

The Department of Human Resources is excited to present Volume 6, Issue No. 1 of our quarterly employee newsletter!

MAY 2nd – SAVE THE DATE! EMPLOYEE RECOGNITION RECEPTION

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GET HEALTHY – GET REWARDED

Do you know about RWU's Simply Wellness Program? You can improve your mind, body, and soul by having a healthy lifestyle.

Our Objective:

By engaging University employees with a variety of fitness and wellness programs, we hope to increase the overall well-being of individuals and productivity in the workplace. Through this initiative we are changing the mindset of our culture and cultivating a workforce that appreciates living a healthy life.

Programs Offered:

Simply Wellness provides a multitude of opportunities for employees with something for everyone! Classes are available whether or not you are a member of the Fitness Center. Listed below are some of our more popular programs being offered this spring:

- Walking Club
- Cardio Tennis
- Yoga
- Relaxation Sessions – Individual
- Ask a Nutritionist – Individual Sessions

Activities to Complete on Your Own:

Aside from the offered programs, Simply Wellness encourages you to complete activities on your own. Activities range from yearly physical, dental, and eye exams, to maintaining an exercise log. All of these activities are eligible for Simply Wellness points.

How to Get Involved:

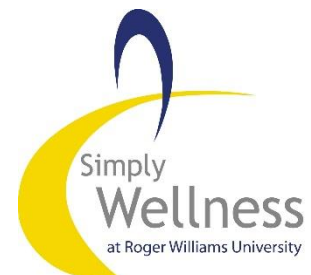
Attend programs from the list above and track your own progress from independent activities. Points are awarded for completion of activities and listed below is the point structure being implemented

- 150 Points – Leather Portfolio
- 300 Points – Fleece Pullover
- 500 Points – Fit Bit
- 600 Points – Entry into the \$500 Raffle

For More Information:

Please visit [Simply Wellness](#) for details or

*Please feel free to contact **Barry Gorman** at 401-254-5322 with any questions!*



Did You Receive Forms about your Medical Coverage for 2015 Calendar Year?

Under the Affordable Health Care Act (AHCA), there are certain reporting requirements to the Internal Revenue Service (IRS) for calendar year 2015 for both insurance companies and employers. This article is about Blue Cross, Roger Williams University and Roger Williams University School of Law requirement to provide medical coverage information.

Form 1095-B: Blue Cross/Blue Shield of RI must provide information to both the IRS and to you about who is covered under the medical plans that they offer. This information, provided on form **1095-B**, helps the IRS determine whether an individual has complied with the requirement to have health insurance coverage. The form lists the names of everyone covered under your Blue Cross account and also the number of months covered. **You will receive or may have received this form directly from Blue Cross/Blue Shield of Rhode Island.**

The information on the **1095-B** form will assist you and the IRS in establishing that you have satisfied your obligations under the Individual Mandate of the AHCA to have medical coverage that is minimum essential coverage and therefore not subject to a penalty fee. **If you have any questions about Form 1095-B, please contact Blue Cross/Blue Shield of RI Customer Service at 401-459-5000 or 1-800-639-2227.**

Form 1095-C: Roger Williams University and Roger Williams University School of Law are required to file an informational return with the IRS and a copy to you.

The information on the **1095-C** form notifies the IRS about medical insurance offers of coverage through Roger Williams University and Roger Williams School of Law and whether that coverage is affordable per IRS definitions. It is also used to determine if you are entitled to the premium tax credit if you enrolled in a plan through the Marketplace, also known as a Health Exchange. **Only your name will be listed on this form because the Blue Cross 1095-B form lists all those covered by your Blue Cross plan.**

The 1095-C form includes information about an offer of coverage, the employee cost for the lowest cost individual plan, (whether you have individual or family coverage), whether that cost was affordable and whether the plan met AHCA plan benefit requirements. The 1095-C forms were mailed to employee homes the week of January 25th. If you waived medical coverage or did not respond to an offer of coverage we are still required to provide the information to the IRS and a statement to you about the plan you could have been covered under in 2015.

If you have any questions about the 1095-C form provided by Roger Williams, please contact any of the following individuals:

Jennifer Almeida, Benefits Specialist: jalmeida@rwu.edu or 401-254-3589

Joyce Maynard, Manager, Compensation and Benefits: jmaynard@rwu.edu or 401-254-3844

Please contact your accountant or a tax advisor/service if you have any questions about the **1095-B or 1095-C form and whether the form information should be included on your tax return.**

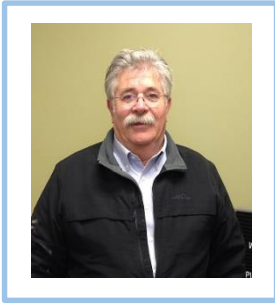




Getting to know...

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 RWU sports team will you follow this winter?



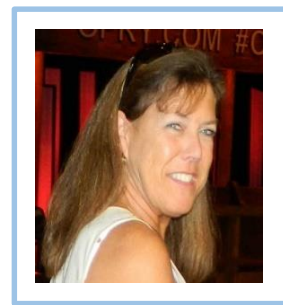
**Clifford McGovern,
Manager of Residential
Facilities**

1. 25 years
2. Students and the wonderful people I work with.
3. Cook
4. None



**Lori Medeiros,
Administrative Assistant**

1. 18 years
2. The interaction with students and getting to know them.
3. Reading and seeing plays and shows.
4. Sailing



**Tracy Cookinham,
Administrative Assistant**

1. I am currently in my 19th year.
2. The interaction with both students & staff, as well as the daily challenges that it brings.
3. I love to go for walks, kayaking in the summer, spending time with family & friends.
4. I usually just follow the sailing team, but I have started to keep up with the basketball team.

In the "Name A Pizza" Campaign, Donna Darmody is the big winner!

Congratulations to Donna Darmody of Health Services, winner of the **Name A Pizza** Campaign.

As the winner, Donna will work with RWU's chef to create a unique personal pizza and give it a special name. The pizza will be featured in the Lower Commons beginning early February through the end of March. Best of all, Donna will receive one free personal pizza per week during the promotion.

The **Name A Pizza** campaign was a big hit with over 35 new gifts to the University and RWU School of Law.

So come to the Commons and enjoy Donna's Delight...

Flatbread topped with extra virgin olive oil, roasted summer squash, fig puree, sharp cheddar cheese, arugula and a balsamic drizzle.



Welcome New Employees!

Please welcome the following new employees who joined the campus community since September 2015.

STAFF

Justin Almeida – Culinary Preparation Cook
 Nicholas Ambrose – Culinary Preparation Cook
 Sarah Bernier – Learning Commons Desk Monitor
 Chad Borges – Retail Operation Attendant
 Alberto Botelho – Culinary Preparation Cook
 Katharine Boynton – Assistant Athletic Trainer
 Molly Brigan – Annual Giving and Phonathon Supervisor
 Mary Bubar - Assistant Director of Admission, Coordinator of Transfer Admission
 Adrienne Burke – Financial Aid Assistant I
 Stephen Cantine – Associate Dean/Director of the Career Center
 Nicola Carcieri – Continuing Education Instructor
 Jennifer Castriotta – Admission Reader
 Sari Cattoni – Assistant Coach Men’s and Women’s Swimming & Diving
 Steven Como – Continuing Education Instructor
 Lindsay Croteau – Human Resources Representative
 Joao DaPonte – Utility Crew
 Dena Davis – Continuing Education Instructor
 Nicholas DeCastro – Assistant Athletic Trainer
 Jeanne DiPretoro – Admission Reader
 Megan Dumaine – Admission Reader
 Jennifer Dunseath – Assistant Vice President of Institutional Research
 Makayla Foster – Culinary Preparation Cook
 Reana Garcia – Head Club Coach Cheerleading
 Michael Gill – Public Safety Officer
 Tony Goncalves – Utility Crew
 Alex Gourlay – CEED Aquarist
 Katie Graffum – Assistant Director of Housing
 Lyric Guay – Culinary Preparation Cook

Jillian Hamlin – CEED Assistant Aquatic Diagnostic Technician
 Elliot Hardy – Admission Counselor
 Robert Holmberg – Aquarium Trade Data Research Assistant
 Everett Jacobs – Utility Crew
 Laura Kajan – Admission Reader
 Thomas Kilday – Continuing Education Instructor
 Daria Kreher – Continuing Education Instructor
 Alec Labine – Technology Services Specialist
 Kathleen Lambert – Culinary Preparation Cook
 Jose Lima – Utility Crew
 Samantha Maini – Continuing Education Instructor
 Herman Martin – Culinary Preparation Cook
 Mercedes Matos – Technology Services Specialist
 Maura McConahay – Director of Enrollment Systems and Operations
 Alexis Medeiros – Retail Operation Attendant
 Angela Medeiros – Student Recruiter
 Debra Morais – Continuing Education Instructor
 Susan O’Brien – Nurse Practitioner
 Christopher O’Keefe – Admission Reader
 Kerry Oliveira – Retail Operation Attendant
 Matthew Paquin – Technical Director of Performing Arts
 Timothy Pelletier – Senior Laboratory Technician
 Rachel Pereira – Service Crew
 Zelia Pereira – Service Crew
 Abigail Preston – Assistant Coach Sailing
 Kenneth Rassler – Continuing Education Instructor

Tracey Rezendes – Assistant Director of Financial Aid
 Carol Ricker – Tutor
 Christopher Santilli – Corporate Relations Officer
 John Santillo – Culinary Preparation Cook
 Michelle Saunders – Continuing Education Instructor
 Paisley Seward – Retail Operation Attendant
 Victoria Smith – Retail Operation Attendant
 Kyle Sousa – Retail Operation Attendant
 Herbert Spriggs – Culinary Preparation Cook
 Jason Tower – Head Coach, Baseball/Equipment Manager
 Adam Trindade – Utility Crew
 Timothy Viveiros – Catering Service Attendant Lead
 Brent Waters – Culinary Preparation Cook
 Juan Wilson – Student Recruiter

ADJUNCT PROFESSORS

Stephen Carlotti
 Elizabeth Colagiovanni
 Charles Dassance
 Nicanor Figueroa
 Dona Goldman
 Robert Lachapelle
 Joseph Marocco
 Robert McCreanor
 Monica Motta
 Eldon Porter
 Jason Rhodes
 Robert Seltzer
 Robert Shields
 John Simonian
 Vanessa Volz

HAVE YOU HEARD?

That there is free on line training from E4 Health? E4 Health is our employee assistance program provider. You might think that they only provide free, confidential counseling for employees and family members that is part of the RWU benefits package. However, E4 Health also has many on line classes for work, family, financial well being and self improvement that are free...

- Making Tax Returns Less Taxing
- Bullying and Social Media
- What to Look Out For as Our Loved Ones Age
- The Importance of Having a Will
- Communicating in Relationships: 5 Steps to the Best Fight Ever

For More Information Visit:

www.helloe4.com

Username: rwu
Password: guest



FLEXIBLE SPENDING DEPENDENT CARE REMINDER.....

If you have a dependent care flexible spending account (FSA), then each year a letter from your dependent care provider has to be sent to London Health Administrators. The letter should be on the dependent care provider's letterhead and include:

- + *Dependent's Name*
- + *FSA Member Name*
- + *Dependent Care Provider's Name and Address*
- + *Dates of service*
- + *Cost and Frequency (Bi-Weekly, Monthly, etc.)*

Once you have sent your letter to London Health Administrators you may either:

1. Continue to be reimbursed dependent care charges directly into your bank account or
2. Submit a Dependent Care Reimbursement form to London Health Administrators, 40 Commercial Way, East Providence, RI 02914. The form is on the HR website.

Visit the HR website for a sample dependent care provider letter that you can give to your dependent care provider. You may set up direct deposit reimbursement by creating an account on the Blue Cross website: <https://www.bcbsri.com/> or, if you do not have Blue Cross coverage through Roger Williams, then you set up your FSA Account through this website: www.mywealthcareonline.com/bcbsri.

You Said It!

What is your favorite movie of all time?



"Saving Private Ryan"
Steven Melaragno
Director of Public Safety



Toss-up between "Seven" & "Sweeney Todd"
Patricia Pardini
Administrative Assistant



"The Quiet Man"
Russell Maynard
Mail and Copy Center Clerk

Who's Who in Human Resources?

Jerome F. Williams EVP for Finance & Administration	Joyce Maynard Manager of Compensation & Benefits
Flora A. Prestipino Manager of Employment	Marco Pais Manager of HR Information Systems
Jennifer Almeida Benefits Specialist	Connie Palermo Senior HRIS Analyst
Stephanie Luiz HRIS and Compensation Assistant	Lindsay Croteau Human Resources Representative

RIHETC PROFESSIONAL DEVELOPMENT TRAININGS

The Rhode Island Higher Education Training Consortium (RIHETC) spring learning events are now live and open for registration. The RIHETC is a consortium of area colleges and universities offering comprehensive programs designed to address mutual needs within the member institutions at affordable costs.

You can access the RIHETC website at: <https://sites.google.com/site/rihetcmembers/2016-spring-programming>. Select the spring 2016 Workshop Calendar of Training Programs to register for a workshop. There is a minimal fee for each workshop.

Below is the list of the workshops that are being offered:

Topic: Critical Thinking and Problem Solving	For additional details or to register, click HERE
When: Tuesday, March 1, 2016	Time & Location: 9:00 am-12:00 pm, Providence College, Providence, RI
Topic: Become a Strategic Thinker - for <u>Managers</u>	For additional details or to register, click HERE .
When: Monday, March 21, 2016	Time & Location: 9:00 am-12:00 pm, Brown University, Providence, RI
Topic: Running Effective Meetings	For additional details or to register, click HERE .
When: Monday, April 4, 2016	Time & Location: 9:00 am-12:00 pm, Providence College, Providence, RI
Topic: Recognition Goes a Long Way	For additional details or to register, click HERE .
When: Friday, April 8, 2016	Time & Location: 9:00 am-1:00 pm, RI School of Design, Providence, RI
Topic: Time Management	For additional details or to register, click HERE .
When: Monday, April 11, 2016	Time & Location: 9:00 am-12:00 pm, Providence College, Providence, RI
Topic: Understanding the Generations	For additional details or to register, click HERE .
When: Tuesday, April 26, 2016	Time & Location: 9:00 am – 11:30 am, Bryant University, Smithfield, RI
Topic: Managing Difficult Conversations	For additional details or to register, click HERE .
When: Wednesday, April 27, 2016	Time & Location: 9:30 am-3:30 pm, RI Salve Regina University, Newport Campus
Topic: MBTI: Determine Your Best Fit Type	For additional details or to register click HERE .
When: Thursday, May 5, 2016	Time & Location: 9:00 am-12:00 pm, Community College of RI Flanagan Campus, Lincoln, RI
Topic: Appreciating Your Strengths (Strengths Finder)	For additional details or to register, click HERE .
When: Thursday, May 26, 2016	Time & Location: 9:00 am-12:00 pm, Bryant University, Smithfield, RI

February 2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107	3 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109	4	5	6
7	8	9	10 Cholesterol Awareness 1:00pm - 2:00pm Rec Center Conference Room	11	12 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107	13
14	15	16 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109	17	18 Healthy Meal Planning On A Budget 12:00pm - 1:00pm Providence Campus Room 302	19	20
21	22	23	24 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107 Individual Relaxation Technique Sessions 10:00am - 2:00pm Rec Cntr.	25	26	27
28	29					

Attend 8 sessions of any Fitness Center Classes you choose from February 1st through February 29th and you will be awarded **50 HIP Points**. Sign-in sheets will be at all classes from 6am to 5pm. Once you have logged 8 classes points will be rewarded.

March 2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1	2 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109	3 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107	4	5
6	7	8	9	10	11	12
13	14	15 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107 Walking Club 12:00pm - 1:00pm Rec. Center	16 Strengthening for Better Help 12:15pm - 12:45pm Rec. Center Conference Room	17	18	19
20	21	22 Walking Club 12:00pm - 1:00pm Meet in front of the Rec. Center	23	24	25	26
27	28 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107	29 Walking Club 12:00pm - 1:00pm Meet in front of the Rec. Center	30	31		

April 2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	2
3	4	5 Cardio Tennis 12:00pm - 1:00pm Tennis Courts NCRH	6 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109 Ask a Nutritionist 10:00am - 2:00pm Rec. Center Conference Room	7	8	9
10	11	12 Cardio Tennis 12:00pm - 1:00pm Tennis Courts NCRH	13	14 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH G07 Relationship Management Seminar 12:00pm - 1:00pm	15	16
17	18 Fad Diets Don't Work – Evidence Based Weight Loss 1:00pm - 2:00pm Rec. Center Conference Room	19 Cardio Tennis 12:00pm - 1:00pm Tennis Courts NCRH	20	21	22	23
24	25	26	27	28	29 Valic 1 on 1 Meetings 8:00am - 5:00pm GHH 107 Simply Wellness Workout Log Due	30

May 2016

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 Employee Recognition Reception 2:00pm - 3:00pm NCR Hall	3	4 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109	5	6	7
8	9	10	11 Valic 1 on 1 Meetings 8:00am -5:00pm GHH 107	12	13	14
15	16	17 TIAA-Cref 1 on 1 Meetings 8:30am - 5:00pm GHH 109	18	19	20	21
22	23	24 Valic 1 on 1 Meetings 8:00am -5:00pm GHH 107	25	26	27	28
29	30	31				