

Fall 2015 Town Hall

COMMUNICATIONS BRIEF

SEPTEMBER 24

Many topics were covered during this week's Fall Town Hall meetings. The following information, in particular, will be relevant to your staff in the coming weeks. As a leader at the University, you have a responsibility to help reinforce these messages within your colleges, institutes, schools, divisions and departments as well as ensure that your faculty and staff understand what is expected of them. If you have any questions about this content, please contact Internal Communications at intcomm2@nd.edu. To view a video of the Town Hall meeting, visit evp.nd.edu.

RESPECT AND FAIRNESS STARTS WITH US ...

"This is enormously important to me. We cannot be the University we want to be if we don't treat everyone with respect and fairness." -- John Affleck-Graves

Claims of retaliation against those who speak up are taken seriously by the University of Notre Dame. It's important to know that managers and supervisors are held to a high standard with regard to respect and fairness. It is the University's expectation that you will take the lead in:

1. Creating an environment that makes it easy for others to provide not only positive feedback, but also constructive feedback
2. Making your teams aware of the resources available to them (you, your HR consultant, the Office of Institutional Equity and the Integrity Line at 1-800-688-9918) for assistance and guidance when they have questions about conduct
3. Using the same resources to answer your own questions and seek counsel about performance and behavioral issues facing your team

... AND WE'RE EXPECTED TO SPEAK UP, TOO

During the Campus Updates section of the Town Hall meeting, John Affleck-Graves discussed feedback he recently received about parking availability for faculty and staff. As a result, short-term parking is being created, and a section of Bulla Lot will be designated for faculty and staff only.

When you experience or are made aware of issues that affect the Notre Dame community, please don't keep it to yourself. Managers and supervisors must speak up, as well. You can submit a comment to Bright Ideas, email excevp@nd.edu or reach out to a colleague on campus.

As Affleck-Graves said during the Town Hall, "This is one of the great things about feedback. You give us the information, and we'll see what we can do about it."

complyND✓

CAMPUS COMPLIANCE AND INSPECTIONS

Manager and supervisor demonstrations are being held September 22 through October 20 on ComplyND, a new tool that allows the University to track compliance with safety and other required training. Visit comply.nd.edu for more information.



FOURTH IMPROVEND SURVEY

Please encourage your staff to offer their opinions on campus services via the confidential ImproveND survey. Faculty and staff will receive an email from John Affleck-Graves inviting them to complete the survey, which will be open November 2-20.

Q: DOES NOTRE DAME PROVIDE FACULTY AND STAFF TIME OFF FOR MISCARRIAGES?

A: The death of a family member at any age is difficult. Therefore, the University allows time for mourning and planning through the funeral leave policy. In the case of a miscarriage, it is important to consider each case individually. This event is typically treated as a medical condition under family and medical leave (FMLA). The response of the department should be caring and supportive. The funeral leave policy is among those under review by Human Resources for 2016.

➤ See Page 2 of this document for Open Enrollment information you can pass out or post for your team.

GUIDING PRINCIPLES AT WORK IN 2016 BENEFITS PLANS

The 16 members of the University’s Health Care Strategy Working Group developed a set of guiding principles for use in designing the University’s medical plans for 2016 and beyond. The recommendations are based on input from the Notre Dame community and a review of the U.S. health care landscape.

Choice

Plans should provide broader and more meaningful choice

- PPO plan continues
- HMO plan continues
- New High Deductible Health Plan is being added

Well-being

Offer practical wellness support

- Notre Dame Wellness Center and wellness coaching still available
- Wellness incentive will increase in 2016

Affordability

Provide for reasonably affordable contributions

- No change in copays, coinsurance, deductibles or out-of-pocket costs for HMO and PPO participants
- Monthly premium costs will decrease for most

Education

Provide education and decision support tools for participants

- Multiple education sessions across campus
- New Castlight tool helps users compare the cost and quality of doctors, hospitals, procedures, etc.

Competitiveness

Provide programs that are cost-competitive with peers

- In-depth market analysis
- Above median for percent of coinsurance ND pays
- Benchmark survey of peers like Northwestern, Columbia and Cornell

LEARN MORE ABOUT YOUR 2016 BENEFITS

Active Enrollment Reminder: If you don’t enroll, you will not have a University medical plan or a flexible spending account for 2016.

So learn more about your 2016 benefits options by attending one or more of the information sessions being held across campus. Visit the HR website for times and locations.

You can also visit hr.nd.edu/benefits for more information; check out the special Open Enrollment pull-out section of the October edition of NDWorks; and get Open Enrollment assistance at the Irish Health Benefits and Wellness Fair.

Open Enrollment decision guides will be mailed to homes October 9 and will include detailed information on all benefits options available.

--- IMPORTANT DATES ---

Sept. 24 - Oct. 28	Open Enrollment information sessions
Sept. 30 - Nov. 6	Health screenings at the Notre Dame Wellness Center
October 1	Open Enrollment decision guide will be posted to HR website
October 7 - 9	Free flu vaccines at Stepan Center
October 9	Open Enrollment decision guides will be mailed to homes
October 20 - 21	Irish Health Benefits and Wellness Fair
Oct. 20 - Nov. 6	Open Enrollment