



MEMORANDUM

To: All clerical union employees
From: Toyia K. Stewart, Associate Vice President, Human Resources
Re: Health, Wellness and Personal Development Benefit 2016-2017
Dated: October 1, 2016

Article IX, Section 7 of the Agreement between Roosevelt University and OPEIU, Local 391 effective October 1, 2011 states the following:

The University will underwrite \$150 per contract year per employee for costs incurred in Human Resources pre-approved development, wellness programs or courses not sponsored by the University. This benefit can be for non-credit courses.

Please note the following:

- The contract year runs from October 1, 2016 to September 30, 2017.
- The benefit covers participation in self-improvement programs, such as an exercise class, public speaking or technology courses. Programs do not need to be specifically job-related. This benefit also covers participation in courses including those that are sponsored by the University, but not covered under the employee tuition benefit program.
- This benefit does not cover the cost of any equipment, dietary supplements or online subscriptions.
- The benefit is for active clerical union employees only, not dependents.
- Reimbursements will be made in one lump sum up to \$150.

If you have any questions about coverage, please contact Toyia K. Stewart in the Office of Human Resources.

Please complete this form and submit a copy of proof of payment to Toyia K. Stewart via email, tkstewart@roosevelt.edu or inter-campus mail to AUD 338 no later than September 30, 2017 to receive your benefit for the 2016-2017 contract year.

Name	Employee ID
Home Address State Zipcode	City
Class/ Program Name	
Class/ Program Description	
Total Cost requested for reimbursement for 2016-2017	

Employee Signature

Date

By signing this form I attest that I have discussed any applicable schedule accommodations for any applicable on-campus programs with my supervisor.