HR News Letter - September 2019

Important Action Items & Announcements

**HR has a new Payroll and Tax Manager**

We are pleased to announce that Leslie Johnson has joined Human Resources (HR) as the Payroll and Tax Manager.

Leslie joins HR from Northwestern IT, where she was previously a Lead Developer for Human Resources Administrative Systems. In addition to her system and project management experience, Leslie has an extensive background in payroll processing, tax preparation, budget allocation, and talent management. We are delighted that she brings such a broad skill set, and we look forward to how this, alongside her knowledge of University systems and processes, will help advance the services offered by Payroll and HR.

Please welcome Leslie to the HR team. She will be located with the rest of the Payroll staff on the reside in 720 University Place upon.

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**Change in eligibility for Birth and Adoption Parental Leave (BAPL)**

Effective September 1, 2019, the length of service needed to be eligible for Birth and Adoption Parental Leave has been lowered from 3 to 2 years of service. To learn more about this change click here.

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**Temporary Service Fee Changes**

HR Talent Acquisition is continuously building a talent pipeline to fill immediate temporary hiring needs at Northwestern. To ensure we are able to maintain and enhance our service levels, our fee structure will be updated effective the first full pay period in October 2019. For more information, please visit the Hiring Temporary Staff website or contact your Talent Acquisition Partner.

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**NUSAC’s Summer School Supply**
Drive

The Northwestern Staff Advisory Council (NUSAC) invites you to participate in our Summer School Supply Drive through September 9. NUSAC is partnering with Gale Community Academy and Family Focus Evanston to distribute collected supplies to students in need in both Evanston and Chicago.

Some of the "wish list" items include: Construction Paper, Loose Leaf Notebook Paper, 1-2-3-Subject College-Ruled Spiral Notebooks, Pencil Cases, 3-ring binders and much more.

LEARN MORE

NUSAC Football Mixer

Join your fellow colleagues at the annual NUSAC and NU Athletics co-sponsored football game on Saturday, September 14 at 2:30 p.m. against the University of Las Vegas at Ryan Field. Tickets start at $15. Use promo code: NUSAC19

Mixer Benefits Include:
* Free food and drink on the Randy Walker Terrace
* First 200 purchased will sit on the Terrace
* Remainder of tickets will sit in Section 103
* Choice of Northwestern football souvenir

BUY TICKETS

Health and Benefits & Graduate Programs Fairs: Save the Date

In an effort to build and sustain a healthy campus environment, Northwestern invites faculty and staff to this year's Health and Benefits Fairs. Increase your knowledge of wellness practices, preventive care options, 2020 benefit plan updates and graduate programs for eligible employees. The fairs provide a variety of health screenings, educational materials and referrals. Flu shots will be provided at no cost to full and part time faculty and staff members.

Evanston
Tuesday, October 15, 10:00 a.m. - 2:00 p.m., Norris University Center, 2nd floor

Chicago
Growing Your Career Workshop

In July 2019, Human Resources partnered with the Northwestern University Staff Advisory Council (NUSAC) to offer career development workshops on the Chicago and Evanston campuses. More than 400 staff participated in sessions covering topics like establishing career goals, networking, navigating job openings across campus, resume writing, interview skills and compensation practices at Northwestern. Learn more about the workshops on the Growing Your Career Workshop website.

Register today for an upcoming workshop this fall!

Leadership Development for Managers:

Art of Interviewing & Unconscious Bias in Hiring* | October 3 & 10 | Evanston campus

Leadership Development for Individual Contributors:

Crucial Conversations* | October 3 & 10 | Evanston campus

Preview all of our upcoming courses here.

* No additional charge to schools/units

WELL-BEING

Work/Life & Family Resources
School Visitation
Staff members may take school visitation time off from work to visit their child's school for conferences or classroom activities for a total of eight hours in a school year, but no more than four hours on any given day. You must request this time off in advance and may be required to provide documentation regarding the need to take time off. Supervisors or departments/units may allow additional time depending on departmental/unit operations.

Non-exempt staff members may use vacation and/or personal floating holiday time for school visitation. If no paid vacation or personal floating holiday time is available for a non-exempt staff member, an unpaid excused absence may be used for the school visits.

School Spotlights: Montessori Schools
Montessori education focuses on child-led learning in all areas of their development - cognitive, emotional, social, and physical. Students are encouraged to be the directors of their own study, identifying and pursuing projects that interest them, with the teacher serving as a guide to their learning.

The following Montessori schools offer a 10% discount to eligible Northwestern faculty, staff and students:

- Midwest Montessori Demonstration School
- Northshore Montessori School (located in Deerfield, Northfield and Riverwoods)
- Skokie Montessori School

Lactation Support: New Rooms
Northwestern strives to provide a family-friendly environment for its faculty, staff and students by providing access to dedicated lactation rooms on both the Evanston and Chicago campuses. Three new lactation spaces are now available at:

- John Evans Alumni Center, 1800 Sheridan Rd, Evanston
- Two rooms at Simpson Querrey, 333 E. Superior, Chicago

Senior & Adult Caregiver Services: Onsite Support
Receive support from Northwestern's dedicated Senior & Adult Care Advisor, Stephanie Gerberding MSW, LCSW, and fellow colleagues by attending a Support Group meeting this month. Stephanie is also available for 1:1 consultations. Family members are welcome to attend the 1:1 consultation, either in-person or by remote access. Learn more.

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<tr>
<th>Support Group Topic: Kickoff! Learning About Caregiver Resources &amp; Benefits</th>
<th>1:1 Consultations Wednesday, September 12</th>
<th>11 a.m. - Noon and 1:00 p.m. - 2:00 p.m.</th>
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<tr>
<td>Wednesday, September 11 Noon - 1:00 p.m.</td>
<td>720 University Place, Room 106</td>
<td>Register</td>
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<td>720 University Place, Room 106</td>
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Do You Know You Have a Paid Membership to Care.com?
Northwestern provides a paid membership to Care.com's online marketplace for faculty, staff and students. The membership provides access to caregivers for childcare, senior/adult care and/or pet care, profiles, background check options, online payment management and more! [Learn more about the membership.]

Blue Cross & Blue Shield Fitness Program: Enrollment Fee Waived
For the month of September, 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

Enter coupon code, [septembersave], at checkout to qualify for the waived enrollment fee. [Learn more about the program, including how to register.]

YourLife Nutrition Consultations: Back from Summer Hiatus
YourLife Nutrition Consultations are back from summer hiatus. Schedule an appointment(s) with Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN) this quarter. Vicki will assist with setting realistic nutrition goals, provide motivational tips and discuss diet-related disease management.

Consultations are 30 minutes, free for faculty, staff and family members and available in-person or via BlueJeans video-conference. You are welcome to schedule follow-up appointments as needed. [View the Fall 2019 schedule and scheduling information.]

Drop-in Meditation
Tuesdays: September 10 - 24, Abbott Hall, Women's Center, Suite 1400
Fridays: Beginning September 27, Parkes Hall, Multi-Belief Space, Room 204

YourLife and Religious & Spiritual Life have partnered to provide weekly drop-in meditation. Join Elizabeth Tuckwell on Tuesdays in Chicago and Eric Budzynski on Fridays in Evanston. The benefits of meditation include reducing stress, improving concentration and increasing happiness. No previous experience is necessary. All are welcome. Join the [YourLife Mailing List] to receive weekly updates.

YourLife Fitness Classes: Fall Classes
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. Fall classes will begin on Wednesday, September 18. Visit [YourLifeFitness Classes] to view the schedules.
Financial Wellness Webinars
Keep your financial goals on track and attend a TIAA webinar this month. Topics include: A woman’s guide to saving and investing, an introduction to alternative investments-Real Estate, integrating healthcare into your retirement plan and more. View the September webinars schedule.

YourLife Mailing List
Join the YourLife mailing list to stay up-to-date about upcoming events.