

IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Conflict of Interest Annual Disclosure Process Opens February 1

The Conflict of Interest annual disclosure process for faculty and staff launches February 1 in eDisclosure. All eligible faculty and staff will receive an email with a personalized link to the eDisclosure system and instructions for completing the disclosure form. We participate in this process annually to understand what outside activities faculty and staff are engaged in that may relate to their Northwestern roles and responsibilities, and to demonstrate that business decisions are made with the highest ethical standards.

Key dates: The annual disclosure will open in eDisclosure on February 1. Disclosures must be submitted by March 1. Completion of manager reviews is requested by April 15.

HR Administrators: Please make sure that the COI approvers listed in myHR are correct for staff in your unit. Staff members' disclosures are routed for review in eDisclosure based on who is listed as the person's COI approver in myHR. COI approvers are usually one's manager or the manager's designee. Please refer [here](#) for guidance in checking (and updating, if required) employees' COI approvers in myHR.

Your cooperation is appreciated. If you have questions, please contact the Northwestern Conflict of Interest Office at nucoi@northwestern.edu or 847-467-4515.

[READ MORE](#)



Click the image to learn about conversation roles and responsibilities

You've made resolutions, now check in on goals!

Performance Excellence is a year-round experience, which is most successful when both staff and supervisors engage in conversations throughout the year. As 2019 begins, talk together about what's most important to ensure alignment and efficiency.

Tools and guides to support conversations and tracking

Conversation aid:	<u>Check-in conversation guide & template</u>
myHR Learn system guide:	<u>Record a check-in conversation</u>
myHR Learn system guide:	<u>Track progress toward your goals</u>
myHR Learn system guide:	<u>Upload attachments</u>

LEARN MORE ABOUT PERFORMANCE EXCELLENCE

Preparing for Your 2018 Form W-2 and Form 1095-C

Your Northwestern 2018 Form W-2 and Form 1095-C will be mailed to your home address on file in myHR by January 31. Please review and update, if necessary, your home address details in [myHR](#) no later than 5 p.m. January 3 to enable timely delivery of your 2018 tax materials.

Call for Nominations: Service Excellence Awards



Northwestern University staff members will be honored at the quarterly Service Excellence luncheon on February 6. Please visit the [Employee Recognition web page](#) to learn more about the Service Excellence nomination process. Completed nominations may be sent to the [HR Employee Recognition](#) team.

LEARN MORE



Happy 2019 from the Learning & Organization Development Team!

Ring in the New Year by enrolling in a professional development course. [Preview our upcoming courses.](#)

Leadership Development for Managers:

[Art of Interviewing*](#) | January 29 | Evanston campus

Professional Development for all Contributors:

[New Employee Orientation Part 2*](#) | January 18 | Evanston campus

Performance Excellence:

**no charge to schools/units*

Questions or comments? Contact us at workplace-learning@northwestern.edu.

Tuition Benefits Online Information Session

The Northwestern University School of Professional Studies (SPS) and the Human Resources Benefits team will host an online information session for benefits-eligible Northwestern University employees on Wednesday, January 23, from noon to 1 p.m. The session will explain how to take advantage of your employee educational assistance benefits through the part-time, evening, and weekend undergraduate, post-baccalaureate, professional development, graduate and advanced graduate programs available through the School of Professional Studies.

Academic, admission and student services representatives from SPS and representatives from the Human Resources Benefits team will be available to answer your questions.

[Click here to register online.](#)

WELL-BEING

Work/Life & Family Resources

Childcare Fee Assistance

As a reminder, Work/Life & Family Resources began accepting child care fee assistance applications for the 2019-2020 school year on January 2. Applications are accepted on a rolling basis, and are first come, first served. Please apply early. [Visit the Fee Assistance page for eligibility requirements and further information.](#)

It's Time to Start Planning for Summer (Camp)

It might be hard to believe, but summer is just a few short months away, and camp application deadlines are fast approaching! Get a head start on your summer camp planning by visiting the [Work/Life & Family Resources website](#) for information and connections to local summer camp resources.

Are you considering summer camp for your children, but don't know where to start? Contact Northwestern's dedicated childcare specialist, [Kanella Rebapis, at Action for Children of Illinois](#) for summer care and camp resources and referrals.

Senior and Adult Care - Onsite Caregiver Support Program

Register for the January Senior & Adult Caregivers' Group with [Stephanie Gerberding, LCSW](#), from Care.com:

Date	Time	Location	Room	RSVP
Wednesday, January 9	Noon - 1 p.m.	Evanston	Norris Center Chicago Room (103)	RSVP

Register for January Senior & Adult Care 1:1 Consultations with [Stephanie Gerberding, LCSW](#), from Care.com:

Date	Time	Location	Room	RSVP
Thursday, January 10	10 - 11 a.m.	Evanston	Norris Center Chicago Room (103)	RSVP
Thursday, January 10	2 - 3 p.m.	Evanston	Norris Center Chicago Room (103)	RSVP

Contact worklife@northwestern.edu for more information.

FY 2019 Work/Life Workshops for Schools and Departments

Host a free [workshop](#) on a work/life or social/emotional topic at an upcoming meeting for your school or department. The Work/Life & Family Resources team can help you coordinate, schedule, and plan a workshop to help your school or department meet its goals in FY 2019. Topics include:

- Building Resilience: Your Best Weapon against Stress
- Emotional Intelligence
- Navigating the Seas of Organizational Change
- The Multi-Generational Workplace, and many more!

Please contact worklife@northwestern.edu to request a catalog of topics.



Did You Know?...You Have Access to Free Short-term Counseling

The Employee Assistance Program (EAP), a program for faculty, staff and household family members, has a variety of resources, including free short-term counseling. You can receive 10 counseling sessions per life issue with a local, licensed counselor or unlimited, 24/7 telephonic counseling. For assistance contact 855-547-1851. [Learn more](#) or read the [FAQs](#).

Counselors can help you with:

- Everyday needs and life events
- Relationship/marital concerns
- Workplace concerns
- Anxiety and stress
- Family issues
- Coping with a serious illness
- Sleeping difficulties
- Loss of a loved one and much more...

The EAP also provides additional resources, such as telephonic life coaching and a free 30-minute consultation with a legal professional to discuss legal and financial

Blue Cross & Blue Shield Fitness Program: Enrollment Fee Waived



For the month of January, the BCBS Fitness Program will waive the \$25 enrollment fee for employees enrolled in a Northwestern-sponsored BCBS medical plan, as well as their covered dependents age 18 and older.

Features of the Fitness Program include:

- * \$25 per month membership
- * No long-term contract
- * Access to 10,000 participating facilities nationwide
- * Access to discounts through a nationwide Complementary and

Alternative Medicine (CAM) network of 40,000 health and well-being providers such as massage therapists, personal trainers and nutrition counselors

Enter coupon code, **NUYOURLIFE**, at checkout to qualify for the waived enrollment fee. [Read additional information about the program and how to register.](#)

New Program! YourLife Wellness Grants

YourLife Wellness Grants is a pilot program sponsored by YourLife within the Human Resources Benefits team. YourLife seeks to create and sustain a culture that educates, motivates, and empowers faculty and staff to adopt and maintain healthy lifestyles. Taking responsibility for your health and well-being is vital to getting the most out of your life and making valuable contributions to the mission of the University.

The intent of providing the wellness grants is to help support the well-being of faculty and staff by providing funding for wellness activities, events, and/or space.

- Grants ranging from \$250 - \$500 will be awarded each quarter.
- Grants are to address at least one of the following domains: physical, emotional, or financial wellness.
- Supervisor support will be required.

More information will be shared in the February HR Newsletter.

YourLife Fitness Classes: Winter 2019

Each quarter YourLife and Northwestern Recreation co-sponsor free exercise classes on the Evanston and Chicago campuses. These on-site group exercise classes support Northwestern's ongoing objective of promoting faculty and staff health and well-being. Join us for a class this quarter!

[Evanston schedule](#)

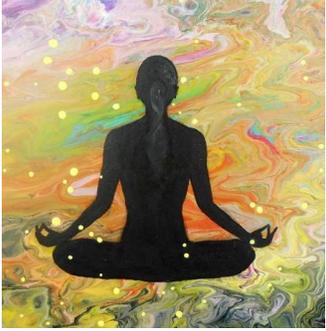
[Chicago schedule](#)

Nutrition Consultations

Sign up for a one-on-one consultation with Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN). Vicki will assist you with setting realistic nutrition goals and provide motivational tips. These 30-minute consultations are free for Northwestern faculty and staff. View the [Winter 2019 schedule](#) to learn about scheduling a consultation. You are encouraged to schedule follow-up consultations as needed.

Mindfulness Meditation

Join YourLife for meditative practices with Elizabeth



Tuckwell in Chicago on Tuesdays and with Eric Budzynski on Fridays in Evanston. The benefits of meditation include reducing stress, improving concentration and increasing happiness. No previous experience is necessary.

Chicago: Tuesdays, 1:30 p.m. - 1:55 p.m., Abbott Hall Women's Center Suite 1400

Evanston: Fridays, 12:15 p.m. - 12:45 p.m., Parkes Hall, Room 204

Mindfulness-based Stress Reduction Course

Facilitated by MBSR teacher Eric Budzynski of Religious & Spiritual Life,

Mindfulness-Based Stress Reduction (MBSR) is a program designed to guide participants into cultivating a practice of mindfulness through techniques of body awareness, sitting and walking meditation, and mindful movement.

Mindfulness is the experience of developing particular awareness to the present moment without judgement. MBSR fosters comprehensive personal wellness including an increase in emotional resilience and management of stress, anxiety, and pain. Pioneered by Dr. Jon Kabat-Zinn in 1979, MBSR is considered the gold standard in teaching mindfulness in secular group settings and is routinely shared in schools, hospitals, and businesses as a practical way to seek a contemplative path.

8-week program:

- Wednesdays, January 23 - March 13, 5:30 p.m. - 8 p.m.
- All-day Silent Retreat: Saturday, March 2, 9:30 a.m. - 4 p.m.
- Location: Parkes Hall, 1870 Sheridan Rd
- Tuition: Employees \$195, Students \$100, Public \$295 (need-based scholarships are available for students and staff)
- Tuition includes a yoga mat and a copy of John Kabat-Zinn's Full Catastrophe Living

For more information, contact e-budzynski@northwestern.edu or visit bit.ly/mindfulnessnu.

YourLife Mailing List

[Join the YourLife mailing list](#) to stay up-to-date about upcoming events.

Northwestern University



NORTHWESTERN OFFICE OF HUMAN RESOURCES