

# HR Headlines

August, 2007

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Visit the [Human Resources website](#) today!

## Welcome

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TRIO Programs

Kristen Reid  
Student Services

### Important Dates to remember

- **August 15** is the tuition remission deadline
  - Transit deadline is **September 1**
- Labor Day is observed Monday, **September 3** (enjoy your day off!)
- University Convocation is Tuesday, **September 4** at 10 a.m. in the Auditorium Theatre
  - Fall classes begin Wednesday, **September 5**

### Benefits Corner



UniCare has notified us that they have updated the YourChoiceRx<sup>SM</sup> information, which is available at [www.unicare.com](http://www.unicare.com) in the Pharmacy section. The website now contains a searchable list of YourChoiceRx<sup>SM</sup> medications, which is sorted by therapeutic category and indicates the Level of Coverage for each medication. And, in an effort to provide members with useful information, the list also offers clinical alternatives, where applicable, for some of the most commonly prescribed drugs. Members are encouraged to share this information with their physicians to discuss appropriate medication alternatives for their condition and financial situation.

Recently, UniCare expanded their list of medications in their GenericChoice program. These medications are available at significant savings. A few of the medications are free! Check this out at [RX News](#). We encourage you to save to your favorites and view the website occasionally. A well-informed consumer can realize great savings. Remember, too, that if you take advantage of the mail order option that is available, you will only pay two co-pay rates for three months of prescription medications. Be well!

### Recent Reward Now Recipients

Jon Rosele, ETRC  
Magdalena Skiba, Admission  
Lauren Thorp, Admission



## Retirement counseling meetings scheduled for Chicago and Schaumburg!



### TIAA-CREF

For an appointment for a confidential individual counseling session with the TIAA-CREF representative or to enroll in a group meeting, call 800-842-2005, ext. 5651 or enroll online at: [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc)

### **Tuesday, August 28, AUD 528**

Group meeting: 1:00-2:00 p.m. (enrollment required)  
Individual counseling: 9:00 a.m.-12:00 p.m. and 2:30-5:00 p.m.  
(by appointment only)

### **Wednesday, August 29, AUD 528**

Group meeting: 10:00-11:00 a.m. (enrollment required)  
Individual counseling: 12:30-4:30 p.m. (by appointment only)

### **Thursday, August 30, SCH 624**

Group meeting: 10:00 to 11:00 a.m. (enrollment required)  
Individual counseling: 12:30 to 4:30 p.m. (by appointment only)

### **Fidelity Investments**

For an appointment for confidential individual counseling with the Fidelity representative or to enroll in the group meeting, call 1-800-642-7131, Monday through Friday, 7:00 a.m. to 11:00 p.m., or enroll online at [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)

### **Wednesday, August 22, AUD 528**

Group meeting: 10:30 to 11:30 a.m. (enrollment required)  
Individual counseling: 1:00 to 4:30 p.m. (by appointment only)

### **Thursday, August 23, SCH 624**

Group meeting: 1:30-2:30 p.m. (enrollment required)  
Individual counseling: 2:30-5:00 p.m. (by appointment only)

The Deadlines for submitting applications, signing salary reduction agreements or making plan changes are as follows:

Full-time Faculty	08-31-07	Administrators	09-07-07
Clerical Union	09-21-07	RAFO members	08-22-07

## ROOSEVELT UNIVERSITY TUITION REMISSION

The University has firm deadlines for tuition remission forms to be submitted. These deadlines were established to allow the timely and accurate processing of the tuition remission benefit.

The new process requires all employees wishing to utilize the tuition remission benefit to submit their completed paperwork, including the appropriate signatures and receipt(s) showing payment of fees, by the dates that tuition and fees are due in full. The next approval deadline for the Fall Term is August 15!!

**Failure to submit all of the completed paperwork for courses for Fall 2007 by the August 15, 2007 deadline will result in the tuition remission benefit being denied for that term.**

If you have any questions about tuition remission, contact Chris Korn in HR at ext. 6932 or via e-mail at [ckorn@roosevelt.edu](mailto:ckorn@roosevelt.edu)

# The SAFETY CORNER

## PREVENT HEAT-RELATED ILLNESSES

Warm weather means activities and fun under the sun!

Whether you love putting on shorts and feeling the warm outdoors, or find it hot and sticky, everyone must be careful not to let a heat-related illness spoil the day.

Normally, the body has ways of keeping itself cool, by letting heat escape through the skin, and by evaporating sweat (perspiration). If the body does not cool properly or does not cool enough, the victim may suffer a heat-related illness. Anyone can be susceptible although the very young and very old are at greater risk. Heat-related

illnesses can become serious or even deadly if unattended.

The American Red Cross urges you to follow these tips to prevent a heat-related illness:

1. **NEVER leave children or pets alone in closed vehicles.** Temperatures inside a closed vehicle can reach over 140 degrees F within minutes.
2. **Dress for the heat.** Wear lightweight, light-colored clothing. Light colors will reflect away some of the sun's energy. It is also a good idea to wear hats or to use an umbrella.
3. **Drink water.** Carry water or juice with you and drink continuously even if you do not feel thirsty. Avoid alcohol and caffeine, which dehydrate the body.
4. **Eat small meals and eat more often.** Avoid foods that are high in protein which increase metabolic heat. Avoid using salt tablets unless directed to do so by a physician.
5. **Slow down.** Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7:00 a.m.
6. **Stay indoors when possible.** Air conditioning provides the safest escape from extreme heat: Install window air conditioners snugly. Check air-conditioning ducts for proper insulation. Vacuum air conditioner filters weekly during periods of high use to provide more cool air. If you do not have air conditioning, close windows and doors to prevent hot air from entering and spend your time on the lowest floor out of the sunshine.
7. **Take regular breaks when engaged in physical activity on warm days.** Take time out to find a cool place. If you recognize that you, or someone else, is showing the signals of a heat-related illness, stop activity and find a cool place. Remember, have fun, but stay cool!

*Reprinted courtesy of The American red Cross of the Susquehanna Valley:*

<http://www.sqvalleyredcross.org/twp/summerheat.htm>