



RWyou Resource

HR newsletter for and by the employees of
Roger Williams University

Volume One - Issue One

The Department of Human Resources is excited to present to you this new employee newsletter! You are an important member of the University community; as such, it is our goal to continue to improve our services, to engage you, and to provide you with information on all of the programs that are available to you!

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University Simply Wellness Program: What's New?

For starters, there are two new Simply Wellness Program Co-Coordinators: Neil Caniga and Sean Livingston. Neil Caniga has been with the University since August 2009 as the Head Men's and Women's Tennis Coach. Sean Livingston has been with us since August 2004 as our Head Men's and Women's Cross-Country & Track and Field Coach. Together, they will provide a unique, winning approach to this job sharing role opportunity.

Now to get back to you! What does the University do to promote your well-being?! Simply Wellness has a Health Incentive Program, commonly referred to as HIP, that allows employees to earn points for taking part in worksite wellness programs, events, and activities. This is designed to improve the overall health and lifestyle of RWU employees by strengthening the mind, body, and soul. All programs are worth 50 points: for every 100 points you earn, you win a prize! And even better, when you reach 400 points, you are entered into a drawing for a \$500 grand prize! As a member of HIP, you can track your program participation, check the points you have earned towards prizes so far, and find out about upcoming Simply Wellness programs.

To become a member in HIP, you must have a registered HIP card. If you have not obtained one yet, you can do so by emailing simplywellness@rwu.edu. Once you are a member, you will complete a Personal Health Assessment, PHA, before you begin receiving points. You can do this on the Simply Wellness website under the Resources & Forms tab. The campaign code for the PHA is RWU2010.

Want to know what Simply Wellness events are around the corner?

- **Stride** - Tuesdays, March 22nd - April 26th from 12 pm to 1 pm (Meet in Rec Center Foyer)
- **Smoke Free Seminar** - Monday, April 11th from 1 pm to 1:45 pm (Rec Center Conference Room)
- **Cardio Tennis (New!)** - Mondays, April 11th - April 25th from 12 pm to 1 pm @ the Tennis Courts
- **CPR/AED Certification** - Thursdays, April 14th – April 28th from 12 pm to 1 pm (Rec Center Conference Room)
- **Stress Management** - Monday, May 2nd from 12 pm to 1 pm (Rec Center Conf. Room)

Upcoming Simply Wellness Programs & Events - (See the Printable Calendar on pgs. 5 & 6)

What's New on HR's Website...

Have you checked out our **Bridge to Bristol Bargains** link? You can find it under the Employment link at the top of the webpage. Over 30 community participants have agreed to offer discounts to RWU faculty, staff and students! Please show your RWU card to take advantage of these great offers. Our newest participants are the Herreshoff Marine Museum / America's Cup Hall of Fame which will reopen on April 30th, 2011. Present your RWU ID and enjoy Student Admission rates: \$4 + 10% OFF in the Museum Shop, 10% OFF Adult Sailing Class, Private Sailing Sessions, and Family Sailing Sessions. Newly added is the Children's Workshop, which provides Rhode Island and Massachusetts with quality, affordable child care. With 15 locations, there's one close to you!

Employee Spotlight: Cheryl Francis



Cheryl is the Grant and Compliance Specialist for MNS and the "keeper of the checkbook" for FCAS and MNS grants.

If you go into the Marine and Natural Sciences Building, you will find Cheryl Francis busy working for the Feinstein College of Arts and Sciences. Cheryl worked at CCRI in Warwick before coming to Roger Williams University in 2005. Cheryl earned her both her Bachelor's and Master's Degrees in Public Administration here at RWU.

She is now the Grant and Compliance Specialist for MNS. She's the "keeper of the checkbook" for FCAS and MNS grants. Another one of her responsibilities is to oversee the compliance unit of the Institutional Animal Care and Use Committee (IACUC). This includes increasing campus awareness of our role in keeping the University compliant with Animal Welfare Act regulations; coordinating training of all students, faculty and staff who are working with vertebrates; and, of course, maintaining records of approved vertebrate research protocols.

Outside of her assigned University duties, Cheryl is the RWU representative to the American Council on Education- Office of Women in Higher Education. She accepted this role in 2008. Since 1973, the OWHE has been committed to the advancement of women leaders in higher education. OWHE has provided information and counsel to constituencies within the higher education community regarding policies, issues, education and research that influence women's equity, diversity, and advancement. In 2002, a Rhode Island Chapter was formed (RIWHE). Cheryl is the point of contact between RWU and the RIWHE. She provides information to the University regarding Chapter happenings and vice versa. New members from the RWU community are welcome! The next event will be held on Friday, April 22, 2011 from 12 pm - 4 pm at Johnson & Wales University, Culinary Arts Museum. If you are interested and would like more information about RIWHE, please contact Cheryl at cfrancis@rwu.edu.

Social Security

Employees who attended the Social Security seminar in February learned what they didn't know about benefits, eligibility and payments. Some of the important facts we learned:

- ✦ **Disability benefits are difficult to qualify for** and almost always denied. Appealing denials is very common. Once denied, it can take up to a year for disability benefits to be approved. For many employees, that was a surprise. Imagine not having any income for a year?
- ✦ **Retirement benefits may be paid to a former spouse** if married for at least 10 years. This does not reduce your benefits but it is something you need to be aware of when you apply for benefits.
- ✦ **Retirement benefits are reduced by income** you receive before your full retirement age. Your full retirement age depends on your year of birth. However, *when* you retire in a calendar year may limit this reduction.
- ✦ **Medicare Part B – Enroll as soon as you are eligible** and avoid the 10% premium increase for each year you do not enroll!



Employees get personalized attention and answers from Natalie Sowersby (L) of the Providence Social Security Office.

To learn more, use the easy and informative tools at:

Estimate retirement, disability and survivor benefits: www.socialsecurity.gov/planners

Find out what benefits you can apply for: www.socialsecurity.gov/best

Upcoming Professional Development Trainings

Interview and Selection Training

*This program is geared to assist managers in developing interview and selection skills that yield the best qualified candidates and ultimately the most productive employees. Provided by the Employment Group, this program will guide you through all of the steps and teach you strategies for hiring and retaining top talent.

- ✚ Date and Time: April 5th, 10 am -11:30 am and April 7th, 2 pm – 3:30 pm; Location: Global Heritage Hall Room 119

Plan/Prepare/Present: Painless Performance Appraisal

* This program goes beyond "filling out the form". Learn how to make the process work for both you and your employees.

- ✚ Date and Time: April 13th, 9am - 10:30am
Location: GHH 119
- ✚ Date and Time: April 13th, 3:00pm - 4:30pm
Location: CAS 222
- ✚ Date and Time: April 21st, 9am - 10:30am
Location: NCRH 219
- ✚ Date and Time: April 21st, 3:00pm - 4:30pm
Location: CAS127

Welcome New and Returning Employees!

Please welcome the following new and returning employees who joined the campus community in January, February and March 2011:

Ellen Almeida - Controllor
 Bruce Ayres - Prep Cook
 Christopher Bailey - Assistant Director
 Suzanne Barnes - Chief Information Officer
 Charles Connolly - Temporary Custodian
 Nicole Dyszlewski - Reference Librarian (SOL)
 David Giarrusso - Asst. Baseball Coach
 Matthew Griffin – Shellfish Restoration Field Tech
 Michelle Greim - Interim Head Co-Ed Equestrian Coach
 Tara Harrington - Major Gifts Officer
 Christa Harris - Asst. Softball Coach
 Victoria Hope - Service Crew
 Lisa Iancin – Assistant Softball Coach
 Erin Isabella - Executive Director of Leadership Giving
 Deborah Johnson - Director of Diversity & Outreach/Coord. of Int'l Programs (SOL)
 Joao Lopes - Utility Crew
 Stephen McDonald - Prep Cook
 Brian McGrath - Major Gifts Officer
 Mary Jane Milner - Interim Head Coach - Women's Lacrosse
 Cheryl Mullen – Administrative Assistant
 Bart Mispelblom-Beyer - Visiting Professor
 Kelly Mitchell - Public Safety Officer
 Pamelee Murphy - Asst. General Counsel for Labor & Employment
 Michael Noah - Prep
 J. Rogers O'Neill - Interim Registrar
 Robert Robertson - Dean of Graduate Programs & Director of RWU Online
 Amanda Robinson - Cash Ops

Rachel Sardinha - Medical Receptionist
 Tamera Thomas – Asst. Track & Field Coach
 Samantha Teves - Asst. Softball Coach
 Christopher Vento - Prep
 Michael Vieira - Admissions Regional Representative
 Brent Waters - Utility Crew

ADJUNCT PROFESSORS

Fred Baechtold
 Paul Boisvert
 James Casey
 Molly Cote - SOL
 James Fasy
 Jessica Fry
 Jeffrey Hanna
 Charles Hartman
 Thomas Holstein
 Elizabeth Howort
 Eric Jacobs
 Ahmed Lobad
 Thomas Madden - SOL
 Edward Magro
 Carney Maley
 Kelly McElroy- SOL
 John McMahon - SOL
 Grace Medeiros
 Chandra Middleton - SOL
 Jay Miller - SOL
 Cathleen Moniz
 Ashley Phenix
 Thomas Quinn - SOL
 Dianalynn Saccoccio
 Genoa Shepley
 Patricia Sullivan - SOL
 Scott Wade

The Chronicle's Great Colleges to Work For Program

Have you completed the Employee Survey for The Chronicle's Great Colleges to Work For Program 2011 yet?

Our institution is participating in The Chronicle's Great Colleges to Work For Program, a study designed to gather benchmarking data within higher education and to recognize institutions that have built great workplaces. Part of the program involves an employee survey distributed to a random sample of each institution's full-time faculty, administrators and professional staff. An invitation to take this survey was distributed to a random selection of our employees on March 21, 2011. ***The deadline to complete the survey is Friday, April 15, 2011.***

Human Resources wants to extend a thank you to those of you whom have already completed the survey. We appreciate you taking the time to share your views and opinions. If you have not yet completed the survey, please take a moment to do so. The results will be factored into the overall scoring process that will ultimately determine the institutions recognized. The *Chronicle* will publish the findings this summer in a special Academic Workplace supplement.

Thank you, in advance, for your participation. Our goal is to be named for the third year in a row. Please contact Mirlen Mal, Assistant Vice President for Human Resources at 254-3028 if you have any questions.

Look out for the next Social Network Event sponsored by the Department of Human Resources! This is an event where new employees and current employees can gather to meet and build cross-campus connections. The next one will be held on Thursday, May 12th from 12:00 pm – 1:00 pm at Rec. Center Conference Room 237.

Have you heard?
About the New Benefit...

Keeping our family finances strong and healthy is a worthy goal. Taking precautions such as putting money into a rainy day fund, saving for college and retirement and purchasing life insurance are common actions we take to protect and secure our financial well-being.

One of the areas that is sometimes overlooked is disability coverage. What happens if we become disabled? We like to believe that we will be healthy and that unfortunate accidents won't happen to us. However, you don't know what the future holds.

Roger Williams provides several disability plans but is it enough for your needs? A week ago you received a personalized disability kit that illustrates the income gap you may have if you become disabled. This kit is for a supplemental long term disability plan that you can enroll in at discounted rates and with no medical restrictions to be accepted for coverage.

To learn more and review your personalized kit, attend a meeting on April 6th, 12th or 14th with Larry Reed, Disability Plan Coordinator, or contact Larry at: 1-800-848-4421 or lreed@risk-strategies.com.

FAQs

Question: When can I add my child to my Roger Williams medical and dental plan who is older than age 24 but not yet age 26?

Answer: *The Health Reform Act requires that MEDICAL coverage be offered to dependent children of employees who are older than age 19 but not yet age 26 without their being required to be a student. For Roger Williams, this will become effective on July 1, 2011 for children of employees who are not currently covered by the MEDICAL plan. The Health Reform Act does not require that dental coverage be offered to dependent children who are older than age 19 but not yet 26. The DENTAL plan DOES allow for dependents age 19 to 24, who are part or full time students, to be enrolled in the plan.*

Question: Is new employee orientation mandatory and when is it offered?

Answer: *Yes, new employee orientation is mandatory for all new hire employees. It is offered the last Monday of every month. You'll learn more about the campus community including the history of RWU, senior leadership, parking, unicard, environment health and safety, emergency preparedness, policies and procedures, Simply Wellness programs including gym membership and all of the benefits that are offered to you as a new employee.*

Question: How do I check my vacation and sick leave balance?

Answer: *Go to <http://kronos.rwu.edu> enter in your user name and computer log-in and password. Click on "My Information" tab. Select "My Reports" and then select "Accrual Balances and Projections" report.*

You Said It!

What is your favorite part of the campus?



All of it! - Frank Coto, Facilities



Everyone on campus. - Kay Neves, Conferences



The view of the water behind GHH. - Dr. Jason Jacobs, FCAS

Who's Who in Human Resources?

Jerome F. Williams Senior Vice President for Finance & Administration	Mirlen A. Mal Assistant Vice President for Human Resources
Jennifer Duclos Manager of Employment	Marco Pais Manager of HR Information Systems
Melissa Enos HR Assistant II	Connie Palermo HR Information Systems Analyst
Kimberley Koper HR Assistant I	Flora A. Prestipino Employment Coordinator
Joyce Maynard Manager of Compensation & Benefits	Sandra Schaefer Senior Benefits Specialist

April 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDA	SAT
					1	2
3	4	5 Stride Walking Group 12:00 pm-1:00 pm Depart from Rec Center Foyer Interview and Selection Training 10:00 am-11:30 pm GHH 119	6 Supplemental Long-Term Disability Insurance Session 11:00am - 12:00pm; 1:00pm - 2:00pm; 4:00pm - 5:00pm LAW279 1x1Supplemental LTD Insurance Meetings 12:00 pm - 5:30pm LAW268A	7 Interview and Selection Training 2:00 pm-3:30 pm GHH 119	8	9
10	11 Smoke Free Seminar 1:00 pm – 1:45 pm Rec Center Conference Room Cardio Tennis 12:00 pm-1:00 pm Tennis Courts	12 Stride Walking Group 12:00 pm-1:00 pm Depart from Rec Center Foyer Supplemental Long-Term Disability Insurance Session 11:00am - 12:00pm SE126 1:00pm - 2:00pm SE115 4:00pm - 5:00pm SE126 1x1 Supplemental LTD Insurance Meetings 12:00pm - 5:30pm GHH109	13 Plan/Prepare/Present: Painless Performance Appraisal 9:00 am - 10:30 am GHH 119 3:00 pm - 4:30 pm CAS222	14 Supplemental Long-term Disability Insurance Session 9:00 am – 10:00 am Location: Metro Ctr 135 1x1 Supplemental LTD Insurance Meetings 10:00 am – 10:30 am Metro Center 135 CPR/AED Certification 12:00 pm – 1:00 pm Rec Center Conference Room (RCCR)	15	16
17	18 Cardio Tennis 12:00 pm-1:00 pm Tennis Courts	19 Stride Walking Group 12:00 pm-1:00 pm Depart from Rec Center Foyer	20	21 Plan/Prepare/Present: Painless Performance Appraisal 9:00 am - 10:30 am NCRH219 3:00 pm-4:30 pm CAS127 CPR/AED Certification 12:00 pm – 1:00 (RCCR)	22	23
24	25 Cardio Tennis 12:00 pm-1:00 pm Tennis Courts	26 Stride Walking Group 12:00 pm-1:00 pm Depart from Rec Center Foyer	27	28 CPR/AED Certification 12:00 pm – 1:00 pm (RCCR)	29	30

May 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 Due Today: Benefit Enrollment Form Last day to enroll in Supplemental Long Term Disability Plan Stress Management 12:00 pm - 1:00 pm Rec Center Conference Room	3	4	5	6	7
8 Mother's Day	9	10	11 Save for Tomorrow, Start Today Make the Most of Your Financial Future 12:00 pm – 1:00 pm Library Mary Tefft White Room	12 Employee Social Networking Event 12:00 pm – 1:00 pm Rec Center Conference Room 237	13	14
15	16	17	18	19 Retirement Enrollment Meetings 9:00 am to 10:30 am; 2:30 pm to 4:00 pm GHH 300	20	21 Commencement
22	23	24	25	26	27	28
29	30 Memorial Day	31				