



# New Hire Orientation

DEPARTMENT OF HUMAN RESOURCES

UPDATED: 02.12.18

# Welcome!

- Please have a seat near the front of the room.
- Fill out a tabletop name tag with the markers provided.
- Complete the “New Hire Packet” found on the left side of your folder.
  - Do not complete page 2 of the Form I-9. The records department will be in to assist you.
- Men’s restrooms are located on the 3rd floor.
- Women’s restrooms are located on the 2nd floor.
- Please help yourself to the coffee provided in the back of the room.
- Feel free to ask any questions - we’re here to help!

# Welcome!

Dominic Parisi

# Agenda

Getting Started at CWRU	8:45AM – 9:30AM
Compliance Training	9:30AM – 9:45AM
OIDEO / Office of Equity	9:45AM – 10:45AM
Environmental Health & Safety	10:45AM – 11:00AM
Police & Security Services	11:00AM – 11:15AM
Staff Advisory Council / PDC	11:15AM – 11:30AM
Break for Lunch	11:30AM – 12:30PM
Health & Wellness	12:30PM – 12:40PM
UTech	12:40PM – 1:20PM
Benefits	1:20PM – 3:00PM



# Introductions

# Access Services

# ID Cards, Parking & Keys

- Access Services, Crawford Hall (Ground Floor)
  - Open 9:00AM until 4:00PM
- Avoid the long lines, always call first!
  - Phone: 216.368.2273 (C-A-R-D)
  - Email: [parking@case.edu](mailto:parking@case.edu)
  - Email: [access@case.edu](mailto:access@case.edu)
  - Website: [parking.case.edu](http://parking.case.edu)

# Employee ID Card

- Complete a blue information card (front & back)
- Show a valid government or state issued photo ID
- ID card provides:
  - Identification, Library Circulation Privileges
  - Building Access, Access to Recreational Facilities
  - Access to assigned parking facilities
  - CaseCash/CaseOne
  - ...just to name a few.
- Replacement cost is \$25.00

# Transportation & Parking

- Complete parking form
  - Select pre-tax option
  - Provide license plate #, make/model, year, & color of car
- A hang tag will be provided
  - Can be switched from car to car
  - Damage/replacement cost is \$25.00
- New employees are assigned to Lot 46
  - Place your name on a waiting list to change lots
- RTA passes available as pre-tax deduction after 30 days

# Policy & Procedure

# Policy & Procedure

- University-Wide Expectations
  - <https://case.edu/hr/university-policies/university-wide-expectations-and-services>
- Staff Policies
  - <https://case.edu/hr/university-policies/staff-policies>
- Employee is responsible for reviewing the information available online

# Policy & Procedure

- Tobacco, alcohol, and drug-free workplace
- Orientation Period
  - First 3 Months
- Annual Performance Review Process
  - Annual merit reviews
- Employee Assistance Program (IMPACT)
  - Impact Solutions, 800.227.6007
  - IMPACT flyer in your blue folder



# Policy & Procedure

- Pay Days:
  - Senior Staff (Exempt, 40 Hrs/Wk): Paid Monthly
  - Staff (Exempt, 40 Hrs/Wk): Paid Monthly
  - Staff (Non-exempt, 37.5 Hrs/Wk or 40 Hrs/Wk): Paid Semi-Monthly
- All employees are paid via Direct Deposit, set-up in HCM.
- Work Schedules & Overtime
  - Business Hours
  - Overtime Rates

# Policy & Procedure

- Vacation Days (PTO):
  - SG18 to SG26: 1.75 Days/Month (21 Days Per Year)
  - SG10 to SG17: 1.33 Days/Month (16 Days Per Year)
  - SG03 to SG09: 0.90 Days/Month (11 Days Per Year)
- Accrual rate for staff salary grades SG03 to SG09 & SG10 to SG17 increases at five years of service. Salary grades SG03 to SG09 increases again at ten years of service.
- One year of accrued unused days can be carried over to the next fiscal year (July 1st through June 30th.)
- Eligible to use after the completion of your orientation period. ½ Day Increments.

# Policy & Procedure

- Sick Days (Senior Staff):
  - Please refer to the pamphlet in your blue folder.
- Sick Days (Staff):
  - 0 to 1 years of service: 5 Days
  - 1 to 5 years of service: 10 Days
  - 5 plus years of service: 15 Days
  - Unused allowance accrues year over year

# Policy & Procedure

- Holidays
  - 10 scheduled paid holidays per year
  - New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2), Christmas (2), New Year's Eve
  - University-designated holiday(s) or days off
- One personal floating holiday per year
  - Must be scheduled with your supervisor
  - Does not carry over to the following fiscal year
  - Cannot be used during your orientation period

# Policy & Procedure

- Ethics - Computing Ethics
- Professionalism
- Communications

# Policy & Procedure

- Positive Corrective Action
- Staff Grievances
  - Conversation, informal process, formal process, or appeal.
- Employee Relations
  - Confidential resource. Non-Retaliation

# Questions?

Please direct any questions regarding your employment here at Case Western Reserve University to:

[askHR@case.edu](mailto:askHR@case.edu)

# Compliance Training

Lisa Palazzo and Andy Jarrell



# Compliance Training

- CWRU has a Compliance Program
- Employees are expected to act with honesty and integrity
- All employees are expected to report non-compliance and suspected non-compliance

# What is Compliance?

- Following applicable laws, contractual promises, policies
- Knowing what is right and doing what is right - working with integrity!

# Working with Integrity

- The heart of maintaining a healthy and sustainable campus community:
  - Honesty and fairness with our coworkers and business partners
  - Respect for diversity of people and ideas



# CWRU Compliance Program

- Monitors and coordinates decentralized compliance efforts
- Helps set policies
- Trains workforce
- Assesses how we're doing
- Investigates reported noncompliance
- Reports to senior leadership

# CWRU Compliance Program

- All employees have a responsibility to understand and follow CWRU policies, procedures, and applicable laws.
  - Must report violations that you learn of or observe. Anyone who has knowledge of wrongdoing but fails to report it may be subject to disciplinary action.
  - CWRU will treat the information reported confidentially to the extent possible, consistent with our obligation to investigate.
  - CWRU will not retaliate against good-faith reporting.
- Compliance concerns may be reported to the University Compliance Officer at 216-368-5791 or anonymously by calling the Integrity Hotline at 866-483-9367.

# Examples of Reportable Issues

- Theft or abuse of university resources
- Misuse of sponsored research funds
- Harassment or discrimination
- Falsification of timesheets/records
- Privacy breach
- Safety or security hazards
- Fraudulent or inaccurate financial reporting

# Conflicts of Interests

- CWRU has a conflicts of interest policy, available on the website <https://tinyurl.com/CWRUconflict> and also in the Faculty Handbook.
  - Applies to all members of the CWRU community (including employees, faculty & Board of Trustees).
  - A conflict of interest exists when someone has an outside interest that might adversely affect or appear to affect an individual's judgment in carrying out University responsibilities, such as conduct of research or administrative functions.
  - Each year, reporting of outside interests is required for all faculty, staff involved in research, senior staff and others as determined by supervisor. Reporting is handled by the offices below who can also answer any questions.
- Research staff and faculty: Outside Interests Office in Research Administration 216 368 7600.
- Non-research staff: Office of General Counsel 216 368 8785.

# Tips to keep you Compliant

- When faced with a compliance decision, ask yourself:
  - What is the law, rule, regulation, policy or procedure?
  - Am I being fair and honest?
  - Does it feel like I am doing the right thing?
  - How would it look in the newspaper?
- Don't do something you know is wrong. If you have any doubts about a situation, seek guidance from a supervisor or the Compliance Office



# Contact Compliance

**Online:** Case.edu/Compliance

**In Person:** Lisa Palazzo and Andy Jarrell

University Chief Compliance and Privacy Officer

[lisa.palazzo@case.edu](mailto:lisa.palazzo@case.edu)

216-368-5791

# Remember:

- Policies and procedures are in place to help each one of us promote a culture of ethics and compliance.
- Employees are responsible for their own actions.
- Questions about the topics discussed in this presentation should be directed to your supervisor, the Human Resource Department, the University Compliance Office, or the Office of General Counsel.



# Office of Equity

# **Title IX Coordinator/Section 504 Coordinator**

Darnell Parker, Ed.D., Senior Associate Vice President for Equity

Adelbert Hall, Suite #110

10900 Euclid Avenue

Cleveland, Ohio 44106

(216) 368-2020

# Office of Equity Staff

**Darnell Parker**, Senior Associate Vice President of Equity, Title IX /Section 504 Coordinator  
Adelbert 110 (216) 368-2020 [darnell.parker@case.edu](mailto:darnell.parker@case.edu)

**Carmen Guess**, Equity Specialist and Investigator  
Thwing Center 318 (216) 368-4047 [carmen.guess@case.edu](mailto:carmen.guess@case.edu)

**Daniel Nemeth-Neumann**, Equity Specialist and Investigator  
Thwing Center 318 (216) 368-8740 [daniel.neumann@case.edu](mailto:daniel.neumann@case.edu)

**Julia Kazmers**, Faculty Equity Specialist and Investigator  
Adelbert 320 (216) 368-1030 [julia.kazmers@case.edu](mailto:julia.kazmers@case.edu)

**TBD**, Equity Specialist and Investigator  
Thwing Center 318

Community Education	Investigation	Training	Prevention	Resources
Anti-Discrimination Laws - Title VI, VII, Title IX, ADA	Discrimination Based on Race, Color, and National Origin in Employment (Title VI)	Faculty and Staff Responsible Employees (mandated reporting)	Bystander Intervention (Green Dot)	Student Advocate for Gender Violence Prevention and Response
Sexual Misconduct Policy & Procedures	Discrimination Based on Sex & Religion in Employment (Title VII)	Student Responsible Employees (OLs, RAs, TAs)	Bathroom Posters	Partnership with Cleveland Rape Crisis Center (CRCC)
CWRU Non-Discrimination Policy	Discrimination based on Sex and Sexual Misconduct in Education (Title IX)	Investigators & Coordinator including: Reid, FETI, ATIXA, ODHE, NACUA, etc.	Online Student Modules	Domestic Violence & Child Advocacy Center
Pregnant and Parenting Students	Discrimination based on Disability (ADA)	Sexual Misconduct Process Advisers	Title IX Brochures	Equity Website
Healthy Relationships	Reasonable Accommodations for Staff (ADA)	Sexual Misconduct Boards	Social Norming Campaign	CWRU Police
Campus Climate Surveys	CWRU Non-Discrimination Policy	New Student and Staff Orientations	Online Training for faculty and staff (Coming Soon)	Flora Stone Mather Center for Women

# University Policies Covered by the Office

- Non-Discrimination Statement
- Sexual Misconduct Policy
- Americans with Disabilities Act
- Consensual Relationship Policy

# Non-Discrimination Statement

Case Western Reserve University does not discriminate in recruitment, employment, or policy administration on the basis of **race, religion, age, sex (including pregnancy & sexual misconduct), color, disability, sexual orientation, gender identity or expression, ancestry, national or ethnic origin, political affiliation, genetic information, military status or status as a disabled veteran or other protected veteran** under U.S. Federal Law. In addition, the University expects all employees, students, vendors, and associates to comply with the policy of non-discrimination. The University intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of employees or students. Retaliation against persons raising concerns about discrimination, sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to and including discharge or expulsion from the university. **The university encourages and values diverse views, thoughts, opinions, experiences, backgrounds, and cultures and strives to provide both the opportunity and a safe environment for diversity to be expressed.**



# What is Sexual Misconduct?

- Sexual Misconduct includes the following:
  - Forced Sexual Intercourse
  - Non-Consensual Sexual Intercourse
  - Non-Consensual Sexual Contact or Activity
  - Forced Sexual Contact or Activity
  - Sexual Exploitation
  - Sexual Harassment
- (Definitions can be found within the Policy)

# Obligation to Report (Mandatory Reporting)

- Faculty and staff of the university community has an obligation to report sexual misconduct, which includes reporting after witnessing sexual misconduct or hearing about it from the person who experienced it or from another person (Staff in University Health and Counseling are not mandated reporters).
- The University prohibits retaliation for raising concerns under the policy.

# Consensual Relationship Policy

- The University considers sexual or romantic relationships between faculty and students and between supervisors and their employees to be a basic violation of professional ethics and responsibility for the other's academic or job performance or professional future. Such relationships are expressly prohibited unless both parties are engaged in creating and implementing a Management Plan, which might include changes in:
  - The reporting structure
  - Who does evaluations
  - Assignment of courses, advisors, or dissertation evaluators

# Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. An individual is considered to have a disability if that individual either (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. In 2008, the Americans with Disabilities Act Amendments Act was implemented to protect a greater number of employees with disabilities.

*Online: <https://www.case.edu/finadmin/humres/eod/disable.html>*

# Contact Information

Office of Equity

Phone: 216-368-3066

Email: [titleix@case.edu](mailto:titleix@case.edu)

Location: Thwing Center 318

# Inclusion, Diversity & Equal Opportunity

# OIDEO Staff

**Joy Bostic, PhD**

Karyn Newton

Christopher Jones, JD

TBA

Regina Gonzalez, JD

Janetta Hammock, MA

Eartha Weston

**Interim Vice President**

Executive Aide to the Interim Vice President and  
Faculty Diversity Coordinator

Asst. Vice President & Director of Diversity and  
Inclusion

Faculty Diversity Officer

Director of Diversity and Strategic Initiatives

Diversity Program Manager

Department Assistant

# Mission

The mission of the Office for Inclusion, Diversity and Equal Opportunity is to provide support and guidance and to advance equitable and fair treatment in employment, education and other aspects of campus life.

The Office supports the University's mission by providing strategic leadership in the development of policies, procedures, and programs that will help foster diversity, inclusiveness and a welcoming environment for faculty, staff, students, and others.

The Office is a resource to the University in the interpretation, understanding and application of federal and state equal opportunity and affirmative action laws and regulations.



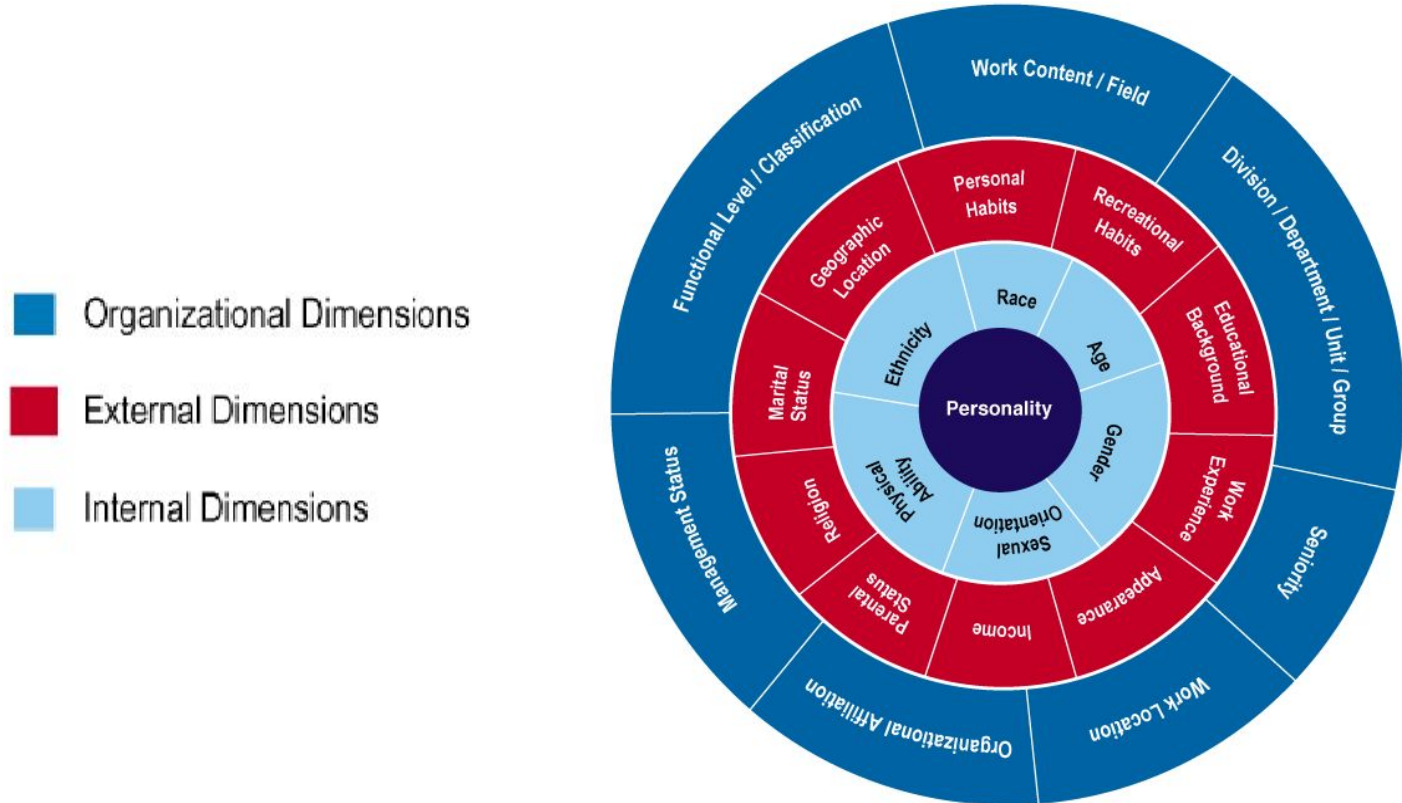
# What do we do?

- Diversity 360: Campus-wide Diversity Education Program for all employees and students
- Campus-wide diversity and inclusion inventory
- Campus-wide inclusion reception and events
- Power of Diversity Lecture Series
- Train The Champion
- Sustained Dialogue Campus Network
- Department/division customized training/development opportunities and workshops

# What is Diversity?

- A mosaic of individual groups with varying backgrounds, experiences, styles, perceptions, values and beliefs.
- According to the university's Diversity Strategic Action Plan (DSAP): "diversity usually refers to representation (numbers) related to a wide range of human difference. The dimensions most commonly identified include gender and race/ethnicity. Diversity scholars have identified many other dimensions including, but not limited to, age/generation, mental/physical abilities, sexual orientation, gender identity/expression, religion, family status, communication style, geographic location, and military experience. Another important dimension is immigrant status."

# Primary & Secondary Dimensions of Diversity



# Diversity in the Workplace/Workforce

- What are some of the advantages to working in a diverse environment?
- What are some of the challenges?

# What is Inclusion?

- Inclusion is the process of making every member of the university feel welcomed, valued, and respected for what they contribute.
  - At its best, inclusion is a practice of enabling diversity to create opportunities to incorporate voices, perspectives, and ideas that might otherwise be missed, overlooked or undervalued.
  - Inclusion is a method of leveraging diversity for the best possible outcomes, interactions, campus climate and quality of life for faculty, students, staff, and alumni.

# The Inclusion Paradox

Diversity is the mix, inclusion is making the mix work.

- Andres Tapia, Diversity Expert

# Supplier Diversity Policy Statement

It is the policy of Case Western Reserve University (CWRU) that in acquiring goods and services we maintain an environment that promotes, increases, and improves the quality of the overall participation of a widely diverse group of business enterprises. CWRU is committed to assisting minority and women-owned business enterprises in gaining access to business opportunities at the University, to further expand business opportunities, and to enhance continued economic growth. CWRU will expect our strategic suppliers to adopt similar strategies of inclusion.

It is our objective to implement an innovative program which makes supplier diversity a specific objective campus-wide. This objective coincides with the expectation that all goods and services acquired from any business enterprise will meet the University's requirements relating to value, quality and timeliness. The University believes that through our supplier diversity initiative more diverse business enterprises will not only have greater opportunities but will increase their business presence at the University.

# Unconscious Bias



# Unconscious Bias Theory

- Unconscious Bias Theory is based on our cultural biases and stereotypes regarding people of different racial and ethnic backgrounds or of a different sex and how they impact:
  - Our decision-making processes in the workplace;
  - Who we socialize with; and
  - How we advance in our careers.

# What is Bias?

- Bias is defined as a prejudice in favor of or against one thing, person or group compared with another usually in a way that is considered to be unfair.
- Bias is not limited to race or ethnicity - bias might exist toward a social group, one's gender, age, physical ability, religion, sexual orientation, weight and other characteristics.

# We All Have Unconscious Bias

- Research shows that everyone - male and female alike - perceives and treats women differently from men and underrepresented groups differently from non-underrepresented groups.
- Both people of color and white people tend to treat individuals from marginalized groups differently than they treat individuals from non-marginalized groups.

# Consider this...

- Less than 15% of U.S. men are over six feet tall. Yet almost 60% of corporate CEO's are over six feet tall. When corrected for age and gender, an inch of height is worth approximately \$789 per year in salary.
- "Attractive people" are 2 to 5 times more likely to be hired and earn 12% to 15% more money.
- Overweight people earn \$100,000 less than their thin counterparts over a 40-year period.
- What other stereotypes or biases impact hiring and/or employment decisions?

# Project Implicit

- Project Implicit is a non-profit organization and international collaboration between researchers who are interested in implicit social cognition - thoughts and feelings outside of conscious awareness and control
- Mini-tests that take about 10 minutes each and identify bias (or no bias) related to topics; such as, race, Native American, disability, age, religion, gender, skin tone, gender related to career, Asian American, Arab-Muslim, sexuality, Presidents, weapons, etc.

# Casual, Everyday Bigotry

- Many of us receive unwanted “joke” emails forwarded by friends, colleagues or family members.
- Lesbians and gays, Muslims, Catholics, Jews, people with disabilities, Republicans, Democrats, people of all races and ethnicities, blondes and people who are overweight: The targets of such “joke” emails are innumerable.
- People often forward emails without critical thought about their content, or the people receiving them. Email provides a broad reach— with a click of a button, an email can be sent to hundreds of people. Email bigotry can come from people you know, or people you don’t.
- How can you respond?

# Responding to Everyday Bigotry

- Forward no more: Stop emailed bigotry at your computer. Don't forward it; instead, delete it.
- Reply to sender: Explain that the email offended you and ask to be removed from any future e-mailings.
- Reply to all: Do the same thing, but hit "reply all," sharing your thoughts with everyone on the email list.
- If people are lax in responding to bigotry, then bigotry prevails. Use policies. Go up the ladder and ask for help in maintaining a respectful workplace.

# The Question is...?

How will you create an inclusive and respectful community?



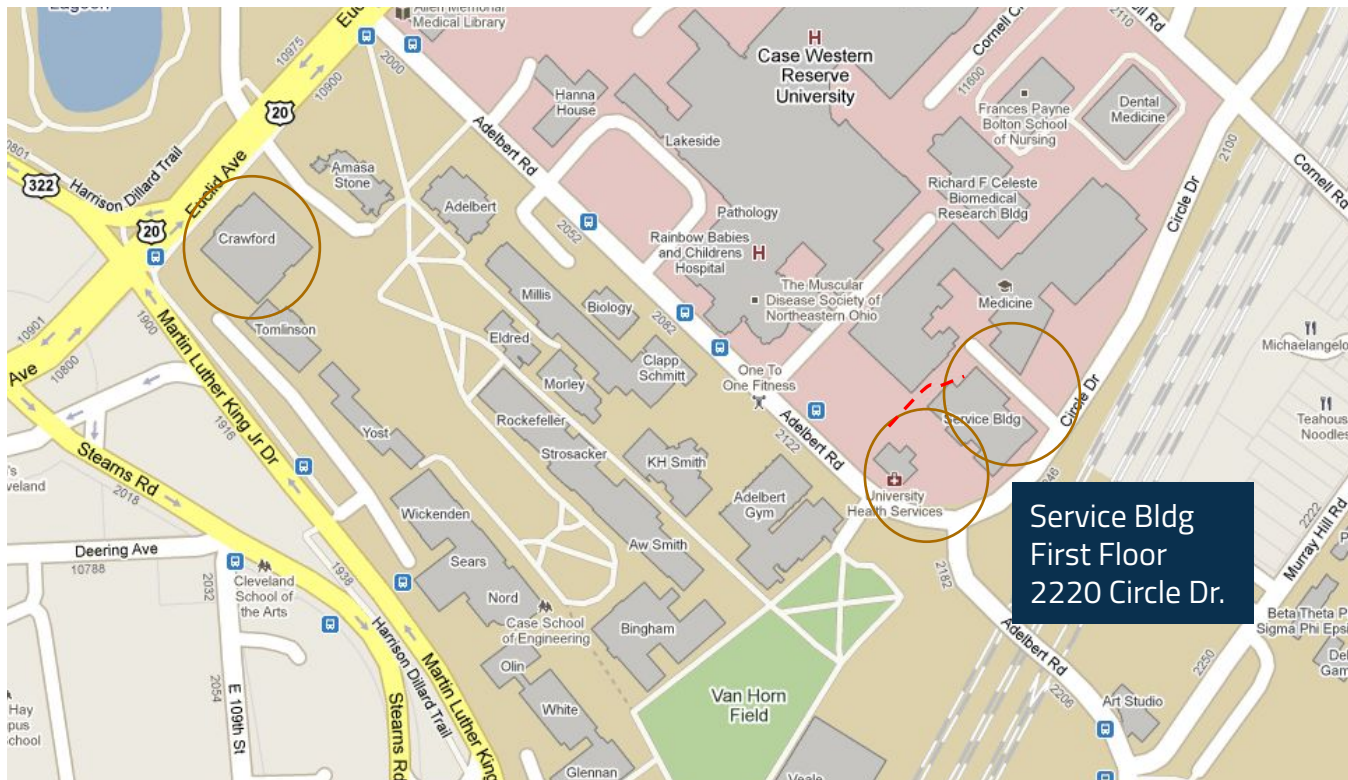
## Contact OIDE0

**Online:** [Case.edu/Diversity](https://case.edu/Diversity)

**Phone:** (216) 368.8877

# Environmental Health & Safety

# Environmental Health & Safety



# Professional Development Center

# Staff Advisory Council

# Staff Advisory Council (SAC)

- Established in 1990 as an advisory group on policies and issues that affect the University and the people it serves.
- SAC consists of staff, both elected and voluntary members, whose mission is to give purpose to staff employment through networking opportunities, self development and communication.
- You can become involved! We welcome you to attend any of the committees of SAC, meet staff from all over campus and discover the role they play in the university.

# Staff Advisory Council (SAC)

- SAC Committees (Refer to the website found in SAC PAC)
  - Communications
  - Community Service
  - Elections
  - Fringe Benefits
  - Staff Policy
  - Staff Recognition
  - Staff Training and Development
  - ...just to name a few.

# Public Safety



# Contact Information

## Always call CWRU Police

- Emergency Number: **216.368.3333**
- Non-Emergency Number: **216.368.3300**
- Email: **publicsafety@case.edu**
- Website: **case.edu/publicsafety**

# Safety Programs

- Crime Prevention
- Bike Registration and Locks
- ALICE training
- RAD program
- Emergency Phones and Blue Lights



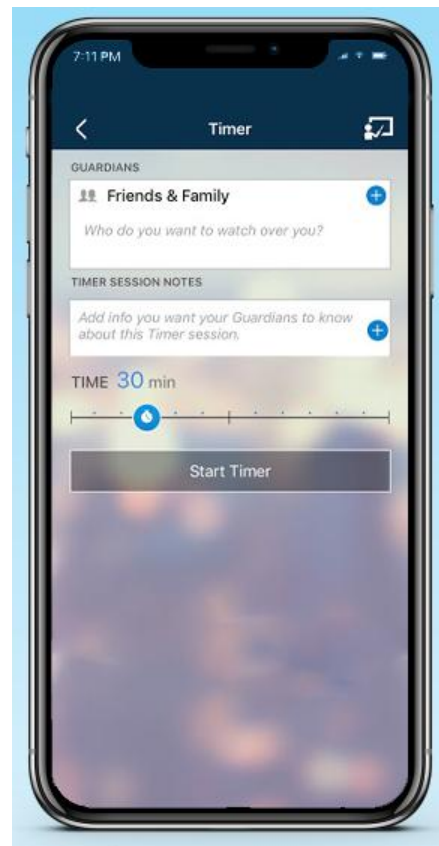
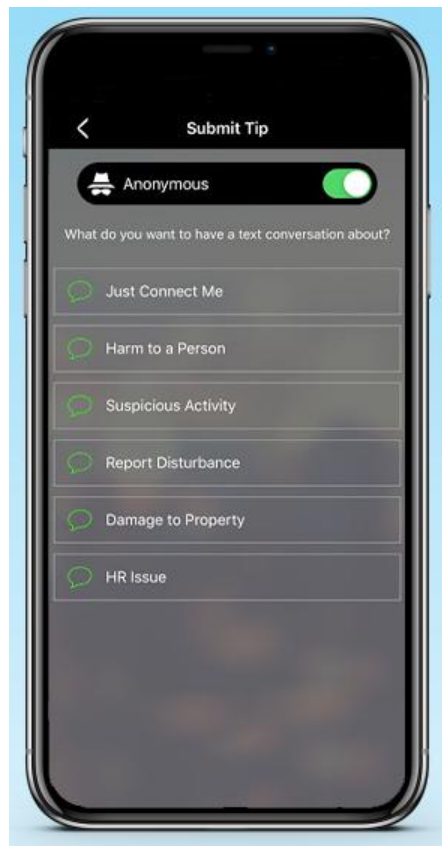
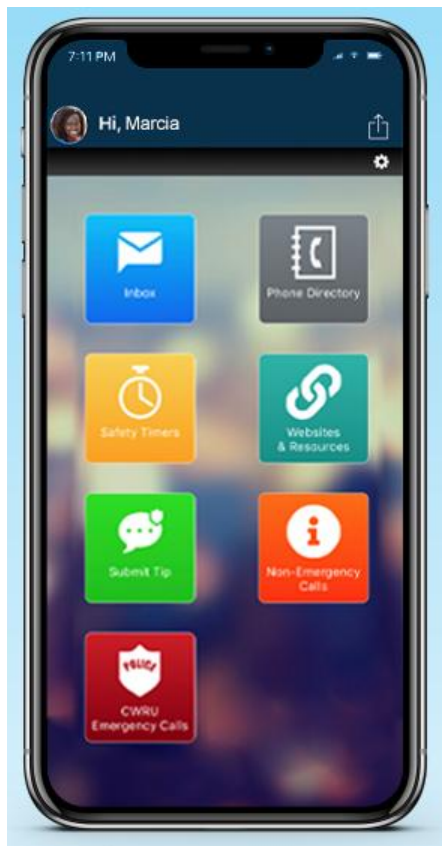
# Emergency Notifications

- **CWRU Rave Alerts**
  - Automatically opted in with email, desk phone as CWRU faculty, staff or student; you must add your mobile number for texts
  - Update or confirm your information at [getrave.com](https://getrave.com)
- **Outdoor Notifications**
- **Security Alerts**
- **Neighborhood Safety Advisories**

# RAVE Guardian

- Free mobile safety app available to all CWRU students, staff and faculty
- Includes emergency calling, safety times, anonymous tip reporting, quick access to critical resources, access to Safe Ride and shuttles, and more
- Download "Rave Guardian" from the iPhone App Store or Google Play and enter your mobile number and your CWRU email address (using the *@case.edu* domain in the address)





# Safe Ride

## After-hours Transportation Option

- Hours: 6 p.m. to 3 a.m.
- Clearly identifiable vehicles
- Driven by security officers

## Request a Ride:

- 216.368.3000
- [saferide.case.edu](https://saferide.case.edu)
- CWRU Safe Ride app
- CWRU Rave Guardian app





- CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

EST. 1826



# Safety Tips

- Don't walk alone at night
- Be alert and aware of your surroundings
- Junk in your Trunk
- Be aware of possible scams
- Bike safety and locks
- Piggybacking
- See Something, Say Something



# [U]TECH

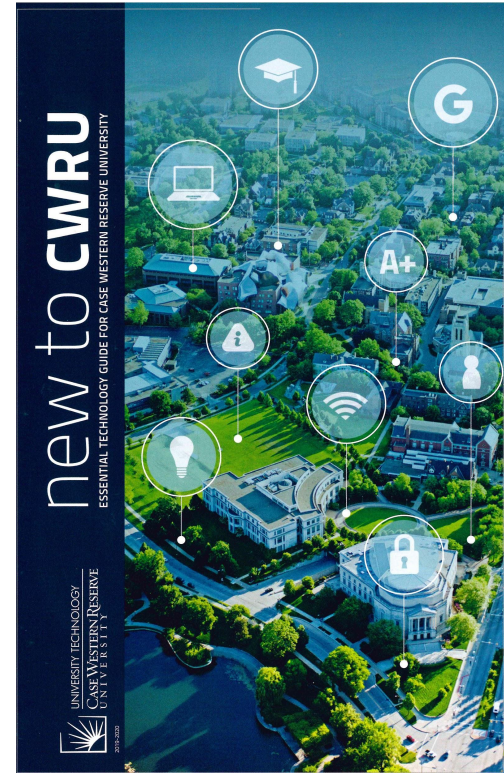
## UNIVERSITY TECHNOLOGY

### *Essential Technology Overview*

#### *New Employee Orientation*

# Essential Technology Guide

- Find answers to commonly asked technology questions at CWRU
  - Connecting to the network
  - Downloading software
  - Getting technology support
- Visit [case.edu/utech/new](https://case.edu/utech/new)



# About University Technology

- Provide university-wide technology services
- Protect the technology environment
- Provide unlimited technology support



# Technology Support

Get the technology help you need,  
anytime you need it

**Online:** [help.case.edu](https://help.case.edu) including live chat

**Phone:** 216.368.HELP (4357)

**Email:** [help@case.edu](mailto:help@case.edu)

**Walk-In:** Kelvin Smith Library, Lower Level

Monday - Thursday: 9am - 10pm

Friday: 9am - 8pm

Saturday: 10am - 4pm

Alternate hours during breaks

**No appointment necessary**



# Your CWRU Technology Account

## Network ID (username)

- Issued by the university using your initials and random numbers (abc123)
- You must activate your account reveal your Network ID
  - [help.case.edu](http://help.case.edu) > Quick Links > **Activate CWRU Network ID**
  - Enter 6 or 7-digit employee ID number as PIN (see front of orientation folder)

**Activate Your CWRU Network ID**

Enter your last name, PIN number and date of birth to begin the activation process. Your PIN number is either:

- a series of four (4) characters provided to you by your school or college, or
- a seven (7) digit number provided to you by your school, college, department or Human Resources.

Last Name:

PIN:

Date of Birth:

Jan  1  2001

# Your CWRU Technology Account

## Password/Passphrase

- Choose your password/passphrase when you activate your Network ID
- Keep it private and complex; it guards your entire digital life at Case Western Reserve University!
- Must change your password regularly

A screenshot of a dark blue web form for CWRU Network ID activation. It contains a label 'CWRU ID: example - abc123' above a white input field. Below the field is a blue link 'Forget your CWRU Network ID?'. Further down is a label 'Password:' above another white input field, followed by a blue link 'Forget your password?'.

## LastPass

- Password manager used to store and manage long and complicated passwords
- Available on Software Center

**LastPass**...

# Send and Receive Email

## Email address

- `firstname.lastname@case.edu`
- `NetworkID@case.edu`
- alternate and additional addresses available



## Checking email

- Official communication medium
- [webmail.case.edu](https://webmail.case.edu), or use your favorite email program or app

# G Suite for Education



Drive

Store, share  
+ edit files  
online



Calendar

Schedule  
meetings,  
rooms + tasks



Groups

Mailing lists  
+ online  
forums

**Unlimited** storage, shared across your Google Apps



# Connecting to the Network

## Wireless (Wi-Fi)

- Choose **CaseWireless**
- Log in using your Network ID and password
- Troubleshoot issues through [wireless-setup.case.edu](https://wireless-setup.case.edu)



## Wired Network (Ethernet)

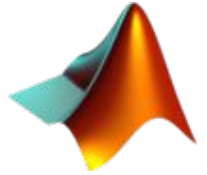
- With Ethernet cable, connect computer to a faceplate
- Complete one-time registration via [setup.case.edu](https://setup.case.edu) for new computers



# CWRU Software Center

## More than 40 programs to download at no cost

- Visit [softwarecenter.case.edu](https://softwarecenter.case.edu)
- From Microsoft Office to Adobe Acrobat, download what you need at no additional cost!
- Purchase premium software as needed
  - Adobe Creative Cloud 2019: \$99 per license



Symantec Endpoint Protection 14.2.0 MP1 - ANTI-VIRUS SOFTWARE REQUIRED FOR ALL FACULTY & STAFF



You can download this software title a total of 3 more times.

# Protect Your Account

- Use our resources responsibly
  - Read the Acceptable Use Policies online at [case.edu/utech/policies](https://case.edu/utech/policies)
- Never share your password
- Never share restricted information via Google Drive, voicemail or email
- Implement and keep up to date an anti-virus software, such as Windows Defender or Symantec Endpoint Protection
- Download and install Spirion
  - Found on the Software Center
  - Discovers and protects sensitive data

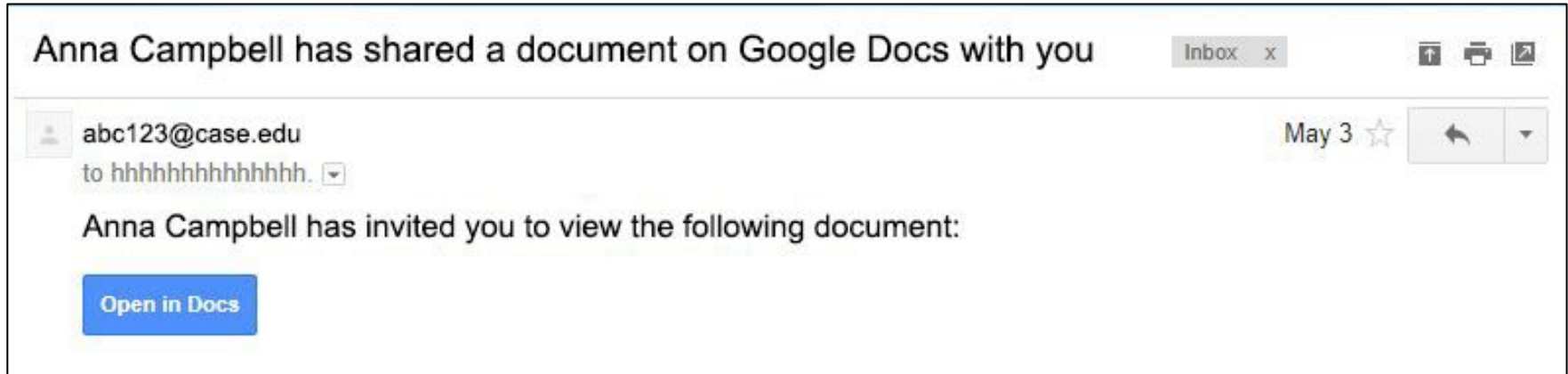
# Protect Your Account

## **Watch for fraudulent email messages or “phishing”**

- UTech will never ask for your password
- UTech communications direct you to [help.case.edu](https://help.case.edu) if action is needed
- Hover before you click - check the URL to verify authenticity
- When in doubt, forward the message to the UTech Service Desk at [help@case.edu](mailto:help@case.edu)

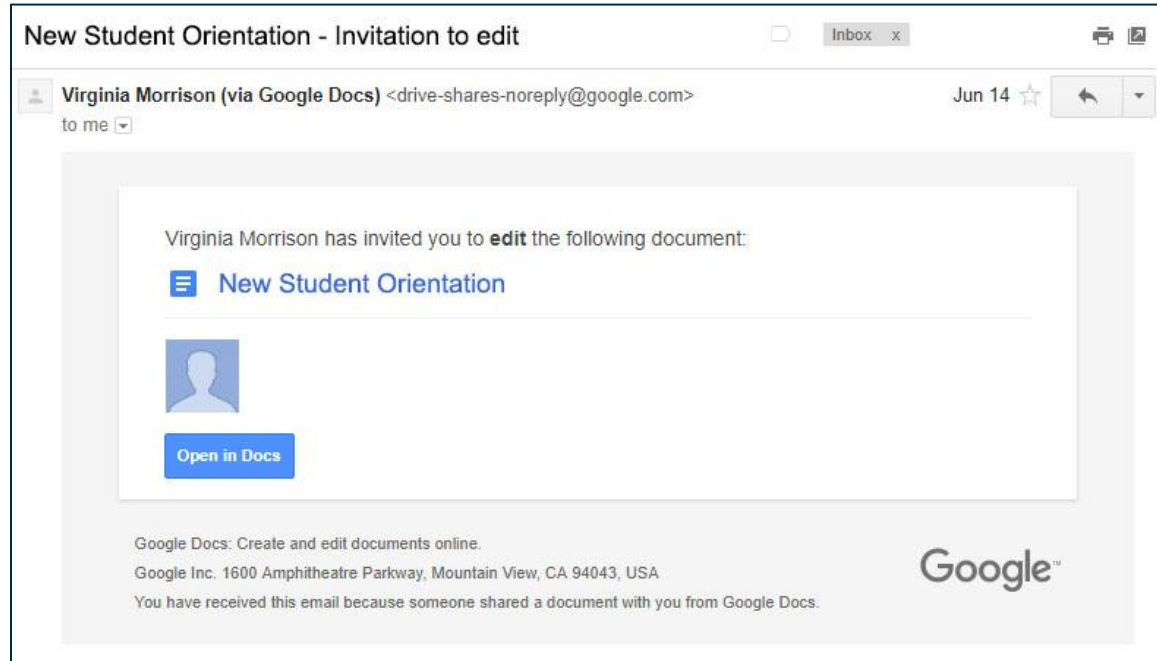
# Protect Your Account

**Fake**



# Protect Your Account

## Genuine



# Protect Your Account

- DUO Security: Two factor authentication (2FA) service
  - Enables protection beyond passwords
  - Offers greater protection of your digital identity
  - Verifies your identity even if someone knows your password
- Integrated with many university services including the Financials System, HR System, Box and VPN
- Enroll by visiting [securityaware.case.edu](https://securityaware.case.edu)



# Protect Your Account

- Virtual Private Network (VPN)
  - Protected communication protocol
  - Enables CWRU users secure wireless and off campus connections
- Required for off-campus network access to CWRU resources.
  - Software center
  - Library journals
- Visit [vpnsetup.case.edu](https://vpnsetup.case.edu)



The image shows a VPN connection interface. At the top, there is a blue icon of a globe with a laptop in front of it, and a padlock icon above the globe, all connected by a dotted line. Below this, there are three input fields: 'VPN Name' with a dropdown menu showing 'CWRU', 'Username' with a text box, and 'Password' with a text box. At the bottom, there is a blue button labeled 'Connect'.



# Human Capital Management (HCM)

## Within 5 business days...

- Visit [case.edu/hcm](https://case.edu/hcm). From **Main Menu > Self Service ...**
- Make sure timesheet is visible
  - > **Time Reporting > Case Exception Timesheet**
- Verify your personal information
  - > **Personal Information > Personal Details**
- Enter your direct deposit information
  - > **Payroll and Compensation > Direct Deposit**
- Verify your benefits are accurately displayed
  - > **Benefits > Benefits**
- Enter your **business** phone number: [case.edu/directory](https://case.edu/directory)
  - > **Personal Information > Personal Details > Contact Details**

# Conferencing + Phones

## Zoom Video Conferencing

- Video conferencing, streaming and recording
- Up to 300 attendees
- Visit [case.edu/utech/zoom](https://case.edu/utech/zoom)



## Office phones, cell phones and voicemail

- Coordinate with your department

# AV, Video & Event Support

## MediaVision

- Arranges traditional audio visual, video and event support services
- Supports classrooms and meeting rooms as well as large scale events such as the University Commencement ceremonies
- Provides a wide array of equipment, personnel and technical services

Visit [case.edu/utech/mediavision](http://case.edu/utech/mediavision)



# Research Technologies

## Technology for furthering research endeavors

The mission of UTech Research Computing is to facilitate cost-effective access to IT resources for the research community.

- High performance computing
- Data storage
- Research databases
- Data visualization
- Pre-award consultation

Visit [case.edu/utech/research-computing](https://case.edu/utech/research-computing)



# CWRU eStore

## Equipment and service discounts for employees

- Visit [case.edu/utech/estore](http://case.edu/utech/estore)
- Dell and Apple products
- Verizon, Sprint, and AT&T mobile services



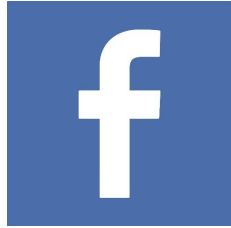
# Learning New Skills

## Unlimited technology training through LinkedIn Learning

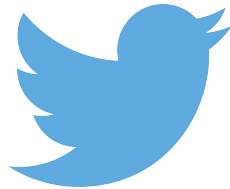
- Video-based online learning for thousands of topics
  - Professional development such as time management, presentation skills, social media marketing
  - Software + programming education such as Microsoft Word, Adobe Photoshop, Javascript Essentials
  - Creative skills such as photography, logo design, music composition
- Visit [case.edu/utech/linkedin-learning](https://case.edu/utech/linkedin-learning)



# News + Updates



CWRU UTech



@CWRU\_UTech



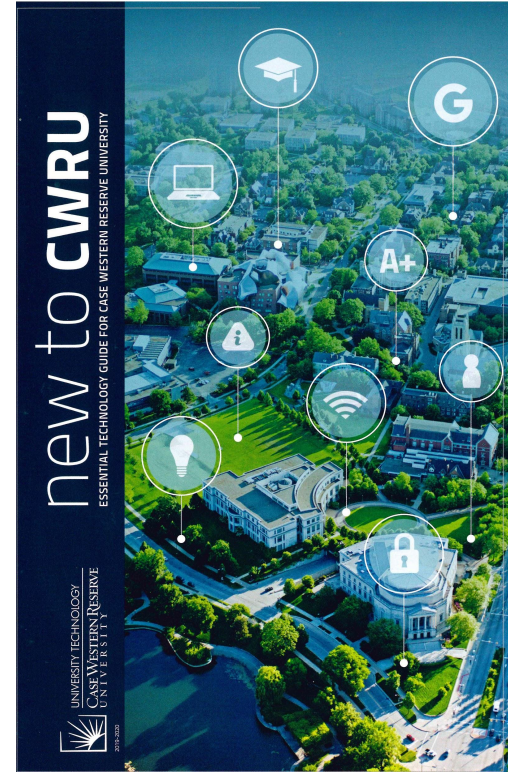
cwru\_utech

# Next Steps

## What should you do this week?

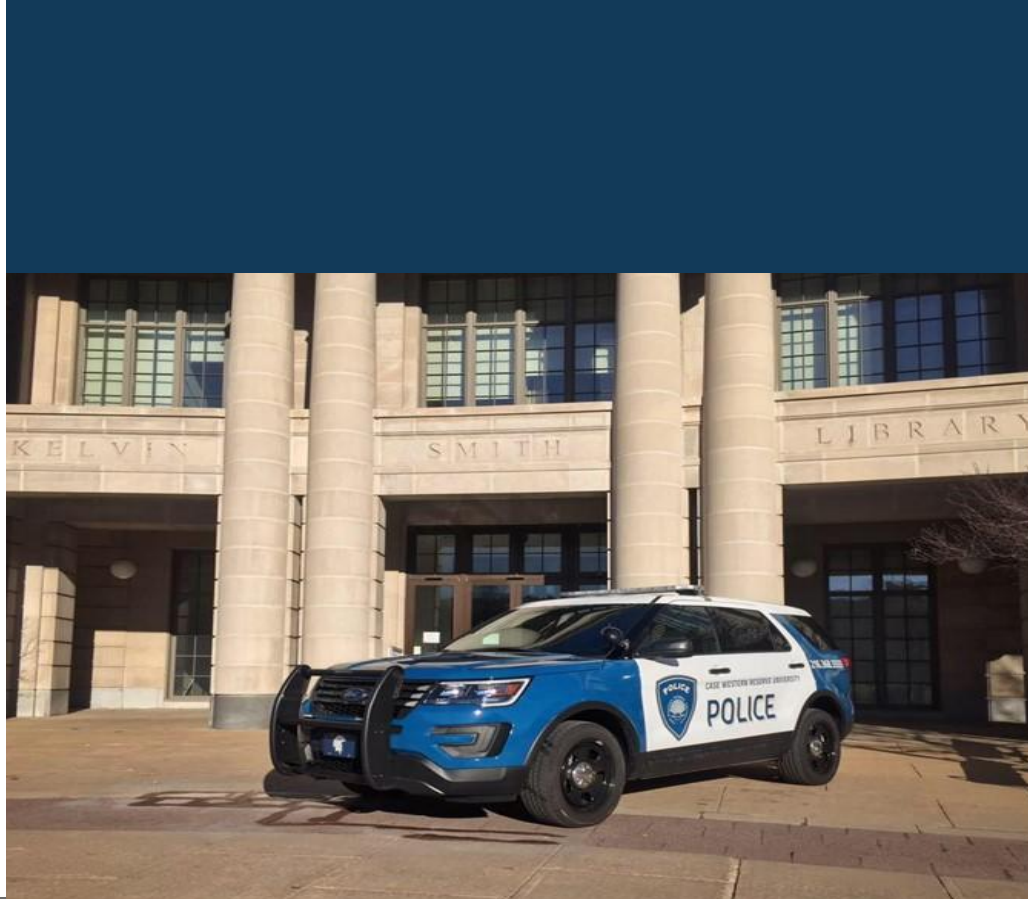
- Develop a private and complex password/passphrase
- Activate your CWRU Network ID (page 2)
- Enroll in Duo Security (page 4)
- Log into HCM and verify your information (page 7)
- Setup and check your email (page 3)

**Issues? Contact UTech Service Desk (page 1)**





# Questions?



# Benefits Overview

# Key Items to Remember

## Submit completed forms by Friday

Human Resource Service Center

Room 320, Crawford Hall

[AskHR@case.edu](mailto:AskHR@case.edu)

216.368.6964

## Obtain Employee ID/Make Parking Arrangements

Access Services

Room 18, Crawford Hall

Ground Floor

# Agenda for Benefits Overview

Campus Amenities

Educational Opportunities

Health and Welfare

Retirement Planning



# Campus Amenities & Financial Conveniences

- Campus Amenities
  - Discount ticket sales (movie theater, theme park)
  - Squire Valleevue Farm
- Financial Conveniences
  - Case One Charge card  
(after 30 days of employment)
  - Greater Circle Living



Go to [hr.case.edu/benefits](https://hr.case.edu/benefits) for more details

# Greater Circle Living

The Greater Circle Living housing program is sponsored by **University Circle, Inc.**, administered by the **Fairfax Renaissance Development Corporation** (FRDC), and funded by **University Circle employers**, including Case Western Reserve University.



## What benefits are available through the Greater Circle Living program?

### 1) Home Purchase Assistance

A forgivable loan of \$20,000 – with an additional \$10,000 available to employees based on household income ("Working Families Supplement") – to apply towards the down payment of a primary residence within the specified geographic area

### 2) Rental Assistance

A one-month rental reimbursement of up to \$1,400 for designated apartment buildings in the specified geographic area

### 3) Homeowner Exterior Home Repair Assistance

A grant up to \$8,000 for exterior renovations to an existing primary residence in the specified geographic area

# Greater Circle Living

## What is the "specified geographic area"?

Greater University Circle encompasses portions of seven neighborhoods:

- **Buckeye-Shaker** - including the shops and eateries of Shaker Square
- **Fairfax** - center of an urban renaissance and home to the renowned Karamu Performing Arts Theatre
- **Hough** - nestled at Cleveland Clinic's front door and ripe for rebirth
- **Glenville** - harboring the Cleveland Cultural Gardens and some of Cleveland's grandest homes
- **East Cleveland** (southwest quadrant) - an emerging commercial and residential district
- **Little Italy** - a welcoming mix of old world restaurants and bakeries and fresh art
- **University Circle** - the home of several museums, The Cleveland Orchestra, cultural institutions, and the treed grounds of Case



## How can employees apply for a program benefit?

Applications are available through Fairfax Renaissance Development Corporation (FRDC)

**Online:**


[www.fairfaxrenaissance.org](http://www.fairfaxrenaissance.org) or [www.universitycircle.org](http://www.universitycircle.org)

**Call:**

216.361.8400

# Educational Opportunities

Posted on HR website, other publications including the Daily

Seminars	Location	Focus
CaseLearns <a href="http://library.case.edu/caselearns/">http://library.case.edu/caselearns/</a>	Kelvin Smith Library	Find, use, present information and information technology
CAPS <a href="https://case.edu/utech/resources/cwru-administrative-professional-series-caps">https://case.edu/utech/resources/cwru-administrative-professional-series-caps</a>	Various 	Policies/procedures related to the stewardship of University funds
Professional Development Center	Various	Advance the performance of individuals, teams, university
LinkedIn Learning (Formerly lynda.com)	Unlimited free access via computer, mobile device	Self-paced video courses covering software, creative and business skills



# Education Benefits

## Tuition reimbursement

- Employees may receive up to \$2,500 per fiscal year for work related courses at degree-granting institutions other than CWRU
- Reimbursement is prorated for part-time employees



# Educational Opportunities

## Tuition waiver (prorated for part-time)

Employees

Semester Eligible	Date of Hire	Maximum Credits	Taxable
Fall	On or before August 1	6	No-all undergraduate No-graduate and job related Yes-amount in excess of \$5,250 per calendar year-graduate and not job related
Spring	On or before January 1	6	
Summer	On or before June 1	3	

- Dependent children
- Spouse (equivalent)

# Educational Opportunities

## Tuition waiver (prorated for part-time)

- Employees
- Dependent children
  - up to 8 full-time semesters

Student Status	Tuition Amount Waived	Taxable
Undergraduate	100% of undergraduate rate	No
Graduate	50% of undergraduate rate	Yes

# Educational Opportunities

## Tuition waiver (prorated for part-time)

- Employees
- Dependent children
- Spouse (equivalent)
  - up to 8 full-time semesters
  - eligibility for waiver--semester following one year of employment at CWRU

Status	Tuition Amount Waived	Taxable
Matriculated	50% of undergraduate rate	Yes
Not Matriculated	25% of undergraduate rate	Yes

# Benelect

# Choose pre-tax benefits to fit your personal needs



# Benelect

- 2019 Online Benelect Guide
  - Go to [hr.case.edu](http://hr.case.edu) >> Benefits >> Benelect Overview
- Qualifying family members
  - Spouse (equivalent or domestic partner - requires proof and notarized affidavit)
  - Medical, Dental, Vision Plans: Children under age 26
  - Unmarried children of any age if they are mentally or physically incapable of supporting themselves
- Dependent verification documentation is required

# How You and CWRU Share Costs - Example

Jane is non-exempt with a base salary < \$50,000 and has chosen single coverage level in the PPO plan

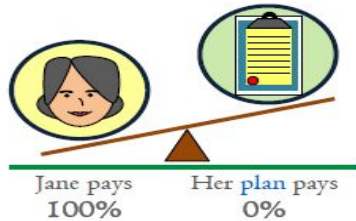
Jane's Plan **Deductible**: \$250

**Co-insurance**: 20%

**Out-of-Pocket Limit**: \$1,000

January 1<sup>st</sup>  
Beginning of Coverage  
Period

December 31st  
End of Coverage Period



Jane hasn't reached her \$250 deductible yet

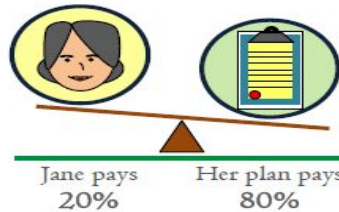
Her plan doesn't pay any of the costs.

Office visit costs: \$50

Jane pays: \$50

Her plan pays: \$0

more costs



Jane reaches her \$250 deductible, co-insurance begins

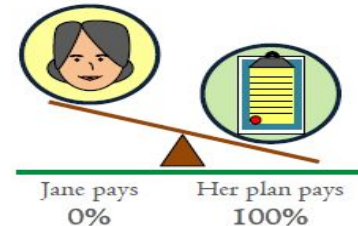
Jane has seen a doctor several times and paid \$250 in total. Her plan pays some of the costs for her next visit.

Office visit costs: \$100

Jane pays: 20% of \$100 = \$20

Her plan pays: 80% of \$100 = \$80

more costs



Jane reaches her \$1,000 out-of-pocket limit

Jane has seen the doctor often and paid \$1,000 in total. Her plan pays the full cost of her covered health care services for the rest of the year.

Office visit costs: \$200

Jane pays: \$0

Her plan pays: \$200

# Benelect

- Group Health
  - Four insurance plans to choose from
    - 1 HMO
    - 2 PPOs
    - 1 HDHP
  - Pre-existing conditions are covered
  - Separate prescription coverage through MedImpact for the PPOs and the HDHP
  - Working Spouse Premium
    - Applies if you cover your spouse/equivalent on your medical coverage but he/she has access to an employer provided plan



# Health Maintenance Organization (HMO)

- Medical Mutual CLE-Care HMO
  - [mmoh.com](http://mmoh.com)
  - Employees will need to designate a Primary Care Physician (PCP)
    - <https://providersearch.medmutual.com/>
  - Providers with MetroHealth
  - Prescriptions through MetroHealth pharmacies



# Health Maintenance Organization (HMO)

Medical Plans Benefits	CLE-Care HMO*
Primary Care Physician (PCP)	Not Required
Annual Deductible	
Individual	None
Family	None
Annual Out-of-Pocket Limit	
Individual	\$2,000
Medical Prescription (PPO only)	Limit for medical and prescription co-pays
Family	\$6,000
Medical Prescription (PPO only)	Limit for medical and prescription co-pays
After Meeting Annual Maximum	100% paid
Medical Claim Forms	None
Hospital Services	
Inpatient/Outpatient Care	100% paid
Emergency Care	\$100 co-pay (waived if admitted)
Urgent Care	\$45 co-pay
Pre-Certification	Provider handles
Physician Office Visits	\$15 co-pay
Specialty Care Visits	\$30 co-pay
Diagnostics	100% paid
Preventive Care	100% paid
Mental Health and Substance Abuse	
Inpatient Hospital	100% paid
Outpatient Care	\$15 co-pay; group therapy \$5 co-pay
Pre-certification	Provider handles

Out-of-Network  
Emergency Room  
All other services

\$100 co-pay  
Not Covered



# Medical Mutual CLE-Care locations



- |  |  |   |   |
|--|--|---|---|
| <p>1 MetroHealth Medical Center Main Campus</p> <p>2 MetroHealth Beachwood Health Center</p> <p>3 MetroHealth Bedford Health &amp; Surgery Center</p> <p>4 MetroHealth Brecksville Health Center</p> <p>5 MetroHealth Broadway Health Center</p> <p>6 MetroHealth Brooklyn Health Center</p> <p>7 MetroHealth Brunswick Health Center</p> <p>8 MetroHealth Buckeye Health Center</p> | <p>9 MetroHealth Cleveland Heights Medical Offices</p> <p><b>MetroHealth at Discount Drug Mart</b></p> <p>10 Independence</p> <p>11 North Royalton – Coming Soon</p> <p>12 Olmsted Falls</p> <p>13 Parma Heights</p> <p>14 MetroHealth Independence Health Center</p> <p>15 MetroHealth Lakewood Health Center</p> <p>16 MetroHealth Lee-Harvard Health Center</p> | <p>17 MetroHealth Lyndhurst Health Center</p> <p>18 MetroHealth Middleburg Heights November Family Health Center</p> <p>19 MetroHealth Old Brooklyn Health Center</p> <p>20 MetroHealth Parma Health Center</p> <p>21 MetroHealth Parma Medical Offices and Ambulatory Surgery Center</p> <p>22 MetroHealth Pepper Pike Health Center</p> <p>23 MetroHealth Rocky River Medical Offices</p> | <p>24 MetroHealth State Road Family Practice</p> <p>25 MetroHealth West 150<sup>th</sup> Health and Surgery Center</p> <p>26 MetroHealth West Park Health Center</p> <p>27 MetroHealth Westlake Health Center at Crocker Park</p> <p>28 Parker Hannifin Downtown YMCA (Coming Soon)</p> <p><i>Operating in conjunction with the Cleveland Department of Public Health (in partnership with the city of Cleveland):</i></p> <p>29 J. Glen Smith Health Center</p> <p>30 Thomas F. McCafferty Health Center</p> |
|--|--|---|---|

# Health Maintenance Organization (HMO)

Prescription Drugs	
Retail Pharmacy and Specialty Pharmacy (up to 30-day supply)	<b>Through MetroHealth</b> <ul style="list-style-type: none"><li>▪ \$15 co-pay generic</li><li>▪ \$30 co-pay brand</li></ul> <b>Other Retail Pharmacy</b> <ul style="list-style-type: none"><li>▪ \$25 co-pay generic</li><li>▪ \$40 co-pay brand</li></ul>
Mail Service Pharmacy (up to 90-day supply)	<b>Through MetroHealth Only:</b> 90-day supply <ul style="list-style-type: none"><li>▪ \$15 co-pay generic</li><li>▪ \$30 co-pay brand</li></ul>



# Preferred Provider Organizations (PPO)

- SuperMed Plus



- [mmoh.com](http://mmoh.com)

- Network Providers with Cleveland Clinic and University Hospitals

- Anthem Blue Access



- [anthem.com](http://anthem.com)

- Network Providers with Cleveland Clinic and University Hospitals

- Office visit co-pay, deductible, and co-insurance accumulate towards PPO plan annual out-of-pocket limit.
- Prescription plan has separate annual out-of-pocket limit.

# Preferred Provider Organizations (PPO)

Medical Plans Benefits	PPO Plans (Anthem Blue Access and MMO Supermed Plus)			
	In-Network			Out-of-Network
Primary Care Physician (PCP)	Not Required			Not Required
Annual Deductible	Non-Exempt/Exmt base salary < \$50K	Exempt/ base salary \$50K-\$99K	Exempt/ base salary ≥ \$100K	Varies By Salary
Individual	\$250	\$375	\$500	\$500-\$1,000
Family	\$500**	\$750**	\$1,000**	\$1,000-\$2,000**
Annual Out-of-Pocket Limit				
Individual Medical Prescription (PPO only)	\$1,000 \$1,000	\$1,750 \$1,750	\$2,250 \$2,250	\$3,500 \$3,500
Family Medical Prescription (PPO only)	\$2,000** \$2,000**	\$3,500** \$3,500**	\$4,500** \$4,500**	\$7,000** \$7,000**
After Meeting Annual Maximum	100% paid			100% paid
Medical Claim Forms	None			Required
Hospital Services				
Inpatient/Outpatient Care	Co-insurance 20%*			Co-insurance 40%*
Emergency Care	\$100 co-pay (waived if admitted) Co-insurance 20%*	\$200 co-pay (waived if admitted) Co-insurance 20%*		\$200 co-pay (waived if admitted) Co-insurance 20%*
Urgent Care	Co-insurance 20%*			Co-insurance 20%*
Pre-Certification	Provider handles			Member must call
Physician Office Visits	\$20	\$30		Co-insurance 40%*
Specialty Care Visits	\$30	\$50		
Diagnostics	Co-insurance 20%*			
Preventive Care	100% paid			
Mental Health and Substance Abuse				
Inpatient Hospital	Co-insurance 20%*			Co-insurance 40%*
Outpatient Care				
Pre-certification	Provider handles			Member must call

# High Deductible Health Plan

Medical Plans Benefits	High Deductible Health Plan (Anthem)	
	In-Network	Out-of-Network
Primary Care Physician (PCP)	Not Required	Not Required
Annual Deductible		
Individual	\$1,650	\$3,000
Family	\$3,300**	\$6,000**
Annual Out-of-Pocket Limit		
Individual Medical Prescription (PPO only)	\$3,000*	\$6,000*
Family Medical Prescription (PPO only)	\$6,000***	\$12,000***
After Meeting Annual Maximum	100% paid	100% paid
Medical Claim Forms	None	Required
Hospital Services		
Inpatient/Outpatient Care		Co-insurance 40%*
Emergency Care	Co-insurance 20%*	Co-insurance 20%*
Urgent Care		Co-insurance 20%*
Pre-Certification	Provider handles	Member must call
Physician Office Visits		
Specialty Care Visits	Co-insurance 20%*	Co-insurance 40%*
Diagnostics		
Preventive Care	100% paid	
Mental Health and Substance Abuse		
Inpatient Hospital	Co-insurance 20%*	Co-insurance 40%*
Outpatient Care		
Pre-certification	Provider handles	Member must call



# MedImpact Prescription Coverage

Medical Plans Benefits	PPO Plans (Anthem Blue Access and MMO Supermed Plus)			
	In-Network		Out-of-Network	
Primary Care Physician (PCP)	Not Required		Not Required	
Annual Deductible	Non-Exempt/Exmt base salary < \$50K	Exempt/base salary \$50K-\$99K	Exempt/base salary ≥ \$100K	Varies By Salary
Prescription Drugs	Prescription drug costs have a separate out of pocket limit.			
Retail Pharmacy and Specialty Pharmacy (up to 30-day supply)	<ul style="list-style-type: none"> <li>▪ \$15 co-pay generic</li> <li>▪ \$30 co-pay brand formulary</li> <li>▪ \$60 co-pay non-formulary</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$15 co-pay generic</li> <li>▪ \$40 co-pay brand formulary</li> <li>▪ \$75 co-pay non-formulary</li> <li>▪ \$100 co-pay specialty</li> </ul>	No benefit from out-of-network pharmacy	
Mail Service Pharmacy (up to 90-day supply)	<ul style="list-style-type: none"> <li>▪ \$30 co-pay generic</li> <li>▪ \$60 co-pay brand formulary</li> <li>▪ \$120 co-pay non-formulary</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$30 co-pay generic</li> <li>▪ \$80 co-pay brand formulary</li> <li>▪ \$150 co-pay non-formulary</li> </ul>	No benefit from out-of-network pharmacy	

With HDHP – prescriptions are at full cost until deductible met



# MedImpact

## Retail Pharmacy Benefits



- *Acute medications*
- 67,000 participating pharmacies, including regional and national chains as well as independent community pharmacies
- [www.medimpact.com](http://www.medimpact.com) | 1.888.741.5019
  - information about different pharmacies and potential cost-savings opportunities.

## Mail Order Benefits

- *Maintenance medications*
- Managed through MedImpact Direct
- [www.medimpactdirect.com](http://www.medimpactdirect.com) | 1.855.873.8739



# MedImpact

## Specialty Drug Benefits



- *Specialty Pharmacy* - MedImpact Direct Specialty
- Supports patients with complex health conditions who need injectable medications, medications with strict compliance requirements, or have special storage needs
- Receive your specialty medications at a participating retail pharmacy or they can be delivered to your home, physician's office, or other designated location
- [www.medimpactdirect.com](http://www.medimpactdirect.com) | 1.877.391.1103

# Health Savings Account (HSA)

- Must be enrolled in the HDHP to contribute
- Pre-tax contributions into employee owned account to offset current medical expenses or save for future medical expenses
- Employee owned tax-advantaged savings account at BNY Mellon
- Account balances roll over from year to year

Coverage Level/Status	Purpose	Maximum
Single	reimburse yourself for current and future expenses not covered by your medical and dental plans	\$3,500
Family	reimburse yourself for current and future expenses not covered by your medical and dental plans	\$7,000
Over age 55	age related catch-up	additional \$1,000

# Flexible Spending Account (FSA)

- Available with both PPO plans and the HMO plan
- Use pre-tax money for medical and/or dependent care expenses
- Annual balance available at the beginning of the plan year on Benny™ Prepaid Master Card® to pay for qualifying expenses
- IRS Forfeiture Rule: “Use or lose” with a grace period thru March 15 of following year
- Your deposit amount can be changed, stopped, or started during the year, *only* in conjunction with a IRS qualified life event -- the change must be consistent with the event

Type	Purpose	Maximum
Health Care	reimburse yourself for expenses not covered by your medical and dental plans	\$2,700 - 2019
Dependent Care	reimburse yourself for expenses related to the care of your children or certain qualifying adults	\$5,000

# Wellness Incentives

Receive an extra \$25 in income each month

- Must enroll in medical coverage
- Must be completed within 30 days of date of hire
- Three activities



Biometric Screenings with Quest Diagnostics (all standard HIPAA rules apply) <a href="https://my.questforhealth.com">https://my.questforhealth.com</a>	Health Risk Appraisal <a href="http://cwru.staywell.com">cwru.staywell.com</a>	Tobacco Attestation Form <a href="http://www.case.edu/hcm">www.case.edu/hcm</a>
<ul style="list-style-type: none"><li>○ Create an account using registration code: <b>CWRU</b></li><li>○ Schedule and complete an appointment at one of the Quest Screening Centers or send in a Physician Results Form</li></ul>	<ul style="list-style-type: none"><li>○ Login using your first name, date of birth</li><li>○ Complete the appraisal</li></ul>	<ul style="list-style-type: none"><li>○ Complete the paper form included in new hire packet (Tobacco users must complete form and then participate in a tobacco cessation program. Free telephone coaching and online programs are available.)</li></ul>

# Wellness Incentives

- Additional \$200 (\$100 per program) by completing various wellness programs. Program options at [www.case.edu/wellness/facultystaff](http://www.case.edu/wellness/facultystaff)

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Wellness Summary

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 **CASE WESTERN RESERVE UNIVERSITY** EST. 1826

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Current Benefit Year | Prior Benefit Year

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Wellness Information Summary

Benefit Year 2018

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Wellness Premium Incentive Information

Completed Health Risk Assessment: ☐ received on

Completed Biometric Screening: ☒ received on 11/20/2017

Completed Tobacco Attestation: ☒

NON-TOBACCO USER, choice made on 10/29/2017

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Wellness Program Participation Incentive Information

*The Wellness Program Incentive will be paid for a maximum of two completed program categories; the incentive payments (1 for \$100 or 2 for \$200) will be payable in the last paycheck of the calendar year.*

Weight Management OR Nutrition incentive:	<input type="checkbox"/>	certified on
Physical Activity incentive:	<input type="checkbox"/>	certified on
Stress Management incentive:	<input type="checkbox"/>	certified on
Tobacco Cessation incentive:	<input type="checkbox"/>	certified on
Financial incentive:	<input type="checkbox"/>	certified on
Community incentive:	<input type="checkbox"/>	certified on

- Email [erc10@case.edu](mailto:erc10@case.edu) or [mxd490@case.edu](mailto:mxd490@case.edu)

# Dental

- DenteMax (DPO)

[www.dentemax.com](http://www.dentemax.com)

- CWRU School of Dental Medicine (SDM)

<https://case.edu/dental/>



# Dental

Dental Plan Features		DenteMax			Case School of Dental Medicine	
		Services	In-Network	Out-of-Network	Services	Comprehensive
Annual Deductible	Individual		None	\$50		None
	Family			\$100		
	Annual Maximum Benefit		\$1,500 per person			\$2,000 per person
Preventive Care		Semi-annual exams and x-rays	100%	70% of UCR*	Semi-annual exams and x-rays	100%
Basic Care		Fillings, extractions, oral surgery, periodontia and endodontia	80%	60% of UCR*	Simple restorative, simple extractions, emergency care	100% See website for details
Major Care		Bridgework, dentures, and crown restorations	60%	40% of UCR*	Major restorative, fillings, bridgework, crowns, dentures and specialty care	60% See website for details
Orthodontic Care		Children under age 19 after one year of participation. Adult orthodontia is not covered.	50% \$1,250 lifetime benefit	35% of UCR \$800 lifetime benefit	Children under age 19 after one year of participation. Adult orthodontia is not covered.	50% See website for details



# Vision

One option:

- Vision Service Plan (VSP)
  - [www.vsp.com](http://www.vsp.com)



# Vision

		Vision Service Plan (VSP)	
		Frequency	Benefit
Available Coverage Levels		Employee; Employee + spouse; Employee + child(ren); Family	
IN-NETWORK	Routine Exams		
	Eyeglasses	Every plan year	\$10 co-pay
	Contact Lenses		
	Prescription Lenses		
	Lenses (single vision, lined bifocal/lined trifocal; Polycarbonate lenses for dependent children)	Every plan year	\$25 co-pay
	Frames		\$150
	Contact Lenses (in lieu of eyeglasses)		\$150
OUT-OF-NETWORK	Routine Exams (eyeglasses; contact lenses)	Every plan year	\$50
	Prescription Lenses		
	Single Vision Lenses	Every plan year	\$50
	Bifocal Lenses		\$75
	Trifocal Lenses		\$100
	Frame		\$70
	Contact Lenses (in lieu of eyeglasses)		\$105

Additional information on the plans is available in the Benefits Office.

# Personal Life Insurance

## Basic Life

- CWRU provides basic \$20,000



## Supplemental Life

- Multiples of salary (up to 3x salary) or \$50,000
- Tax free benefit up to \$50,000
  - IRS mandates tax on any amount over \$50,000
- Guarantee issued for new hires through age 69 only

# Example Calculation for Supplemental Life

2 x salary (\$34,000)	\$68,000
subtract CWRU contribution	<u>-20,000</u>
	\$48,000
Insurance (thousands)	48
	<u>x0.03</u>
based on age (36)	<u>\$1.44</u>

Enrollment has to be within 30 days or the maximum life insurance allowed will be the basic \$20,000

# Time Off

- Short Term Disability
  - CWRU provides this benefit to all staff (SG 17 and under)
  - Eligible at completion of 90 day orientation period
  - You receive 50% of your pay if you become disabled and qualify for disability (maximum \$400/week)
  - Starting with your 15th day of disability



# Time Off

- Long-Term Disability
  - CWRU provides this benefit
  - starting with seventh month of disability
  - receive 60 percent of your pay if you become disabled and qualify for LTD (maximum \$6,000/month)



# Benefits (post-tax)

- Dependent Life

- \$5,000 spouse/\$1,000 each child
- \$10,000 spouse/\$2,000 each child

No person may be covered both as a CWRU employee and as a dependent of an employee; and no person may be covered as a dependent of more than one employee.

- Group Legal Services

- Hyatt Legal provides advice for a wide range of legal matters



- Group Auto and Home

- MetLife Auto and Home insurance program  
call 1-800-GET-MET8 for a policy quote



# Benelect Notes

- Benelect choices begin the first full month of employment.
- Benelect choices remain in effect the entire calendar year.
  - An election change can be made during the year if an IRS qualified life event occurs. Notify Benefits within 30 days after the event.
- Benelect open enrollment period occurs every November for the next calendar year.





# Retirement Planning

- Stable retirement planning
  - Plan C Non-contributory
  - Plan C Supplemental
  - Social Security



# Retirement Planning

Two investment firms:

- TIAA

enroll on-line at [www.tiaa.org/case](http://www.tiaa.org/case)



- Vanguard

enroll on-line at <http://case.vanguard-education.com/ekit>



# Retirement Planning – Non-contributory

(for employees hired on or after July 1, 2015)

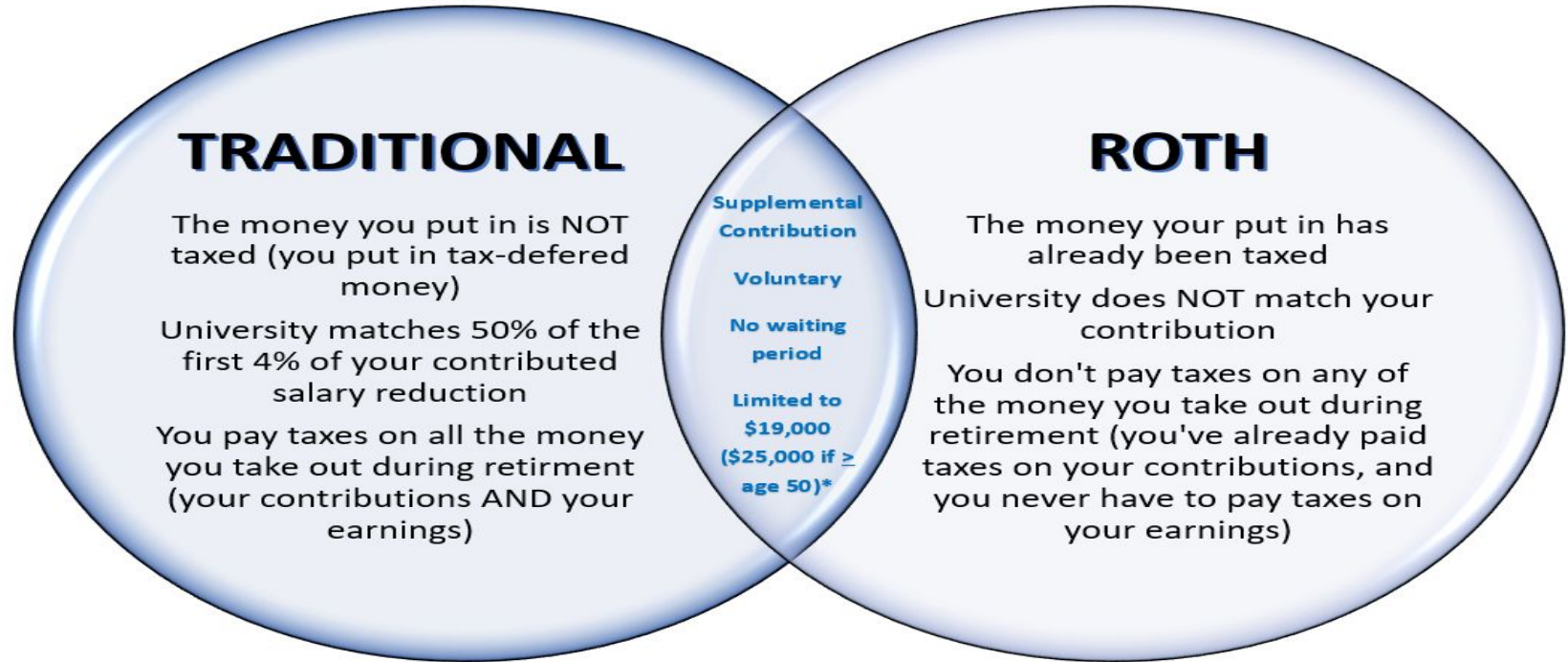
- Plan C (university-funded retirement plan)
  - eligible for participation the January 1 or July 1
    - following one year of employment
    - or following hire date with at least one year service from another university or related research institution
  - **CWRU contributes per pay based on 6 percent of your gross salary**
  - there is a three year vesting period from date of hire

# Retirement Planning - Supplemental

- Plan C (optional - Salary Reduction Agreement Section)
  - No waiting period
    - Will go into effect the beginning of next month
    - Optional if you want to participate
  - Limit of **YOUR** total contributions towards retirement is \$19,000 for 2019, per the IRS
    - Keep this in mind if you have retirement accounts outside of Case Western Reserve University, i.e. from your previous employer

\*Before-tax and after-tax supplemental contributions are included in the total

# Retirement Planning - Supplemental



\*Before-tax and after-tax supplemental contributions are included in the total

# Retirement Planning

## Social Security

- Benefits will be paid in addition to your pension and/or supplemental retirement income



**The combination of all three offers you stable benefits for meeting your needs in retirement**

# Benefits Overview

- **Required paperwork by Friday to HR Service Center, Room 320:**
  - Benelect enrollment form
  - Dependent verification documents (if necessary)
  - Working Spouse Premium (if medical coverage includes spouse)
  - Insurance forms
    - Life beneficiary
    - Life proof of insurability (> age 69)
  - Supplemental Retirement Account forms
    - Salary Reduction Agreement Authorization
    - On-line Investment carrier enrollment required

# Submission of Forms with Sensitive Info

*It is against university policy to submit any sensitive information such as social security numbers through email.*

- Drop off documents in person to HR Service Center located in Crawford Hall, room 320
- Send the documents via a secure Box account
  - Call or email the HR Service Center for more information on submitting securely.

HR cannot accept email correspondence containing sensitive information.

**It will be deleted.**



# Orientation Review

**Submit completed forms**

Human Resource Service Center

320 Crawford Hall

[AskHR@case.edu](mailto:AskHR@case.edu)

216.368.6964

## **Obtain Employee ID/Make Parking Arrangements**

Access Services

18 Crawford Hall

Ground Floor