Welcome from the Director

Happy New Year! Thanks for taking a look at our new Haverford College Office of Human Resources Newsletter. We look forward to helping you make the most of benefits and resources here at the College. Joanne, Julie, Rose Marie, Sandy, and I understand that your busy schedules may not always allow you to be aware of all of our services, so we hope that the newsletter will help keep you informed. From HR events and upcoming training, to policy highlights, deadlines, benefits and wellness, we'll make sure you are up to date with information you can use. The newsletter will be available on our website at www.haverford.edu/human-resources, in your mail boxes, on bulletin boards and at convenient locations on campus. And of course, you may simply drop by our office to pick one up. We invite you to contribute content – or ideas – by sending an email to hc-HResource@haverford.edu.

The HR staff wishes you and your family a wonderful year to come!

BENEFITS & WELLNESS

Benefits
Emeriti Retirement Health Solutions
Haverford participates in the Emeriti Retirement Health Solutions program to provide for post-retirement medical needs. Contributions will be made by the College to the plan for all benefits-eligible employees at the age of 40. Employees at any age may make after-tax contributions. These contributions may be invested in mutual funds made available through TIAA-CREF. Full details and a Summary Plan description are available in the Office of Human Resources and by visiting haverford.edu/human-resources/benefits

Carebridge (Employee Assistance Program and Work-Life Services)
Carebridge is an external organization with which Haverford College contracts to provide a variety of services to and for the support of Haverford employees and their immediate family members on a range of work-life issues. Additionally, as an employee assistance program (EAP) provider, Carebridge has a network of trained, credentialed and experienced counselors who are equipped to help College employees with short-term counseling needs. Our agreement entitles each employee to five calls per year.
You can find out more about their services at www.myliferesource.com, access code TTY4N. Carebridge Access specialists can be reached at 1-800-437-0911.

Wellness
Fitness Center
All faculty and staff have free access to the Haverford Fitness Center, located on the first floor of the Douglas B. Gardner ‘83 Athletic Center. Make sure to avail yourself of a variety of exercise options, such as free weights, bicycles, and cardiovascular and strength training machines. Please visit haverfordathletics.com/information/facilities/fitness_center for additional information.

NovaCare
NovaCare Rehabilitation has partnered with Haverford College to provide on-campus physical therapy services to the entire Haverford Community. Please visit haverford.edu/physical-therapy for additional information.

Mission Statement

It is the mission of the Office of Human Resources to provide an array of customer-focused services that align with the philosophy of trust, concern, and respect of our employees at Haverford College. This service is accomplished by applying comprehensive strategies with simple solutions and best practices. We support and value our faculty, staff, and administrators as highly regarded professionals who dedicate their work to the mission and students of Haverford College.

The Office of Human Resources strives to deliver quality programs by providing the following services:

• Diverse, sustainable, and competitive recruitment and retention
• Comprehensive total rewards, benefits, and compensation
• Structured professional development opportunities
• Effective performance management strategies
• Fair and equitable employee relations
MEET THE STAFF

T. MURIEL BRISBON,
DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT
As Director, I provide leadership and guidance regarding all human resources (HR) practices and policies, including: ensuring effective state and federal compliance; establishing best practices in employment policies, compensation, and benefits; and providing efficient, quality customer/employee-focused services in a fair and equitable manner.

SANDRA DUNHAM,
HUMAN RESOURCES GENERALIST
• Workers’ Compensation
• FMLA/Maternity Leave
• Recruitment (job postings)
• Pension (403B)/Emeriti Administration
• Long Term Disability and Life Insurance Claims

ROSE MARIE MOSES,
OFFICE ASSISTANT
• Receptionist
• Transit Check Coordination
• Title IX Training
• Directing employee inquiries
• Assisting HR Director and staff

JULIE SHEEHAN,
HUMAN RESOURCES SERVICES COORDINATOR
• Act 153 background checks
• Motor Vehicle and Employment Background Checks
• Newsletter & Website
• Handbook Coordinator
• Risk Management Coordinator
• Special HR Projects as assigned

JOANNE GULLIFER,
HUMAN RESOURCES ASSISTANT
• Benefit processing, including medical, dental, life, and Accidental Death and Dismemberment, long term disability, flexible spending accounts and health savings accounts
• New Employee On-boarding
• Retirements and Terminations
• Notary Public

POLICY HIGHLIGHTS
Alcohol and Drug Use Policy
The College’s Alcohol and Drug Use policy has been in effect since March 18, 1989, and is in compliance with the federal Drug-Free Workplace Act of 1988. The aim of this policy is to ensure a safe drug and alcohol-free environment for the Haverford College community. Please familiarize yourself with the Handbook governing your employment classification. The handbooks can be found on the Office of Human Resources website by visiting haverford.edu/human-resources/handbooks-policies. The Faculty Handbook is available by visiting haverford.edu/provost/faculty-handbook-guides.

UPCOMING DEADLINES
FLEXIBLE HEALTH AND FLEXIBLE DEPENDENT CARE ACCOUNTS
Please be sure to submit receipts to HealthNow Administrative Services (HSNA) if you have a Flexible Health or Flexible Dependent Care Account. You will only be permitted to submit receipts for expenses incurred during the previous plan year between January 16 and March 15, 2016. Please visit the Benefits section of the Office of Human Resources website for information on allowable expenses, claim forms, instructions for accessing your account online with HSNA, and the contact information for HSNA should you have additional questions about your account.

ADMINISTRATIVE ANNOUNCEMENTS
Reorganization of Financial Aid Office
Effective November 1, 2015, Michael Colahan has assumed the position of Director of Financial Aid. After 38 years of service as Director of Financial Aid, David Hoy is now serving as Special Assistant to the Director of Financial Aid.

Title IX/VAWA Training
As a reminder to all new employees, please complete the Title IX/VAWA Training as soon as possible. Please contact Rose Marie Moses at rmoses@haverford.edu in order to begin the process.

403b Retirement Contribution Calculation
As you are aware, the College contributes 11% of an individual employee’s base salary on a pre-tax basis to the retirement plan of his/her choice.

As a reminder that, effective November 1, 2015, the College’s 403b contribution and the employee’s contribution as a percentage of his/her salary, are calculated on the employee’s base salary only. Flat dollar contributions will remain the same. As such, amounts received by an employee for the health plan waiver, overtime pay, supplemental pay or stipends, or bonuses are excluded from the retirement contribution calculation.

For questions or concerns, or to suggest a topic for inclusion in a future newsletter, please email hc-HRResource@haverford.edu.

PERSONNEL INFORMATION
RECOGNITION OF 25 YEARS OF SERVICE
Kofi Anyinfe
Professor of French
Easton Atkinson
Catering
Rodney Bear
Campus Security
Catherine Fennell
Institutional Advancement
T. Frank Gainor
Bookstore
Stacy Grossman
Dining Services
Robert J. Harper
Maintenance
Darryl Mackey
Central Services
Kevin Moore
COOP
Michael Persick
Library
Leonard Sides
Grounds
Wendy Smith
Athletics

RETIREMENTS
Richard Aldred
Marilou Allen
Barbara Anderson
Liza Jane Bernard
Bruce Boyes
Stephan Boughn
Alvin Campbell
Carole Gormley
James Gullick
Carol Henry

DEATHS