ACTION ITEMS AND ANNOUNCEMENTS

Meet our new Vice President and Chief Human Resource Officer: Manuel Cuevas-Trisán

First impressions: "This special place"

It has not been a full month since I joined, but my experience thus far confirms what I sensed so strongly during my interview process: Northwestern is a world-class community of extraordinary people united by an inspiring teaching, research and service mission. Our people are extraordinary because they do not rest on the laurels of institutional reputation: they are non-conformists, keenly aware of the opportunities to be better, serve more effectively, and contribute with ever-increasing impact. Every day I have the privilege of meeting more of you, and each interaction reaffirms the wealth of talent of this special place. Nothing can be more thrilling for a Human Resources leader than the opportunity to listen, learn and partner across units, schools and geographies to unleash the full creative potential of our staff, faculty and students.

Through individual meetings and my participation in various committees and working groups, I am listening actively, learning, collecting feedback, identifying common themes and areas of opportunity. These critical inputs will inform the short-term and long-term strategy of the Office of Human Resources.

At the outset, the Office of Human Resources will aim to build cross-functional partnerships and take a fresh look at areas of targeted investment to modernize and improve the agility and quality of our services.

Thank you for the warm welcome and for the gift of your feedback. I look forward to collaborating and leading together.

Electronic W-2 forms now available in myHR

W-2 forms for 2019 are now available in myHR by going to Pay>My W-2. Hard
copies were mailed to the home address listed in myHR as of January 6.

1042-S forms for 2019 (for non-residents) will be mailed by March 15 to the home address listed in myHR as of January 31.

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**Annual Disclosure to be completed by February 28**

The annual disclosure process for faculty and staff launched February 3 in eDisclosure. All eligible faculty and staff received 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.

**Tips and Key Points:**

- Read the questions carefully; the questions ask about outside professional activities, not just self-identified conflicts.
- Responding "yes" to a question does not imply wrongdoing.
- **Do disclose**: freelance work, consulting activities, paid service with professional organizations, and exceptional gifts or hospitality.
- **Do not disclose**: investments held in your 403(b), mutual funds, holiday fruit baskets shared with the department, or service in community groups unrelated to your role at Northwestern and for which you do not use any Northwestern resources (e.g., homeowners associations or parent teacher associations).

**Important Dates**

- February 3 - Annual Disclosure opened in eDisclosure
- February 28 - Last day to submit disclosures
- April 15 - Last day for managers to complete reviews of their staff

For more information on what to disclose, tips for completing the disclosure, and relevant policies visit [NUCOI's website](#).

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

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**Dearborn Dental is now Blue Cross Blue Shield of Illinois**

Effective March 1, Dearborn Dental is rebranding as Blue Cross Blue Shield of Illinois (BCBSIL). All faculty and staff enrolled in the Dearborn PPO plan will be mailed new insurance cards from BCBSIL by March 1. Those enrolled in employee only coverage will receive one card and those enrolled with covered dependents will receive two cards. New insurance cards will be used for all claims incurred on or after March 1.

**Please note:** this transition will not impact your coverage, provider network, or premiums.
Access to claims:

- Beginning March 1, faculty and staff enrolled in the PPO dental plan will be able to access both medical and dental claims through the BCBSIL portal.

- Claims processed through Dearborn before March 1 can be accessed by visiting the Dearborn Group dental customers website.

Blue Cross Blue Shield of Illinois now offers Health Advocates for faculty and staff.

Northwestern has partnered with Blue Cross Blue Shield of Illinois (BCBSIL) to offer Health Advocacy Solutions (HAS), a program available to all faculty and staff enrolled in the BCBSIL PPO plans. This program features a multidisciplinary healthcare team available to you to discuss medications, schedule physician and physical therapy visits and help understand benefit claims. You will also have access to HAS partnered health coaches who can guide you through weight loss, exercise programs, fertility, pregnancy as well as inspire healthy lifestyle habits.

To learn more about HAS, visit the HR website.

Commuter benefit deductions are now pre-taxed

As of January 1, commuter benefit deductions are now pre-tax deductions. Faculty and staff with scheduled commuter deductions will automatically be changed to pre-tax deductions. For more information about enrolling commuter benefits visit our HR website.

Introducing Smart90 | A select list of long-term medications now requiring a 90-day supply saving you time and money.

The Smart90 program was added on January 1 to Northwestern's Express Scripts drug plans. This program applies to select long-term medications, which will now require a 90-day supply. With Smart90 you can conveniently fill these prescriptions with a 90-day supply either through home delivery from the Express Scripts Pharmacy or from any CVS, Walgreens or Duane Reade pharmacies. To see the complete list of select long-term medications and learn more about Smart90 visit our HR website.

ID Protection Plan discontinued

Effective April 1, 2020, Northwestern will no longer provide InfoArmor Identity Protection as a group benefit. Current InfoArmor participants can transition their coverage to an individual plan anytime before April 1 at the following rates:
Plan tier | Monthly cost  
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Employee only | $9.95  
Family plan | $17.95

To transition to an individual plan, contact a Privacy Advocate at 866-460-2406.

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### New Form W-4 for 2020

The Internal Revenue Service (IRS) has released a [revised federal Form W-4](https://www.irs.gov/pub/irs-pdf/fw4.pdf) for 2020. The form is significantly different than the current form.

The IRS has provided the following guidance:

- Employees hired and paid before January 2020 are not required to submit new forms; withholding will continue based upon your previously-submitted valid W-4.
- Employees hired and paid before January 2020 who want to make adjustments to their withholding after January 1, 2020, must use the new form.
- Employees hired and paid on or after January 1, 2020 will be required to use the new form (this includes bi-weekly staff paid on the 1/3/2020 pay date, and monthly staff starting in January).
- Employees hired and paid on or after January 1, 2020, who do not submit a valid W-4 form, will be treated as a single filer with no adjustments.

**Please note**: Northwestern cannot provide individual guidance on completion of the new W-4 form or any related tax implications. We recommend you contact your tax consultant with any questions.

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### Automated temporary worker terminations

Records of temporary student, work-study and non-student workers not paid for 90 days or more were terminated in early December, 2019. Going forward, a quarterly termination process will run during the first week of the months of February, May, August and November. This termination process will create better accuracy in the myHR system and will release licenses in Kronos for use by other temps, staff, faculty and managers.

- To view the active temporary workers in your area, please refer to [myHR > Workforce Administrator > Reports > Public Queries > All Active Temps](https://myhr.northwestern.edu/).
- If a job due for termination should remain active, please avoid pay issues by submitting hiring paperwork as soon as possible via the [HR Operations online upload](https://hr-online.northwestern.edu/).

For questions please contact Julie Phelan, HR Operations Manager at [j-phelan@northwestern.edu](mailto:j-phelan@northwestern.edu).

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**Performance Excellence has a new look and feel. See what's new in 2020.**
Manager Foundations
New program for managers

Manager Foundations is an innovative development program, piloted and launched in 2019, to create shared language and experiences among Northwestern managers, while ensuring they have the information, resources, confidence and relationships they need to do their jobs well. It is one tangible way in which Northwestern is working to be responsive to the needs of all staff.

The program was developed, designed and funded in collaboration with schools and units to respond to collective needs. It will initially be focused on managers new to their roles at Northwestern within the last 0-2 years, with a preference being given to those with at least 2 direct reports on their team. It is a 5 day program, spanning over 6 weeks, and will run 3 times per year. To inquire about participation, please check with your area HR team.

NUSAC Brown Bag
Effective Workplace Communication

Join NUSAC for this brown bag facilitated by Ellen Burton. Ellen will discuss communication techniques including two-way communication, identifying nonverbal signals and active listening. Time will be provided to practice learned techniques. Feel free to bring your lunch. Please register, as space is limited. The cost is free.
Northwestern Medical Orchestra is seeking musicians

The Northwestern Medical Orchestra is seeking musicians for its Spring 2020 Season. The Orchestra is composed of musicians who are students, faculty, staff, physicians, residents, alumni and researchers at Northwestern. Rehearsals are held from 7 p.m. to 9 p.m. on Tuesdays at the Shirley Ryan AbilityLab. Two concerts will be held in May. The Orchestra is seeking musicians who play the violin, cello, bass, bassoon, trombone and tuba. Other instrument sections may be full however, if you are interested in joining you are encouraged to apply.

APPLY

LEARN MORE

For managers:
Performance Excellence: Performance Feedback Labs*
February 21 | Evanston campus

Resolving Workplace Conflict
March 11 | Evanston campus

For all contributors:

New Employee Orientation Part 2*
February 26 | Evanston campus

Performance Excellence: Writing Your Self Review*
February 27 | Virtual webinar

Unconscious Bias*
March 11 | Chicago campus

*No charge to school/units

Resources for holistic development planning

- Download our Professional Development template for reflection and planning for your use and for use in discussion with your manager.
- Sort through the Workshop Catalog Guide. Use this interactive guide to understand what's available, see whether it's a fit for you, and click through to learn more and register.

VIEW FEBRUARY MARCH WORKSHOPS

WELL-BEING

Work/Life & Family Resources

Nominations Open for Jean E. Shedd University Citizenship Award

Nominations are now being accepted for the Jean E. Shedd University Citizenship Award in honor of Jean Shedd, who retired in 2018. Jean served Northwestern with distinction for more than 41 years, and during her career exemplified the true meaning of citizenship through sustained and exceptional leadership. Jean served at department, school and University-wide levels, on committees and governance groups, and she served as a mentor and advisor to countless faculty, staff, students and alumni.

Call for Nominations: Due Friday, March 20

The recipient of this award will be named at the annual Staff Service Recognition Reception on May 14. Faculty and staff are invited to nominate staff members who have continuously worked at Northwestern University for at least five years, have a record of sustained high performance and exemplify the following characteristics:
Demonstrate transformative leadership, engagement and accomplishment and are recognized as a role model who displays behaviors that are consistent with Northwestern's values
- Have made outstanding contributions to the University
- Are selfless and lift others without the expectation of anything in return
- Share expertise with an authentic desire to help others and the University to be better
- Encourage others to go further than they think they can, while providing valued support and guidance
- Facilitate connections and act as a bridge between individuals, teams, Schools and Units
- Demonstrate through behaviors and actions a genuine commitment to diversity, equity and inclusion
- Are present and participate in every opportunity to teach, challenge and connect with others

Please complete and submit your nomination online by Friday, March 20. For further assistance, contact hremployeerecognition@northwestern.edu.

Onsite Caregiver Support Services

Receive support from Northwestern's dedicated Senior & Adult Care Advisor, Stephanie Gerberding MSW, LCSW, by attending a support group meeting or a 1:1 consultation this month. Family members are welcome to attend or dial-in for the 1:1 consultation. To learn more about onsite caregiver support services visit our HR website.

Senior Sense: "Realistic Strategies for Self-Care to Try In the New Year"

In this article from Care.com, learn about different strategies to help you care for yourself, while caring for others. As a reminder, Northwestern provides a paid membership to Care.com for all faculty, staff and students.

Well-being Seminar: Parenting for Social Justice

Join Work/Life and the Women's Center in an open dialogue about raising kind and just children in a difficult and inequitable world. Participants will learn and practice preferred methods for talking to kids about difficult topics, develop strategies for encouraging gender creativity and respect for diversity, and discuss resources on television, in children's books and locally to support your parenting efforts. The cost is free. Space is limited and registration is required. Light refreshments will be provided.

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<th>Evanston campus</th>
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Work/Life Seminars

Host a free work/life seminar at an upcoming meeting for your school, department or affinity group this year. Seminars are provided through our Employee Assistance Program provider, Humana. View seminar catalog.

REQUEST A SEMINAR

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 Summer Camps website for information and connections to local resources. If you are considering summer camp for your children and don’t know where to start, contact Northwestern’s dedicated childcare specialist, Kanella Rebapis, at Action for Children of Illinois for resources and referrals.

Did you know preventative services are covered at no cost to you?

Preventative services can help detect illness and medical problems early and improve the health of you and your family. As long as you visit a doctor in your plan’s network, Blue Cross Blue Shield of Illinois will cover preventative services with no out-of-pocket costs like co-pays or coinsurance, even if you haven't met your deductible. Examples of covered preventative care services include, annual wellness exams, certain vaccines as well as screenings for diabetes, cancer and depression.

The start of the new year can be a good time to schedule an annual wellness exam. Learn more about preventative care services, adult wellness guidelines and children's wellness guidelines.

YourLife Wellness Grants: Accepting winter proposals
YouLife Wellness Grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events and/or wellness space. Faculty and staff are encouraged to submit applications on behalf of their school, department, unit or affinity group.

**Important Tips:**

- Winter proposals will be accepted through February 24
- Proposals must address at least one of the following domains: physical, emotional or financial well-being
- A pool of $2,000 is available - grants up to $500 will be awarded, as funds allow

Visit [YourLife Wellness Grants](#) to view guidelines, ideas and previously funded grants.

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**BCBS Fitness Program: Enrollment fee waived in February**

For the month of February 2020, the [Blue Cross Blue Shield Fitness Program](#) will waive the $25 enrollment fee for faculty and staff (as well as covered dependents age 18 and older) enrolled in a Northwestern-sponsored BCBS medical plan. Features of the BCBS Fitness Program include:

- Membership fee: $25 a month
- No long-term contract
- Access to 10,000 participating facilities nationwide

Enter coupon code, **fit4feb**, at checkout to qualify for the waived enrollment fee. Log in to [Blue Access for Members](#) and under "Quick Links" choose "Fitness Program."

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**YourLife Fitness classes are back!**

Fitness classes are co-sponsored each quarter by YourLife and [Northwestern Recreation](#). These on-site group exercise classes support Northwestern’s ongoing objective of promoting faculty and staff health and well-being.

[VIEW SCHEDULES](#)

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**Schedule a free Nutrition Consultation**

Schedule a free YourLife nutrition consultation with Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN). Vicki will assist with setting realistic nutrition goals, provide motivational tips and assist with diet-related disease management. Individual appointments are 30 minutes.

[LEARN MORE](#)
Drop-in Meditation

YourLife and Religious & Spiritual Life have partnered to provide drop-in weekly meditation on Tuesdays in Chicago and Fridays in Evanston. All are welcome. Join the YourLife Mailing List to receive weekly updates about this program.

Financial Wellness

Keep your financial goals on track and attend a financial webinar or seminar this month. You do not need an account for any of the organizations listed below, simply login as a guest.

Fidelity webinars
First Northern Credit Union in-person seminars and webinars
TIAA webinars

Cardz for Kidz: Get ready for March Gladness!

Cardz for Kidz (CFK) is an organization dedicated to uplifting the spirits of hospitalized and/or traumatized children across the globe by delivering inspiring homemade cards. Each year CFK hosts March Gladness, in which universities compete nationwide to create the most cards. The competition will be held March 1 - April 30. Northwestern will be participating for the first time! Begin preparing for the competition by gathering supplies and/or organizing teams. More information will be provided next month.

Want to stay up-to-date with the Wellness events?

Join the YourLife mailing list to receive a weekly events email each Monday.