VP for E&I search.
- Joseph Fonseca, 92' Theater Manager, for being instrumental in the post-pandemic revival of the student theater scene while improving the operations of the 92 Theater.
- Heather Fox, Director, Reservations and Conferences, for her work developing and implementing the CT Colleges & Universities Consortium for Event Professionals.
- Brandi Hood, Director of Campus Planning, for successfully managing the construction and maintenance of an untold number of projects this year.
- Maureen Isleib, Director of Residential Life, for successfully implementing the first year of the Residential Life Student Staff union contract.
- Emily Pearson, Area Coordinator, for her continued work on two projects: the Residential Life Instagram page and supervising the graduate student intern.
- Lisa Sacks, Assistant Director for Curricular Initiatives, for meticulously managing all the departmental external reviews.

- Sally Wang, Manager of Digital Marketing, for going above and beyond as volunteer co-leader of the new International Staff and Faculty group.
- Maureen Zimmer, Faculty Employment Specialist, for her work supporting faculty governance with generosity and effectiveness.



Cigna Healthcare Digital Enhancements

[Cigna](#) is always enhancing your customer experience. Recent enhancements include adding the ability to designate a preferred name and launching an education modal to clearly explain the steps required for the prior medical authorization process. In addition, a “[Find Care & Costs](#)” page has been added to allow you to search for dental, vision, or hearing providers as well as medical providers.

Dependent Tuition Applications for the 2024-2025 academic year The Dependent Tuition Scholarship Program portal will be open in the coming month for applications for the 2024-2025 academic year. Human Resources will send out an announcement with the date the application will be opened for the new year. Information regarding the Dependent Tuition Scholarship Program can be found on the [HR website](#).

The maximum scholarship amount for the 2024-2025 academic year is \$34,826 (\$17,413 per semester, \$11,608.67 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 with any questions.

Retirement Plan Summary Annual Report

Please link [here](#) to The Retirement Plan Summary Annual Report for the 2022/2023 Plan Year. 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 (Form 5500) submitted to the IRS.

- Practicing Gratitude Activity: Cultivate positivity and resilience with daily gratitude practices.
- Goal Setting Worksheet: Set meaningful goals to enhance mental health and monitor progress.
- Apps for Mental Health: Discover top-rated apps to support mental well-being right from your phone.

We encourage you to explore and incorporate these resources into your routine to foster a healthier, more resilient mindset. In addition, you will find a wealth of support and services from our Employee Assistance Program provided by BHS. You can reach BHS through portal.BHSONline.com or by calling 800-327-2251. The organization ID is WESLEYAN.

Adult Fitness

The Adult Fitness program offers free and fun fitness classes! See the [Athletics website](#) for the schedule which includes locations for in-person classes. The current offerings are scheduled through May 10th. Questions can be sent to: wellness@wesleyan.edu.

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.

Professional Development



2023-2024 Performance Review

After reviewing the results of the WesThrives survey and reflecting upon what we heard at subsequent focus groups, it became clear that we have opportunities to improve our annual performance review process. This, coupled with the timing of the Workday implementation, has led us to pause our typical annual performance review process for fiscal year 2024. We will use this time to revamp our processes and more fully understand the performance-management functionality in Workday. We anticipate rolling out a revised performance review process in Spring 2025.

This year, you will not need to complete the typical annual review form. However, **supervisors must meet with their direct reports to provide performance feedback.** [Questions](#) are provided to help guide this conversation. If you would

like to document your meeting you may, but it will not be required. **A complete performance review, using the online form, is required for any staff member not meeting job expectations.** A [Success at WES](#) session on performance feedback for supervisors is scheduled for May 7th beginning at 2:00 p.m.

We will also consider the merit-based compensation process with an eye toward responding to feedback. For this year, eligible staff members who are meeting the expectations of their role will receive a 3.5% increase. Eligible staff members who have worked at Wesleyan for less than 12 months will receive a pro-rated increase. Staff members who are not meeting job expectations may receive a smaller increase.

Cabinet members will be given additional funding to provide one-time monetary awards to eligible staff who have made outstanding contributions to the University.

More details are provided in the [FAQs](#) on the HR Website. Please contact Lisa Brommer (lbrommer@wesleyan.edu) directly with any questions.

HR Advisory Team Welcomes New Members

The Human Resources Advisory Team welcomed 6 new members* to the team. HR Advisory Team members for 2024:

Academic Affairs

- Megan Flagg, Executive Assistant to the Provost and Senior Vice President for Academic Affairs
- Jill Livingston, Associate University Librarian for Academic Services
- Rachel Ludwig, Deputy Director of Athletics

Admission & Financial Aid

- Sebastian St. Ivory, Assistant Dean of Admission
- Zully Rodriguez, Associate Director of Financial Aid

Advancement

- *Kathryn Micari, Assistant Director for Annual Giving
- *Morgan Milhomens, Associate Director of Advancement Event Operations
- Cecilia Pohorille McCall, Director of Engagement

Equity & Inclusion

- Patricia Stephenson Gordon, Associate Director for Equity Compliance / Deputy Title IX Coordinator

Finance & Administration

- Heather Fox, Director, Reservations and Conferences

Information Technology Services

- Kevin Kane, Director of Enterprise Systems
- *Maria Higuera, Data Analytics & Integrations Manager
- *Jen Platt, Manager of Print Services

Student Affairs

- Romina Berube, Medical Office Assistant
- Kevin Butler, Assistant Dean of Students/Director of Community Standards
- Shelissa Newball, Dean for the Class of 2026
- Jennifer Wood, Dean for the Class of 2027

University Communications

- *Anne Marcotty, Senior Designer
- *Sally (Ke) Wang, Manager of Digital Marketing

The team is currently focusing on the onboarding programs for new staff. Questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu.

Ask HR!

How do I request verification of employment?

The Payroll office handles employment verifications and requires a signed release from the current/former employee. We do not provide telephonic verifications. Submit your requests via email to payrollvoe@wesleyan.edu for processing. The Payroll Office will respond to your request within 24-48 business hours.

How do I get a replacement WesID?

Effective March 15, 2024, all requests for new or replacement ID's for faculty or staff must go through ServiceNow located in WesPortal under Community/WesCard Request. No requests will be accepted via email.



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