ACTION ITEMS AND ANNOUNCEMENTS

Save the date: Conversations with the President

Northwestern Staff Advisory Council (NUSAC) will host the annual Conversations with the President in April. President Schapiro will visit both campuses to deliver a state of Northwestern address.

**Chicago campus**
Thursday, April 16
10 a.m. - 11:30 a.m.
Rubloff, Thorne Auditorium
Add to calendar

**Evanston campus**
Thursday, April 23
10 a.m. - 11:30 a.m.
McCormick Foundation Center
Add to calendar

Performance Excellence has a new look and feel. See what's changed in 2020 and prepare for year-end.

- Find job aids and templates
  perform.northwestern.edu
- Explore your review
  learn.northwestern.edu
- Register for a webinar
  Writing your self-review
- Year-end essentials for supervisors

Performance Excellence
What's new in 2020
Would you like to be featured on our Northwestern website?

Northwestern Staff Advisory Council (NUSAC) and Human Resources are partnering to look for current staff members who would like to share their Northwestern career story. This includes promotions, transfers to different Northwestern departments, and/or unique opportunities within a department or role. To nominate yourself or a colleague to be featured please visit the NUSAC website.

Form 1095-C have been mailed

Form 1095-C were mailed to all home addresses on January 28, 2020. This form must be sent by employers to anyone who was eligible for health insurance during 2019 regardless of whether they were enrolled.

Please note: It can take up to two weeks before the form arrives. If you need a reprint, please email the Benefits department at benefits@northwestern.edu.

- Northwestern 1095-C FAQs
- How To Read Form 1095-C
- IRS Q & A for Form 1095-C

Notice for participants in the Northwestern University 403(b) Retirement Plans

All employees participating in the Northwestern University 403(b) Plans must report contributions to certain other retirement plans to the University.

The Internal Revenue Code imposes limits on the amounts that may be contributed on your behalf to a qualified retirement plan, such as a 403(b) or 401(k) plan. If you own more than 50% of a business or entity that sponsors a qualified retirement plan, contributions to that plan will be aggregated with contributions to qualified retirement plans sponsored by Northwestern University to determine whether you have exceeded the maximum annual limits imposed by Internal Revenue Code Section 415 (the "415 Limit").

If you made any contributions, or contributions were made on your behalf, to another retirement plan as described above, it is your responsibility to communicate this information in writing to benefits@northwestern.edu (use subject line: Attn Retirement Plans Manager-Contributions to Multiple Plans) so the University can determine whether or not you have exceeded the 415 Limit, taking your additional contributions into account. Your failure to comply with these IRS rules can be serious and could result in adverse tax consequences to you and disqualification of a retirement plan. Please contact your tax advisor or benefits@northwestern.edu if you have any questions.

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 availability/openings, please check with your area HR team. Space is limited!

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.

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:

<table>
<thead>
<tr>
<th>Plan tier</th>
<th>Monthly cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$9.95</td>
</tr>
<tr>
<td>Family plan</td>
<td>$17.95</td>
</tr>
</tbody>
</table>
To transition to an individual plan, contact a Privacy Advocate at 866-460-2406.

LEARN MORE

New in Diversity, Equity and Inclusion for Managers

We are pleased to launch our open-enrollment Active Inclusion for Teams workshop! This workshop will equip you with the awareness, skills, and practices needed to create welcoming team environments where all team members at Northwestern feel a sense of belonging.

Active Inclusion for Teams*
April 15 and 22 | Evanston campus

Prerequisite: Managers must have attended an Unconscious Bias session in a prior workshop.

For staff who manage projects:

Project Management for Everyday Project Managers
March 25 and 26 | Evanston campus

For all contributors:

Design Thinking for Problem Solving and Innovation
April 1 and 2 | Chicago campus

New Employee Orientation Part 2*
April 23 | Chicago campus

Crucial Conversations*
April 21 and 23 | Evanston campus

Coming soon in performance excellence:

Performance Excellence: Writing Your Self Review*
April 14 | Virtual Webinar

Performance Excellence: Year End Essentials: for Managers & Supervisors*
April 15 | Virtual Webinar

*No charge to schools or units
Jean E. Shedd Award: Nominations Due March 20

Nominations are 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 served as a mentor and advisor to countless faculty, staff, students and alumni.

Faculty and staff are invited to nominate staff members who have continuously worked at Northwestern for at least five years, have a record of sustained high performance and exemplify university citizenship characteristics. Contact hremployee-recognition@northwestern.edu with questions.

Length of Service Recognition Reception: May 14

The inaugural Length of Service Recognition Reception will be held on Thursday, May 14, 2020 at the Kellogg Global Hub. The reception will recognize staff members with 25 years of service, and every five years thereafter, for their dedicated years of service to the University and provide an opportunity to mingle with colleagues from across the University as well as with senior leadership. Questions? Email hremployee-recognition@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. 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: "Caregiver Guilt Is a Choice; 3 Ways To Choose Differently"

In this article from Care.com, learn about different strategies to help you manage guilt that you may experience as a caregiver.
Have you activated your Care.com membership?

Northwestern provides a paid membership to Care.com's online marketplace for faculty, staff and students. The membership provides access to an extensive network of child, adult/senior and pet caregivers. Users can also process background check options, manage payments electronically and more!

WORK/LIFE SEMINARS

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

Request a seminar

PLAN YOUR VACATION TIME THIS MONTH!

Employees who want to use more vacation days are more likely to do so if they pre-plan time off. Taking time off is essential to overall well-being: it strengthens personal relationships, improves professional performance and promotes overall health and wellness. Take time this month to plan out your vacation time. Do this as a team in lieu of a meeting or on your own, if you're part of a small office. The U.S. Travel Association has created a Vacation Planning Tool. Simply enter the number of earned days off, then plot out vacation or time off for the year and export to your work and/or personal calendar.

MEET BENNETT DAY SCHOOL

Northwestern recently partnered with Bennett Day School to provide a 10% tuition discount to benefits-eligible faculty and staff. Bennett is an independent, progressive PreK-12th grade school in Chicago's West Town neighborhood. Bennett's mission is to provide a collaborative culture that nurtures our innate sense of inquiry and curiosity. Bennett is committed to advancing creativity, innovation, and the development of lifelong learners and leaders. To learn more about Bennett Day School visit our HR website.
Do you know about our HAS partners?

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. Through HAS, a variety of well-being partner programs are available to you at no cost:

- **Omada**: A digital lifestyle program for those at risk of Type 2 Diabetes or heart disease
- **Naturally Slim**: An online weight loss/maintenance program
- **Hinge Health**: A coach-led digital program for those suffering with chronic back, knee or hip pain
- **Ovia Health**: Apps from Ovia Health can provide step-by-step support through fertility, pregnancy and parenting

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Cardz for Kidz: March Gladness is here!

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. Northwestern will be participating for the first time! The challenge will be held March 1 - April 17. You're invited to join the challenge and create as many inspiring cards as possible! Participate as a team or individual.

JOIN THE CHALLENGE

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YourLife Fitness Classes

Fitness classes are co-sponsored 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. The final winter quarter classes will be held on Friday, March 13. Spring classes will begin in April.
Schedule a YourLife Nutrition Consultation

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

LEARN MORE

Drop-in Meditation: Take a break to decompress

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

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

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

Northwestern University