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May 2021

Dear Colleagues,

I hope you are all able to take some time to enjoy the spring weather that has arrived (finally!) in Connecticut. It's so easy to get caught up in our work and busy schedules, but taking precious moments to walk among the budding trees, listen to the singing birds, and gaze up at the blue sky is critical to our soul. I encourage us all to be mindful of what fills our cup, especially in the midst of winding down the academic year!

An important reminder....please make sure that you report when you are fully vaccinated (2 shots for Pfizer and Moderna, 1 shot for J & J). This information will help guide decision making for the fall so please record your information by June 1st in [WesPortal](#) . For anyone still looking to get the COVID-19 vaccine, you can now do so without an appointment. There are over 50 locations statewide with walk-up hours. For individuals who prefer an appointment, there are thousands of new appointments available through the state of Connecticut Vaccine Administration Management System (VAMS).

You will read further in the newsletter about the Benefits Survey and the rollout of HR's updated website. These projects are great examples of collaboration and I want to thank our colleagues in Institutional Research and Communications for helping us make them happen. The HR team is committed to ensuring that you have the information you need related to your employment so please take a look

at the new website and the updated staff handbook and let us know what you think.

Stay Wesleyan Strong!

Lisa

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### **Human Resources Rolls Out a Refreshed Website and Updated Staff Handbook.**

One of HR's goals is to provide current information on benefits and other employment related topics to our employees and to those who are considering job opportunities at Wesleyan. To help achieve that goal, we are excited to share an updated [website](#) and [staff handbook](#) . Our thanks to colleagues in Communications for their help with the design and editing of the site. Please send any feedback or questions to Cheryl-Ann Tubby at [ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu).

### **President Roth Announces Summer Fridays will begin in June!**

All regular full-and part-time staff who work during the summer are eligible for Summer Fridays. Beginning June 25, 2021, and ending on August 6, 2021 most University offices will close at noon on Friday.

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.

- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 9, 2021, 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, 2021, with supervisor approval.
- Summer hours must be used by August 9th, 2021.
- 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 Toby Bates at [tbates01@wesleyan.edu](mailto:tbates01@wesleyan.edu) or to the payroll office at [Payrollhelp@weselyan.edu](mailto:Payrollhelp@weselyan.edu).

### **Connecticut's First Statewide LGBTQ+ Survey!**

In partnership with Connecticut's LGBTQ+ Health and Human Services Network and the Department of Public Health (DPH), The Consultation Center at Yale has launched the first statewide **LGBTQ+ Survey** in Connecticut! This survey is open to CT residents who are 18 years or older and identify as members of the LGBTQ+ community. The survey aims to 1) enhance our understanding of the number of people that identify as part of the LGBTQ+ community in our State and 2) identify the needs of the LGBTQ+ Community in Connecticut by asking questions related to their service needs, service access, and experiences of discrimination. Without this survey, Connecticut lacks sufficient data to identify the scale and diversity of needs of the community and we are hoping to gain more representation from Connecticut's student population.

The survey is available in Spanish and English and folks that complete the survey have the opportunity to opt in to a \$25 gift card drawing. Please feel free to reach out to Kaylyn Garcia, [kaylyn.garcia@yale.edu](mailto:kaylyn.garcia@yale.edu), with any questions.

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## **Talent Acquisition and Employment**

### **Employees on the Move**

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



### **We're Hiring!**

We are actively working with departments to fill vacancies. There are currently 15 open positions and we will continue to add postings throughout the summer. We invite you to visit [Careers](#) and share these postings with your networks.

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## **Recognition**

Nine employees celebrated a Wesleyan anniversary in March and April. 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 employees who were presented with Cardinal Achievement Awards in March and April:

- Kieran Duffy, Assistant Director of Residential Life
- Peter Gottschalk, Professor and Bennet Faculty fellow
- Camille Keeler, Manager of Scientific Facilities and Instrumentation
- Denise Skura, Payroll Associate
- Tracey Stanley, Administrative Assistant V, Registrar's Office
- Jessica Steele, Library Assistant V/Library Facilities
- Lori Stethers, Systems/Emerging Technologies Librarian
- Kathryn TenEyck, CFA Art Studio Technician
- Rosie Villard, Administrative Assistant V, Registrar's Office



### **Benefits Survey**

Thanks to everyone who responded to the benefits survey! Over 60% of benefits-eligible faculty and staff shared valuable feedback regarding university benefits. Institutional Research is preparing the data so we can share the aggregated results in the fall. Our thanks to Michael Whitcomb for his help in survey design and reporting and to the Compensation and Benefits Committee.

### **Dependent Tuition Application**

The application for Dependent Tuition for the 2021/2022 academic year will be

available soon. Based on feedback provided in the Benefits Survey, we are making a few improvements to the process.

### Retirement Enrollment and Changes

Please continue to contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) to enroll in the Wesleyan University Retirement plan or to change your contribution for the retirement plan or the 457 plan. Work continues on the Retirement@Work site with an anticipated implementation date this summer.

### TIAA Financial Webinars

Topics covered in May and June include:

- Charting Your Course – A Financial Guide for Women, June 15th
- Within Reach: Transitioning from Career to Retirement, June 17th
- The Starting Line: Beginning to Save for Retirement, July 13th

[Register](#) for these or other programs on the TIAA website.

### Retirement Plan Summary Annual Reports

The Retirement Plan [Summary Annual Reports](#) for the 2019/2020 Plan Year are available. These reports review the plan's financial status and highlight the information on the plan's annual report (Form 5500) that is submitted to the IRS. The reports 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.

The 2019/2020 plan year is the last time participants will receive two Summary Annual Reports since the Tax Deferred Annuity Plan has merged into the Wesleyan University Retirement Plan. The asset transfer is noted in these documents. If you have any questions regarding the Summary Annual Reports, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).

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## Wellness Resources

### Taking Care of You!

Many physical conditions can worsen with stress, substance abuse and other behavioral health issues.



**Cigna Total Behavioral Health** is a comprehensive program that provides dedicated support, lifestyle coaching, and online tools to help manage life events.

### **May is Healthy Vision Month!**

Make sure you can enjoy the beauty spring brings for years to come! Read these tips from Cigna to **reduce screen time** and try one of EyeMed's **recipes** that support healthy vision and look delicious too!

### **Adult Fitness Spring Session**

The spring session remains virtual and runs through Friday, June 25th. Classes are free and participants are welcome to join at any time, sign up today! New classes this session include Pilates, Power Yoga, and Fusion Workout! Classes are 45 minutes long and are offered weekdays, mid-day, and early mornings. A recording will be sent to registrants after each class, giving you the option to take classes live or on your own time. The **schedule** includes the Zoom link to each class.

Questions? Email [wellness@wesleyan.edu](mailto:wellness@wesleyan.edu).

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## **Performance Development**

### **New Employee Orientation**

The monthly new employee orientation is scheduled for June 21st 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](mailto:lstumpf@wesleyan.edu). All Wesleyan staff members are welcome to attend!

### **2021 Administrative Staff Performance Review & Compensation Guidelines**

The 2021 Administrative Staff Performance Review form is available to supervisors in WesPortal in Manager's Toolbox under Performance Review and Strategic Goals. The form will be available until July 15, 2021.

#### **Important Dates:**

May 1 - May 15: Supervisors complete Performance Reviews with their staff and complete salary increase recommendations. Supervisors must complete the performance review form and enter an overall rating in the online system for salary recommendations to be processed.

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

June 1 – 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 8 – June 12: President's review of salary recommendations.

June 21 (approximately): Supervisors receive approval from Cabinet members for staff salary increases.

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)).



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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## **Wesleyan Employee Spotlight**

Bill Ollayos, Area Coordinator, Office of Residential Life, was selected as a Faculty Member for the 15th Annual Institute on the Curricular Approach, which takes place October 10th – 13th in Chicago. As faculty, he will assist in the enhancement of the curriculum, co-present several sessions, and may showcase Wesleyan's curriculum. The Curricular Approach is a paradigm shift from traditional educational approaches to an intentional, developmentally sequenced one, defined by institutional mission and purpose. The Institute on the Curricular

Approach teaches participants to design, implement, and assess a curricular approach as well as provides an opportunity to get feedback from Institute faculty about designing a Curricular Approach through faculty consults.



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](mailto:ctubby@wesleyan.edu)) for consideration. Photos are welcome. Selected submissions will be included in the bi-monthly Employee Spotlight.



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