**Upcoming Events**

**JANUARY 2009**

**Defensive Driving Course | January 31st**
*Basic Course - 9 AM to 3:30 PM*
*Advanced Course - 1 PM to 3:30 PM*
Brush up on your defensive driving skills and renew your certificate! Employees, spouses, and dependents are welcome to attend. Full-time employees are FREE, the cost for non-employees is $23. Contact Mary Ann Atkinson at mary.a.atkinson@wilmu.edu or 302-356-6861 to sign up!

**FEBRUARY 2009**

**Open Enrollment**
*February 2nd to February 20th*

**Health & Benefits Fair**
More details available inside this newsletter!
- **New Castle**
  February 3rd, 10 AM - 2 PM @ DAC Auditorium
- **Dover**
  February 5th, 10 AM - 2 PM @ Bldg A Auditorium

**MARCH 2009**

**Annual Blood Drive**
*March 26th - Pratt Gymnasium - 10 AM to 2 PM*
When you see an ambulance do you ever wonder about the patient? Do they need blood and will there be enough? A blood donation from you will help ensure that there is always enough blood in supply. Wilmington University makes it easy for you to give!

**SAVE THE DATE**

May 7, 2009 - The final celebration of our 40th Anniversary and the time capsule burial ceremony.

As we welcome in 2009 and all the possibilities a new year brings, we also usher in our Open Enrollment period for employee benefits. This is your once-a-year opportunity to review your plan options, costs, and coverage and make any changes that will benefit you and your family.

**Open Enrollment Is Right Around the Corner – February 2nd to February 20th**

During the Open Enrollment period you can enroll in or make changes to your health insurance, dental insurance and/or supplemental life insurance plans.

If you are happy with your current benefit elections, you are not required to take any action -- your current benefit elections will continue unchanged into 2009.

If you would like to make changes to your health, dental, and/or supplemental life insurance plans, you will be required to complete new forms. All changes must be received by Human Resources no later than February 20th for timely processing.

Enrollment forms can be found under the HR Forms link of the Wilmington University website or by calling Human Resources.

Please be sure to carefully review all Benefits Open Enrollment Communications as released by Human Resources. These documents will provide you with helpful and important information regarding any benefit plan changes, including premium rate changes, if applicable.

**Life Changing Events – Qualifying for a Special Enrollment Period**

Once the open enrollment period ends and your elections have been processed, you cannot change your benefits again unless you experience a life changing event. Life changing events are changes in family status and include:

- Marriage or Divorce
- Birth, adoption, or legal guardianship of a child
- Death of a spouse or dependent
- Change in employment status
- Termination of your spouse’s employment, resulting in the loss of his/her benefits coverage
- Change in dependent eligibility
- Loss of other coverage

You must report life changing events to HR within 30 calendar days. If not, you will be required to wait until the next annual open enrollment period to make any changes, additions, or deletions to your current benefit elections.

Find more information online @ www.wilmu.edu/humanresources or call 302-356-6867
BENEFITS

University

Flexible Spending Reminder

USE 2008 FUNDS THROUGH MARCH 15TH

Do you still have money in your Flexible Spending Health Care account? If so, you can use your FSA Debit card through 3-15-09, it will automatically pull any funds left over from 2008. You can also use paper submissions for dates of service through 3-15-09. You have until 3-31-2009 to submit claims for dates of service that incurred within the previous plan year.

403(b) Open Enrollment

You don’t have to wait for an open enrollment period to enroll in or change your TIAA-CREF 403(b) elections! If you are not already contributing to a TIAA-CREF account, you may want to consider contributing toward your retirement. Participants do not pay federal income taxes on the amounts they contribute into a 403(b) account with TIAA-CREF. For most participants, the 2009 maximum annual contribution amount allowed is $16,500 for those under the age of 50 and $22,000 for those 50 and older.

If you would like to enroll in a TIAA-CREF 403(b) account, please call Human Resources or stop by the Health & Wellness fair to speak with a TIAA-CREF representative.

Visit the following vendors:

- Blue Cross Blue Shield of Delaware
- Dominion Dental
- Hartford Life Insurance
- Liberty Mutual
- Delaware Breast Cancer Coalition
- BJs Wholesale Club
- The Fun Department
- Ameriflex
- American Heart Association
- Blood Bank of Delmarva
- Halpern Eye Associates
- HMS
- New Castle County School Employees Federal Credit Union
- PNC Bank
- TIAA-CREF
- Health Advocate
- and many more!

The green team, born November 2006, is a volunteer group of students, staff & faculty that work to establish sustainability programs to improve environmental quality, decrease waste & conserve natural resources & energy.

This year we are happy to report our expanded recycling efforts started in the last 12 months. Credit must go to green team members who donate their time to collect and transport materials from WU to recycling centers.

If you would like to become an active green team member or would like more information, please visit www.wilmu.edu/greenteam or contact Mark Paris at ext. 6829.

Check out our latest recycling totals:

- Paper - 34,450 pounds
- Batteries – 110 pounds
- Cell Phones – 227
- Eyeglasses - 50 pair
- Fluorescent Bulbs - 375
- Ballasts - 32
- Compact Fluorescent Bulbs - 42
- Corrugated Cardboard - 120 boxes
- Plastic, Glass & Aluminum – 9,240 items
- Toners & Print Cartridges - 153 items

(*all site data not available at time of this report)

The Green Team recently launched our ‘Please Use This Mug’ campaign, aimed at eliminating the use of Styrofoam products at all our sites. Employees and full-time faculty were given a reusable 40th Anniversary mug to use in place of disposable cups. Look for changes in styrofoam cups and take-out containers taking place in the Café and at coffee stations.
Welcome New Employees

Full-Time Employees

- Anita Murphy..............Nursing Division | New Castle
- Edward Guthrie...........ITAC Division | New Castle
- Amanda Pupillo............Athletic Training | New Castle
- Thelma Hinds...............Education Division | New Castle
- Adam Fawcett..............Wilson Graduate Center
- Debra Rickard..............Dover Air Force Base
- Catherine Maguire.......Nursing Division | New Castle

Part-Time Employees

- Nancy Weatherall.......ITAC Division | New Castle
- Judy Shandler................Rehoboth Beach Site
- Patricia Farrell..............UIC | New Castle
- Christina Gillespie.......Faculty Development & Support | New Castle
- Lauren Godwin.............Administrative Affairs | WGC
- Lanisha Harris.............Student Success Center | New Castle
- Tanya Moye..................Library | New Castle
- Steven Smith.................Educational Technology | New Castle
- Stacy Eby.......................UIC | New Castle

HR Legal Updates

New Jersey enacts paid family leave insurance plan for 2009

On May 2, 2008, New Jersey joined the ranks of California and Washington state in providing a limited paid family leave insurance program for its workers. Under New Jersey's new law, public and private-sector workers will be eligible to take up to six weeks of paid leave per year at partial pay to care for a newborn, adopted, or sick child, a spouse, a parent, or a domestic or civil union partner.

The new law, scheduled to take effect July 1, 2009, will provide weekly benefits of up to two-thirds of an employee's usual wage, to a maximum of $524 per week. The New Jersey paid leave benefits would run concurrently with any Family and Medical Leave Act rights the employee may otherwise have.

The program is funded through payroll deductions costing employees about $33 a year. Employers aren't required to pay into the program. In addition, employers can require employees to use at least two weeks of sick or vacation leave before taking paid leave under the new state program.

Employees may take paid leave in one six-week period per year or during a maximum of 42 intermittent days a year. Workers at companies with fewer than 50 employees who take paid leave under the state program are not guaranteed the right to return to their previous position.
Fun on Campus

WU Employees Get Creative

Employees took traditional pumpkin carving to a whole new level with some very creative entries on display at our Halloween Party. Sallie Reissman from Distance Learning won 1st place and bragging rights for a year with her rendition of Cinderella and her carriage. Kudos for creativity were also given to Financial Affairs for their 2nd place entry and Athletics for grabbing 3rd place. Thanks to all the participants!

Dressing the Part!

Once again WU employees were itching for the opportunity to unleash their creativity, this time in the form of costumes! Enthusiastic employees donned poofy wigs and glitter, wild 70’s style outfits, construction gear, cheerleading outfits and even elf ears to celebrate Halloween. Top honors went to Student Financial Services (pictured above) for their construction site theme. Verlin Alexander (pictured below) won 2nd place for his Arnold Schwarzenegger costume. Third place was captured by the 70’s girls (pictured above) from the Alumni Department.

Giving Thanks x 40

Giving back is something Wilmington University employees do with flair! This became abundantly clear during our Thanksgiving Food Drive held in November. On Friday, November 21st, the Human Resources office was crammed with 42 baskets filled with canned and non-perishable food items donated by thoughtful employees.

Five baskets were donated by Wilmington University's Dover site. The Alumni Relations Department donated foods for breakfast, lunch and dinner. Other departments donated cookies, mashed potatoes, gravy, green beans, applesauce, salt and pepper, cake mixes and much more. Each family also received a 14 to 16 pound turkey donated by the Human Resources Department.

“We’ve found everyone at the University to be so giving. We are definitely going to continue this next year, donating 41 turkeys and then 42 the year after that,” said Chief Human Resources Officer Don Hagermann. The University had so many baskets that another van was sent to help transport the donations to the Food Bank of Delaware.

Ed Matarese of the Food Bank of Delaware commented on how great it was to receive all the donations. “Donations to the Food Bank have not been as strong this year as they have in the past few years,” said Matarese, “we believe the current state of the economy is to blame.”

Thanks to all of you, the Food Bank of Delaware was able to deliver the baskets of food to families in need just in time for Thanksgiving!

Mission Statement

The Wilmington University Human Resources Department is committed to recruiting, hiring and retaining the highest qualified individuals to meet the educational goals of our diverse student population. We encourage and support a diverse atmosphere where employees feel valued and recognized for their efforts, along with the support to create an environment which fosters the positive attitude and creative spirit of our employees. Wilmington University offers a comprehensive benefit program that promotes wellness and supports healthy lifestyle choices. Human Resources affirms its commitment to ensuring that all employment and employment-related decisions are based on the principles of equal employment opportunity. Above all else, the Wilmington University Human Resources Department provides quality service, while maintaining confidentiality, integrity, respecting individuals, promoting teamwork and focusing on innovation and the future.

HR Connection is a quarterly newsletter published by the Human Resources Department of Wilmington University. Wilmington University does not discriminate with regard to race, color, religion, sex, disability, national origin, veteran status, age, marital status or any other legally protected status. Wilmington University’s good faith efforts and policies are designed to ensure that this commitment is maintained.

Human Resources • Pratt Student Center • Wilmington University • 320 N. DuPont Highway • New Castle, DE • 19720
(302) 356-6861 • (302) 328-7918 FAX • humanresources@wilmu.edu (302) 356-6861
Chief Human Resources Officer, Ext. 6844 • Training/Employee Relations, Ext. 6846 • Benefit Services, Ext. 6867 • Recruiting and Staffing Services, Ext. 6846