

# New benefits a response to suggestions, needs

Backup care, parental leave, short-term income replacement and increased tuition benefits take effect July 1

## BENEFITS STAFF, HUMAN RESOURCES

Four improved University benefit programs now provide Notre Dame faculty and staff more time and flexibility to manage their personal and professional lives.

The programs, which took effect July 1, 2016, include University-subsidized **backup dependent care**, paid **parental leave** for both parents, **short-term income replacement** with **incidental days** for non-exempt staff, and increased **educational benefits**.

The improvements follow the

University's consideration of many comments and suggestions received from faculty and staff. "Each of these benefits responds to common concerns heard in town hall meetings, committees, surveys or Bright Ideas submissions," says **Bob McQuade**, vice president of human resources. "These are the programs that you've asked for — benefits that help Notre Dame keep and attract top talent and remain a work place of choice."

The programs, which build on last year's redesign of Notre Dame's medical plans, also align with the guiding principles underlying that redesign: choice, well-being, affordability, education and competitiveness.

McQuade notes that the changes match or exceed the

offerings of Notre Dame's private peer institutions in the American Association of Universities. "The result," says McQuade, "is a more family-friendly work environment," allowing more flexibility and security for those who have family obligations, educational or development goals, or unexpected illnesses.

While the programs were announced by President **Rev. John I. Jenkins, C.S.C.**, in February's town hall meetings, the programs continued to be revised in the weeks that followed. For example, the level of income replacement for non-exempt staff with an extended illness was increased to 100 percent, aligning the short term income replacement benefit with the benefit for exempt staff.

"These programs reflect our continuing commitment to make Notre Dame a great place to work," McQuade wrote in a recent letter to staff.

To help staff and faculty learn more about the new benefits, information sessions and help sessions have been held at various locations throughout campus. For some departments on campus, sessions have also been held during department meetings.

For a list of remaining help sessions, see the schedule at right. To learn more about the new or improved benefits offerings, see the articles in this pull-out section or visit [hr.nd.edu](http://hr.nd.edu).

## HELP SESSIONS

To learn more about the new benefits, drop by for a one-on-one Q&A with a benefits specialist. Assistance is available first-come, first-served — no RSVP required.

**Friday, July 8**

10-11 a.m. in 200 Grace Hall

**Thursday, July 14**

10-11 a.m. in 200 Grace Hall

**Tuesday, July 19**

10-11 a.m. in 200 Grace Hall

Benefit/Program	Who it's for	What it provides	When to use it
<b>Bright Horizons Care Advantage</b>	Full-time faculty and staff (exempt and non-exempt)	<b>Back up child care or adult/elder care</b> at University-subsidized co-pays. Up to 15 uses/year. <b>Online directory</b> of pre-screened care providers.	<b>Back up care:</b> When unexpected care needs arise, (illness, school cancellations, etc.) <b>Online directory:</b> When shopping for ongoing care providers.
<b>Parental Leave</b>	Full-time staff (exempt and non-exempt)	Four weeks of paid leave for new parent(s).	Following birth, adoption or foster care placement of a child.
<b>Short-Term Income Replacement (STIR)</b>	Non-exempt regular staff who work 20+ hours per week	100% of regular pay (after one calendar week of absence, for up to 25 weeks).	When a non-work-related personal illness or injury causes an absence from work of more than one calendar week.
<b>Incidental Days</b>	Non-exempt regular staff who work 20+ hours per week	10 paid leave days each calendar year (includes up to two personal days). Replaces sick leave policy and accrued sick time.	When work is missed due to your own illness or illness of family.
<b>Educational Benefit</b>	Full-time staff (exempt and non-exempt)	Increased reimbursements: non-Notre Dame tuition now up to \$3,000/year; certification/training up to \$1,000/year. Doctoral work now covered.	When pursuing a certification, or a degree from an accredited educational institution.

Benefits enhancements effective July 1, 2016. To learn more, visit [hr.nd.edu](http://hr.nd.edu).



# Be prepared for the unexpected with backup care



Faculty and staff can now arrange last-minute child, elder care with Bright Horizons Care Advantage

## BENEFITS STAFF, HUMAN RESOURCES

Full-time faculty and staff who experience an unexpected disruption in their normal child care or adult/elder care arrangements may now arrange replacement care on short notice with the University's new backup care benefit, the Care Advantage program from Bright Horizons.

### When is backup care needed?

Here's an example: If a faculty or staff member wakes up one morning to discover a child is ill, "staying home with the child may not be an option," says **Julie Boser**, benefits program manager. "This benefit helps them arrange last-minute care and minimize the cost and stress they would usually face."

Care may be arranged for children or adults, whether healthy or mildly ill. Reservations for care may be made from one month in advance up until the day the care is needed.

The new University benefit

provides up to 15 uses of care each year, either in-home or at a care center such as a child care or adult care facility. Care is available for low co-pays: in-home care is just \$6 per hour with a four-hour minimum, and center-based care is either \$15 per day for a single dependent or \$25 per day for multiple dependents. The low costs are made possible by the University's subsidization of the benefit program and by Bright Horizons' contractual arrangements with care providers who have passed rigorous pre-screenings to meet program standards.

The Bright Horizons program also provides other on-going family care solutions through an online directory of providers. The directory connects benefit-eligible faculty and staff to a variety of pre-screened care providers such as nannies, elder caregivers, pet-sitters or even tutors.

### Pre-registration required

While Bright Horizons' backup care helps you be prepared for the unexpected, you shouldn't wait until it happens: pre-registration is required before services may be arranged. Registration is free for eligible faculty and staff. To register, look for registration information at [hr.nd.edu](http://hr.nd.edu).

# Parental Leave for staff begins in July

New benefit allows leave for new parents

## BENEFITS STAFF, HUMAN RESOURCES

New child in the family? Notre Dame's new parental leave benefit now provides four weeks of paid leave to either parent.

The new benefit not only allows new mothers an additional four weeks of paid time beyond the typical six- or eight-week FMLA disability period, it also affords paid leave to fathers for the first time.

"The nature of the American family is changing," notes **Maureen Wildey**, benefits program manager. "Not only is there a need for both parents to have bonding time with the new child in their family," she says, "today's job-seekers are looking for employers who offer the flexibility to integrate work and personal lives."

The new benefit has that flexibility built-in. For example, parents may take the parental leave all at once, or in one-week increments, any time within the first year. In instances where both parents work at Notre Dame, the decision to take the leave together or separately is up to the staff member.



The benefit is available to all full-time staff, and is applicable for a birth, adoption or foster-care placement with an effective date of July 1, 2016, or after.

For more information, visit [hr.nd.edu](http://hr.nd.edu).

# Two programs protect income during illness



Non-exempt staff can avoid income gaps with STIR benefit, incidental days

## BENEFITS STAFF, HUMAN RESOURCES

It happens when you least expect it. When an accident or illness keeps you from working, can you still make ends meet? Two new programs help non-exempt staff provide for themselves — and their families — when they need it most.

### Short-Term Income Replacement (STIR)

The University's new short-term income replacement benefit provides financial security and peace of mind for non-exempt staff who are unable to work due to their own illness or injury.

Previously, non-exempt staff accrued sick time each pay period. Though staff could "bank" up to 90 days of paid sick leave, most staff members had far less cushion to weather a short-term illness. "If a sick staff member's bank was depleted, their only option would have been to take vacation time or go unpaid," says **Denise Murphy**, director of benefits and wellness. While the University also offers a benefit for long-term disability, it begins only after 26 weeks of absence — leaving a gap in income if sick time runs out too soon. "That income gap presented a financial hardship at a time when the staff member was already financially vulnerable," Murphy notes.

The new short-term income replacement benefit — STIR for short — bridges the income gap. Under STIR, a staff member experiencing an absence longer than one calendar week due to a qualifying illness or disability will still receive their regular pay for the duration of the illness, up to the point when the University's long-term disability benefit begins.

The STIR benefit addresses what once was a disparity between non-exempt staff and their exempt counterparts. "Thanks to staff feedback and support from University leadership," says Murphy, "the STIR benefit essentially matches the corresponding benefits for exempt staff."

The new STIR benefit covers qualifying illnesses occurring July 1, 2016, or after. STIR claims will be medically reviewed and qualified by The Hartford, the University's new administrator of STIR and FMLA claims.

"The STIR benefit is a good complement to incidental days and long-term disability insurance," says Murphy. "It provides peace of mind for staff when they need it most."

### Incidental days replace sick leave policy

The new programs also bring a change in how time off is made available for shorter illnesses — those requiring an absence of less than one calendar week. Together, the STIR benefit and the University's new incidental days policy have replaced the former sick leave policy for non-exempt staff.

Beginning July 1, non-exempt staff

no longer accrue sick time. Rather, non-exempt staff are allocated a number of 'incidental days' each year — paid leave days which may be taken due to illness of the staff member or a qualifying family member.

How many days? On July 1, 2016, full-time non-exempt staff have been allocated 10 incidental days; part-time staff have been allocated a prorated number of days based on their scheduled hours. Once allocated, incidental days may be used any time during that calendar year.

And while unused days will not carry over to the next calendar year, each non-exempt staff member's days will be replenished every January 1.

### May be used for family illness or personal business

Previously, absences due to ill spouses or dependents were limited to five sick days per year. Now, the new policy permits staff members to use all of their incidental days for family illnesses or appointments if needed.

Available days for personal business are unchanged: the new policy continues to allow up to two incidental days to be used for personal business.

The result is flexibility to help non-exempt staff manage the demands of everyday life. "We know an unexpected illness can happen at any time," acknowledges Murphy. "We are confident that non-exempt staff will anticipate their personal or family needs and use their incidental days wisely to avoid a disruption in their income."

### More information

The new STIR benefit and incidental days policy "may require a period of adjustment," notes Murphy, "especially for managers and supervisors who will be required to help their staff understand and apply the new benefit and policy." That's why managers and staff alike are encouraged to visit [hr.nd.edu](http://hr.nd.edu) for more information and contact askHR with any questions.

# Educational benefits increased

Effective July 1, 2016, tuition reimbursement to assist full-time staff in achieving their educational goals at other accredited institutions has increased from \$1,500 to \$3,000 a year. Reimbursements for job-related certification, skills or trade training have increased from \$750 to \$1,000.

Educational benefits can now be applied toward doctoral programs as well as courses taken toward an undergraduate or master's degree.



# STAFF PICNIC



More than 2,575 people attended the staff picnic June 14, including (below left) President Rev. John I. Jenkins C.S.C. and Ann Firth, chief of staff.



**How much did we eat?**  
 Here are some stats:

1,500 pieces of fried chicken	500 pounds of fruit salad
1,350 pounds of pulled pork	400 pound of potato salad
350 burgers and 85 vegan burgers	100 pounds of tabbouleh
295 hot dogs	3,220 ice cream bars
	4,560 cookies
	2,200 churros

*The more you know, the more you save.*

**Mobile app available July 9**

Doctor	Cost
Lopez, Justine D., MD	\$40
Matthews, Scott K., MD	\$86
Tracy, Jason D., MD	\$175



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Castlight is provided free of charge to all Notre Dame faculty and staff, their spouses and adult dependents enrolled in a University medical plan.



# Human Resources Summer Learning Programs for Notre Dame Faculty & Staff

Find out more at [hr.nd.edu](http://hr.nd.edu) > Maximizing Your Potential

## Career Development

### Building Strategic Resumes & Cover Letters

**Date/Time:** Wed., Aug. 3, 9 a.m. - Noon

Completion of this workshop is a requirement for individual assistance with resumes and cover letters. Participants will review the fundamentals of how to create strategic and effective personal marketing tools.

### Launching Me, Inc.: Establishing Your Personal Brand

**Date/Time:** Wed., Aug. 17, 8:30 a.m. - 4:30 p.m.

Developing your own personal mission, vision, and set of core values in the branding of your most valuable asset — you! Identify the characteristics of strong personal brands; learn the key steps, values, and standards in building your own personal brand. Participants will begin and/or complete a vision board.

### Managing My Career: Deciding & Setting Career Goals

**Date/Time:** Thur., Jul. 14, 1 - 4:30 p.m.

Completion of Managing My Career: Assessment & Research is a prerequisite for this workshop. This in-depth workshop focuses on the second stage of Notre Dame's Career Management Process.

### Managing My Career: Taking Action

**Date/Time:** Thur., Jul. 21, 1 - 4:30 p.m.

Completion of Managing My Career: Deciding & Setting Career Goals is a prerequisite for this workshop. This in-depth workshop focuses on the third stage of Notre Dame's Career Management Process.

## Communication & Interpersonal Skills

### Assertiveness Skills for Business Professionals

**Date/Time:** Thur., Jul. 28, 1 - 4 p.m.

Identify and use your natural communication style to disarm conflict, handle criticism and tough situations, and get others to see your point of view. This program will help you stand up and be heard in a way that will get you the results you need.

### Communicating with Colleagues and Co-workers

**Date/Time:** Thur., Jul. 28, 8:30 a.m. - Noon

Build the communication skills essential to becoming a highly respected, confident professional who has earned credibility in the workplace. Identify verbal and nonverbal skills that project authority and give one an assertive means for controlling difficult situations and difficult people.

### Resolving Differences While Maintaining Relationships

**Date/Time:** Thur., Aug. 18, 8:30 a.m. - 12 p.m.

Be more effective in handling conflict using specific communication tactics that help you clearly understand the other person's issue when you find yourself wanting to disagree or to express a very different opinion. Manage the aftermath and get the relationship back on track.



## Professional Skills & Tools

### Seven Habits for Personal and Professional Success

**Date/Time:** Thur., Jul. 21, 8:30 a.m. - Noon

Do you ever feel life is swirling around you faster than you would like? How do you manage it and still do a good job balancing personal life, work, and community service? Join us as we walk through a compressed session of the 7 Habits foundational principles for re-balancing your life.

### StrengthsFinder

**Date/Time:** Thur., Aug. 11, 9 a.m. - Noon

Research shows us that developing our existing strength vs. focusing on our weaknesses results in greater success and satisfaction. Identify your strengths and opportunities to use them more fully and frequently at work. Participants must complete a self-assessment and read the book prior to the workshop.

## Accountability & Teamwork

### Amazing Moments

**Date/Time:** Thur., Aug. 18, 1-3:30 p.m.

"Notre Dame is a special place" with a unique character that affects nearly everyone who steps foot on campus. Learn about the Notre Dame way and how YOU can personally create amazing moments for visitors, fans, students, parents, donors, customers, potential new hires, faculty and co-workers.

### Be a Better Team Player

**Date/Time:** Wed., Aug. 10, 1 - 4 p.m.

Identify the skills and characteristics needed for true team thinking and collaborative behaviors essential for building trust, effective communication, true synergy, and creative problem-solving. Learn how to maximize your individual contributions to overall team performance through health "give and take."

## Diversity & Inclusion

### We Are All ND - (4 offerings)

(Required for all non-supervisory staff)

**Date/Time:** Wed., Aug. 24,

8 a.m. - Noon OR 1 - 5 p.m.

**Location:** 319 Hammes Mowbray Hall

**Date/Time:** Wed., Aug. 31,

8 a.m. - Noon OR 1 - 5 p.m.

**Location:** Grace Hall, Lower Level Training Room

This half day workshop is required for all staff not currently in a supervisory role. Please register for and attend We Are All ND in an effort to allow each and every member of our community to unite behind a common goal as we work to cultivate a spirit of inclusion at Notre Dame.

## Supervision & Leadership

### Managing Multiple Projects, Priorities & Deadlines

**Date/Time:** Wed., Aug. 10, 8:30 a.m. - Noon

This program will provide many tips and tactics to help you set and stick to daily priorities, organize your work space, identify and eliminate time wasters, and handle phone calls and emails efficiently.



## Learning Series Programs

### Frontline Supervision

Session	Date
Kick-off Event	TBD
Roles & Responsibilities of Today's Supervisor	Thur., Sept. 29, 2016
Style-Flex Your Supervisory Approach	Thur., Oct. 13
Prioritizing, Planning, Organizing & Time Management	Thur., Oct. 27
Communicating with Clarity	Thur., Nov. 10
Delegation and Feedback	Thur., Dec. 1
Campus Resources, Policies & Processes	Thur., Dec. 15
Fostering Good Performance	Thur., Jan. 12, 2017
Dealing with Conflict and Change Management	Thur., Jan. 26
Summit and Closing - Morris Inn/NDCC	Date TBD - 8 a.m.-6 p.m.

### TAP: Today's Administrative Professional

Module	Date
Professional Impact & Credibility	Wed., Sept. 7, 2016
Listening or Understanding & Empathy	Wed., Oct. 5
Adding Value through Change Management and Customer Focus	Wed., Nov. 2
How to Influence	Wed., Dec. 7
Business Writing in the Digital World	Wed., Jan. 11, 2017
The "Win-Win" of Conflict Management	Wed., Feb. 1
Organizing Your Time and Workspace	Wed., Mar. 8
Management Matters: Critical Thinking, Problem-Solving, Decision-Making, Project Management	Wed., Apr. 12

For more information, go to [endeavor.nd.edu](http://endeavor.nd.edu), and search for classes through the Learning Catalog on the home dashboard.