

November 2008

Susan Rohde Ext. 2198

Please Welcome New Employees

Micah Jefferson,
Library

Sara Jane
Patterson-Poage,
CCPA

Important Websites

Human Resources

HR Career Page

Training &
Development

RU Homepage

RU Intranet

RU TeamONE

REWARD Now Recipients

Holly La Porte	Multimedia Services
Tanya Ewing	Student Accounts
Catherine Rategan	Academic Success Center
Tracy Ceullar	Payroll
Marlen Rodriguez	Payroll

Transit Benefit News for Those Housed at Gage or ATRU Offices

We are pleased to announce that effective immediately, we have a new transit voucher pick up process for employees housed in either the Gage Building or ATRU Offices. This new process is designed to allow employees who have offices in these two locations and receive a transit voucher/CTA card to partner with co-workers to pick up their transit voucher/CTA card from the Auditorium Building.

A link to the policy and form is provided below. Please note that both employees wishing to partner up must each complete a separate form.

<http://www.roosevelt.edu/hr/forms/RTACTATransitBenefitPick-up.htm>

Contact Chris Korn at ext. 6932 should you have any questions.



Introducing Constance Jackson

Constance Jackson began her employment as a financial aid counselor at Roosevelt University in November 2000. Connie is proud to have had a role in providing the resources that supported the students' successes.

Earlier this year, Jackson was given an award for dedicated service by the RU TRIO Student Support Services /Project Prime Program. Jackson notes that one of her major accomplishments here at RU, has been to improve the Federal Work Study Program. Jackson, also successfully completed the 2007/2008 RU Perspectives Program. She credits the program for giving her a broader understanding of the inner workings of RU and the future it is striving for.

Although Connie is new to the Human Resources Department, she feels increasingly comfortable in the new environment. She began her new appointment as Administrative

Assistant to VP for Human Resources, Gretchen Van Natta on September 29th. Before coming to RU, Jackson had already worked in higher education for over 15 years in the area of student services. She graduated with a BA in Communication from Columbia College Chicago, and a Masters in Human Services Administration from Spertus College.



City of Chicago

**The Partnership
for New Communities**

Civic Leadership for Chicago's Neighborhoods

If you're thinking about buying a home in the city, now is the perfect time to make your move. The City of Chicago and its developer, lender and philanthropic partners are showcasing homes from \$150,000 to \$450,000 in some of Chicago's most vibrant communities and offering **special incentives** that make now the best time to buy. Incentives include up to \$40,000 in purchase-price assistance, lenders ready to make loans at 3% down with grants toward closing costs for qualified buyers, and Tax Smart Mortgages from City of Chicago partner lenders that turn conventional loans into a Federal Income Tax Credits, able to reduce your yearly payment by \$2,000 or more.

Living in Chicago's great neighborhoods is becoming even more attractive, especially for people who want to buy homes that are close to work, shopping, and amenities. The available homes include brand new and rehabbed condos, single-family homes, two-flats and townhomes. With over 200 homes in 22 neighborhoods, there's something for everyone. For more information, call 311 or visit www.findyourplaceinchicago.org.

Spa Chakra Luxury Fitness Center visits RU!

The RU Community is invited to a Lunch & Learn Information Session, December 5th. A Spa Chakra Wellness Professional will provide a 45 minute presentation about fitness, nutritional and health topics. A complimentary light lunch will be offered. This is a great opportunity to ask questions about the Spa Chakra Luxury Fitness facilities at the Palmer House location.



Spa Chakra Luxury Fitness, the recently renovated fitness center is offering discounted monthly memberships to Roosevelt faculty, staff and students. The fitness center is open from Monday through Friday from 5:30 am to 9:00 pm, and weekends from 7:00 am to 7:00 pm. Interested? Call 312-917-1745. Participation is limited to the first 30 individuals to RSVP to Connie Jackson at ext. 6952.

Voluntary Life/AD&D Insurance Open Enrollment has Begun!

Open enrollment for the voluntary term life and accidental death and dismemberment (AD&D) insurance plan for the plan year that begins on January 1, 2009 has begun! This plan allows eligible full time faculty, administrators and clerical union employees to purchase and/or increase voluntary term life insurance on his/herself, spouse or domestic partner and dependent children. This is an employee-funded benefit that is a supplement to the current University-sponsored life/AD&D benefit plan.

If you are currently enrolled in this life insurance plan, the guarantee-issue feature still applies to your policy. It allows you to purchase up to \$100,000 (employee), \$25,000 (spouse or domestic partner) and \$10,000 (dependent children) without any questions on your medical history and you cannot be denied coverage up to these limits. If you want to increase or decrease your benefit, a change form is required. If you do not wish to change your enrollment, no form is required at this time.

If you are not currently enrolled, you may apply for this life insurance plan by completing an enrollment form and the required *Evidence of Insurability* form to qualify for coverage. The forms may be found on the Human Resources web site:

<http://www.roosevelt.edu/hr/forms/documents/UnumVoluntaryLifeEnrollmentForm.pdf>

<http://www.roosevelt.edu/hr/forms/documents/UnumEvidenceofInsurabilityForm.pdf>

<http://www.roosevelt.edu/hr/forms/documents/UnumLife-RequestforChangeForm.pdf>

The Evidence of Insurability form may be completed electronically and submitted directly to Unum through their web link: <https://w4.unum.com/eforms/EOI/Default.aspx>. You will still need to submit the enrollment form to Human Resources for processing.

If you are interested in this benefit, please consider attending a 20-minute informational meeting.

Campus-Bldg.	Room	Day	Date	Times
Chicago- AUD	720	Wednesday	Nov. 12	10:00 a.m. & 4:00 p.m.
Chicago- GB	411	Thursday	Nov. 13	3:00 p.m.
Schaumburg	628	Monday	Nov. 10	10:00 a.m. & 4:00 p.m.

The deadline for changing current coverage or applying for new enrollment is **Monday, December 1, 2008**. If you have any questions, please contact Clara Gong at 312-341-4332 or cgong@roosevelt.edu.

Medicare Part D Annual Announcement

The Medicare Prescription Drug, Improvement and Modernization Act of 2003 (MMA) requires that all group health plans providing prescription drug coverage to Medicare Part D eligible individuals must notify employees of creditable/non-creditable status of its prescription drug plan annually. Our annual notice of creditable coverage is now available online at:

<http://www.roosevelt.edu/hr/MedicarePartD.htm>

Retirement Planning Corner

Fidelity Investments is offering live web workshops to help participants learn more about the current markets and answer questions about Fidelity and their investments. Current topics include: "Making sense of current events", "Fidelity's stability", "Historical perspective on the markets", "Diversify Diversify Diversify", and "Stay the course".

Please take advantage of these opportunities to learn more by following these steps:
- Enroll online at: <http://webworkshops.fidelity.com>.

- log in using your NetBenefits UserID and PIN
- Find the workshops you wish to attend and select “Enroll”
- Enter your first name & e-mail address – click “Submit”
- A confirmation screen will appear & you will also receive a confirmation e-mail

TIAA-CREF also offers financial education web seminars. Recent topics of interest include “A History of Strength and Stability” and “Staying on Track in a Volatile Market”. Log in to TIAA-CREF - www.tiaa-cref.org for Education and Support.



Take Commuting in a Whole New Direction

Employees all across Chicagoland are raving about their new commute, thanks to the Pace Vanpool Program. Workers arrive more rested, and they can save up to \$3,300 per year compared to driving alone. Employers also benefit -- vanpool commuting lowers your payroll taxes since worker costs can be deducted pre-tax. Plus, you'll have access to a larger potential labor pool.

[MORE INFO >>](#)

