The Department of Human Resources is excited to present Volume Five, Issue No. 2 of our quarterly employee newsletter!

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BENEFIT PLAN ANNOUNCEMENT
GUARDIAN LIFE INSURANCE TO COVER EMPLOYEES FOR BOTH LIFE & DISABILITY INSURANCE

As of July 1, 2015 we will have a new insurance company providing life and disability insurance to RWU employees.

This is a good time to review your coverage to understand the benefit. You should also update your life insurance beneficiary. We will be sending a link to a new beneficiary for you to complete and return to the Department of Human Resources. Questions? Call Human Resources at 401-254-3028.

HAVE YOU HEARD?
The Annual Medical & Dental Open Enrollment has started!

Do you need to add or drop a dependent?
Do you want to waive coverage and receive a buyback payment?
Check out the details in the letter sent to your home during the week of June 5th.
Don’t forget to check online for plan information at:
http://www.rwu.edu/about/university-offices/human-resources/benefits

You are cordially invited to:
NORTH CAMPUS OFFICES OPEN HOUSE
Wednesday, July 29th from 12:00 pm to 2:00 pm
@ the North Office Building for our 4th annual open house!

Come out to meet the staff from the different offices at the North side of the Campus!
(Facilities, Human Resources, Public Safety, Capital Projects, Purchasing and Environmental Health & Safety)

Spike’s Hot Dogs (veggie dogs also available) will be served with chips and a drink! Also, we will have desserts!
2015 Employee Service Recognition Event

The valued tradition of the Employee Service Recognition Program and reception continued this year as President Farish warmly welcomed the award recipients and Division Heads. The event was held in the North Residence Hall Great Room located in the center of our beautiful campus. Each Honoree received a certificate and a gift.

One hundred and fifty one employees were invited to attend the reception in recognition of their years of service in 5-year increments as follows:

- **5 Years of Service:** 50 Employees
- **10 Years of Service:** 40 Employees
- **15 Years of Service:** 27 Employees
- **20 Years of Service:** 14 Employees
- **25 Years of Service:** 9 Employees
- **30 Years of Service:** 5 Employees
- **35 Years of Service:** 2 Employees
- **40 Years of Service:** 1 Employee
- **45 Years of Service:** 3 Employees

The Department of Human Resources would like to extend a warm thank you to the departments that assisted with organizing this event – the Office of the President, Bon Appetit, Facilities Management, Marketing & Communications, Purchasing, Special Events & Conferences, and Student Programs & Leadership. Their support and professionalism is a tribute to the core values of the University. Please enjoy some pictures of this year’s event on the last page of the newsletter!

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**Getting to know…**

Get to know a few of your fellow co-workers!

1. How long have you worked at the University?
2. What do you enjoy most about your job?
3. What do you do for fun?
4. What is your favorite food from the Dining Commons?

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**Wendy Smith, Financial Aid Assistant I**
1. 7 years
2. Working with the students
3. Shopping
4. Lower commons pizza

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**Scott Lopes, Computer Technician IV**
1. 12 years
2. Being a part of the different projects on campus
3. Watching movies
4. Upper commons hibachi

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**Joyce Whetstone, Director of Advancement Services**
1. 29 years
2. Seeing the growth in the University and working with everyone
3. Going to the beach and seeing my grandchildren
4. The soup
**RWyoU Benefit Information**

**Health Reimbursement Arrangement (HRA) – How it Works With the Blue Cross Plan**

**Who pays for the Blue Cross deductible?** The University pays for almost all of the deductible. You pay a small part of the deductible. The amount you pay is listed in your union contract or for non-union employees, you can check the HRA Summary on the HR website.

**What happens when your claim is sent to Blue Cross?** Blue Cross processes the claim and any deductible charges are sent for review and processing to London Health Administrators. Because Blue Cross processes the claim first, you may receive a balance bill from the medical provider. It’s important to make sure that the provider knows you have coverage for the deductible. You can always check the status of your claim by calling Blue Cross or setting up a user name and password and logging into your Blue Cross Account.

**What if my medical provider bills me for the deductible?** Don’t pay the bill…call or email Blue Cross Customer Service and ask about the deductible – has it been processed? You will have to pay your portion of the deductible and you will be billed for that amount once Blue Cross processes both the Blue Cross plan payment and the HRA plan payment. The Customer Service contact information is located on the back of your Blue Cross ID card. We’ve listed it below for your convenience:

**On the phone:** (401) 459-5000 or, from outside Rhode Island, 1-800-639-2227  
Monday through Friday, 8:00 a.m. to 8:00 p.m.

**On the Web:** Use secure messaging feature to send a message 24 hours a day, seven days a week. You’ll receive a reply within one business day. You can click here to send a secure message or go to the Blue Cross website and click on “Contact Us’ link.

**Questions?** Call Blue Cross Customer service or, you can also call London Health Administrators Customer Service at 401-435-4700 and select Option 3.

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**Simply Wellness Winner Announced!**

Congratulations to Grace Raposo, this year’s winner of the annual Simply Wellness Award. Grace, Secretary at the School of Business, received $500.00! Her name was drawn from a list of Simply Wellness participants who earned 500 points under the University’s wellness program.

Congratulations to all who qualified by participating in a variety of wellness programs throughout the Academic Year:

- Ana Cabral
- Joann Castro
- Tracy Cookingham
- Paula Dansereau
- Donna Flannery
- Debra Forrest
- Stephanie Gellerson
- Nancy Janitto
- Karen Lebreux
- Janet Lewis
- J. Scott Lopes
- Wendy Smith
- Carole-Lynn de Goat
- Anabela Bonanca
- Vincie Bertolino
- Rachel Sardinha
- Beverly Dupere
- Sue Contente

If you are interested in leading a healthier lifestyle, you can find out more information about the Simply Wellness program at: [http://www.rwu.edu/campus-life/recreation-fitness/simply-wellness-stafffaculty/programs](http://www.rwu.edu/campus-life/recreation-fitness/simply-wellness-stafffaculty/programs).

We’ll start again this Fall...hope to see you then!
Welcome New Employees!
Please welcome the following new employees who have joined the campus community since January 1, 2015.

**STAFF**
- Joshua Alexander – Special Assignment Coordinator
- Robert Anastasi – CE Instructor
- Martin Benvenuti – CE Instructor
- Leslie Berroa – CE Instructor
- William Blais – Building Manager
- Derek Burke – Retail Operation Attendant
- Theresa Cabral – Assoc. Controller
- Pablo Cabrera – CE Instructor
- Christopher Carrig – Head Club Men’s Lacrosse Coach
- Nicole Cartier – ACUHO I
- Andre Corvi – Utility Crew
- Cizaltina De Faria – Service Crew
- Cindy Demers – Payroll Specialist
- Steven Eng – Retail Operations Attendant
- Daryl Ford – Chief Information Officer
- Ryan Gage – Service Crew
- Michael Gubata – Culinary Prep. Cook
- Courtland Hall – Research Assistant
- Marcus Hanscom – Director of Graduate Admissions
- Melanie Iiams – Retail Operations Attendant
- Michael Jones – Custodian
- Margaretta Lima – Special Assistant
- Jessica Lovett – Culinary Prep. Cook
- Derrick Maloney – Capital Projects Manager
- Walaiporn Mearns – Staff Accountant
- Carl Pasternak – Life Guard
- Taylor Perry – Service Crew
- Antonio Pimenta – Utility Crew
- Kathryn Politano – Financial Aid Counselor
- Victor Punt – Overnight Auditor
- Mary Randazzo – Coord. of Residence Education
- Jessica Riopelle – Service Crew
- Justin Sampson – Retail Operations Attendant

**ADJUNCT PROFESSORS**
- David Balbi
- Kyle Bamrick
- Janette Bertness
- Vikram Bhatt
- Jason Cassista
- Cristina Cummings
- Julie Dascoli
- Sunny Duerr
- Elizabeth Gray
- Denise Hise
- Edward Jernigan
- Liliya Krys-Burhoe
- Richard Kuhn
- Paul Lachapelle
- Jon Marcoux
- Michael Murphy
- Samantha Richert
- Alan Ricks
- Nathan Rodriquez
- Jeremy Thibodeau
- Douglas Tondreau
- Adrianne Troia
- Jamie Uretsky
- Bradley Wester

**Human Resources welcomes your input! If you have any questions or suggestions that you would like us to include in the next newsletter, please send them to: Human_resources@rwu.edu**

Thank you!
Shape Up RI Results!

The results are in! Here are the top 5 teams for RWU:

1. Public Safety & Friends
   7,601,001 steps
2. RWU Diamonds in the Rough
   4,933,105 steps
3. Mindful Health
   3,934,838 steps
4. Good For You!
   3,114,009 steps
5. DLMK @ RWU
   2,231,799 steps

Congratulations!

Policy Corner!

Records Management Policy and Records Retention Schedule

Roger Williams University requires that University records, in all formats, be efficiently managed, retained and destroyed in compliance with academic, administrative, business and historical needs, as well as legal requirements and to optimize the use of space. To access and review this policy, please visit: [http://rwu.edu/sites/default/files/downloads/records-retention-policy.pdf](http://rwu.edu/sites/default/files/downloads/records-retention-policy.pdf).

There is also a Records Retention Schedule that outlines the particular office, department or other unit of the University that generated or received the document(s) and sets out the timeframe to retain or destroy the document according to the schedule. To access and review this schedule, please visit: [http://rwu.edu/sites/default/files/downloads/record-retention-schedule.pdf](http://rwu.edu/sites/default/files/downloads/record-retention-schedule.pdf).

You Said It!

What is your favorite movie of all time?

Mad Max
Joseph Rainville, Public Safety Officer II

Nashville
Peter Deekle, Dean of the University Library

Dancing With Wolves
Kevin LeClair, Administrative Systems Specialist

Who's Who in Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Jerome F. Williams</td>
<td>EVP for Finance &amp; Administration</td>
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<tr>
<td>Mary Correia</td>
<td>Manager of Employment</td>
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<tr>
<td>Jennifer Almeida</td>
<td>Benefits Specialist</td>
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<tr>
<td>Stephanie Luiz</td>
<td>HRIS and Compensation Assistant</td>
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<tr>
<td>Joyce Maynard</td>
<td>Manager of Compensation &amp; Benefits</td>
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<tr>
<td>Victoria Thompson</td>
<td>Human Resources Clerk</td>
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<tr>
<td>Mirlen A. Mal</td>
<td>AVP for Human Resources</td>
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<tr>
<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
</tr>
<tr>
<td>Connie Palermo</td>
<td>HR Information Systems Analyst</td>
</tr>
<tr>
<td>Flora A. Prestipino</td>
<td>Employment Coordinator</td>
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<tr>
<td>Magee Kmec</td>
<td>HR Assistant</td>
</tr>
<tr>
<td>Phone: 401-254-3028</td>
<td>Fax: 401-254-3370</td>
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PLEASE ENJOY SOME PICTURES FROM THIS YEAR’S EMPLOYEE SERVICE RECOGNITION EVENT!