DOCTOR ON DEMAND
Union College and CDPHP have partnered up to offer you a quick and easy way to see a doctor 24/7 with Doctor on Demand. Board-certified physicians are available at your fingertips and can diagnose and prescribe medication for many common conditions such as colds, flu, rashes and more!

Doctor on Demand also offers licensed psychologists and board-certified psychiatrists who are available by appointment to assist with anxiety, depression and other related concerns. Doctor on Demand is just a $20 copay per visit.

Join CDPHP representatives in Reamer Auditorium to learn more about Doctor on Demand!

- Monday, January 28th 12:50 p.m. – 1:50 p.m.
- Tuesday, January 29th 9:00 a.m. – 10:00 a.m.

Register with Doctor on Demand by March 20th to get a $5 Starbucks Card delivered to your inbox! You will also be entered into a drawing to win a $250 gift card to the Union College Bookstore!

Ergonomics Assessment Day
Union College is committed to providing a reasonably safe workplace. In support of this commitment, Monday, February 11th, Larry Reynolds, a certified consultant from Marsh Risk Consulting, will be on-campus to perform ergonomic assessments of employee work areas and to conduct physical work process assessments.

For your information:
- Ergonomics is the science of designing the workplace, keeping in mind the capabilities and limitations of the worker
- An ergonomic assessment is a review of a work space to ensure maximum occupational health while performing job tasks
- A physical work process assessment is a review of the physical movements required to safely do one’s job

By removing barriers to maximum safe work performance, we can best provide employees jobs that are within their body’s capabilities and limitations.

Time slots are available for anyone who would like to have their work area or physical work process assessed. Each assessment will take about 30 minutes. If you are interested in having an assessment, please click on the link below to sign up. If the available time slots do not work for you, please contact the human resources office. [Ergonomic Sign Up Form](#)

Biometric Health Screening
On Thursday, January 31st from 8:30 a.m. to 1:30 p.m. in Old Chapel, representatives from St. Peters and CDPHP will provide confidential individual health screenings. Screenings will take between 15 and 20 minutes. Screenings will include blood pressure, body composition analysis, BMI, blood glucose levels, cholesterol (HDL and LDL) and triglycerides. Private individual consultations will be offered to review results. Sign-ups, on a first-come, first-served basis opened Thursday, January 10th. Click on the link below to schedule an appointment. If January 31st is not convenient for you, there will be three additional screening dates throughout the year. There will be
an opportunity to sign up for these dates at a later time. [https://www.signupgenius.com/go/10C084EACA62BA2FA7-health19](https://www.signupgenius.com/go/10C084EACA62BA2FA7-health19)

If you would like to schedule an appointment and do not have access to a computer, you can call 518-388-8348. Leave a message and Mike Polsinelli will return your call as soon as possible.

**Flexible Spending Account (FSA) with Sentinel** – Register online at [www.SentinelGroup.com](http://www.SentinelGroup.com) to view your flex spending dollars, to submit expenses and/or receipts, to view your statement, and to access online claim submission forms and instructions for reimbursements. *Remember, you have until March 15, 2019 to use your 2018 Health Care and Dependent Care flex dollars.*

You can use your Health Care FSA dollars for health care related purchases. Through the FSA Store, you can shop on-line for approved products. Just remember to keep all receipts. For more information on how to use FSAsstore.com or to shop the online FSA Store, click [www.fsastore.com](http://www.fsastore.com).

**Medical Premium Rebate** – Want to save some money? If you are enrolled for medical insurance at Union and your total household adjusted gross income for 2017 was less than $78,023, you can save money by completing and returning a simple form along with proof of your adjusted gross income. The Medical Premium Rebate Program supplements the cost of your medical insurance premiums. The amount of the rebate is based on the level of medical insurance coverage and total household adjusted gross income (2017 income tax form required), with the amount reduced beginning at $52,013 and reduced to zero at $78,023.

**Wellness Incentive** - To qualify for the 10% wellness incentive, you, and if applicable, your covered spouse/domestic partner must have either a biometric screening or annual physical and attest to meeting the Smoke/Tobacco Free requirement (you are a non-smoker/non-toacco user and have not smoked or used tobacco products within the last year, or certify that you are currently participating in a physician-approved smoking cessation program). Screenings/Physicals done anytime during 2018 or 2019 qualify you for wellness incentive.

Please remember that if you participate in the on-campus biometric screening programs or have had an annual physical through your CDPHP doctor, then no documentation should be required to meet the physical/biometric screening requirement for the wellness incentive (CDPHP is able to tell us who has had these done). In the interest of keeping premium costs down, please avoid multiple screenings/physicals in the same year unless deemed medically necessary. The College does incur a cost for these services which impact our premiums.

**PPO Plan and Magna Care/First Health Network** – Did you know that the Preferred Provider Organization (PPO), the network behind our medical insurance plans, provides members with the freedom to see CDPHN physicians without a referral, to see an in-network physician outside of the area, and to see non-participating physicians if they so choose? The PPO network includes over 725,000 providers, extends coverage to virtually anywhere in the nation---all 50 states plus Puerto Rico, and provides coverage worldwide for emergency care. For helpful information regarding using the PPO plan and for finding a doctor within CDPHP’s MagnaCare/First Health network, please go to the helpful links under Medical Insurance on the HR Benefits webpage: [https://www.union.edu/human-resources/benefits/insurance-benefits/mendental-insurance-options](https://www.union.edu/human-resources/benefits/insurance-benefits/mendental-insurance-options) or contact HR directly for a hardcopy of the information. As with most medical decisions, before receiving treatment, it is generally a good practice to consult the Summary Plan Description (SPD), Summary of Benefit Coverage (SBC), and/or contact CDPHP.

**Life Points** – If you have medical insurance through the PPO Plan U or PPO Plan C, you are eligible to participate in the Life Points program. To get started, take your [Personal Health Assessment (PHA)'](http://www.cdpdp.com/Members) worth 50 points, by logging into the CDPHP website at [http://www.cdpdp.com/Members](http://www.cdpdp.com/Members) and following the link to “Take My Personal Health Assessment”. The more you do, the more points you can earn. If you have an issue with the website, please contact CDPHP at 518-641-3100. Additional information about Life Points is available on the Human Resources website under Health and Wellness [www.union.edu/human-resources/benefits](http://www.union.edu/human-resources/benefits).

**Success Coach** - Union College cares about You! Union’s Success Coach, Justin Hamm, is on campus weekly. See days and times listed below. To schedule an appointment, call/text Justin at 518-384-4113 or email him directly at [jhamm@schenectadyworks.com](mailto:jhamm@schenectadyworks.com).

- **Monday’s from 8:00 am – 10:00 am in Wicker Wellness Center**
- **Wednesday’s from 1:00 pm – 3:00 pm in Feigenbaum Hall Basement Conference Room**
Friday’s from 10:30 am – 12:30 pm in 303 McKean 3rd Floor*

**Employee Assistance Program–e4health** – Life and wellbeing assistance for you and your family available anytime, any day, confidentially and at no cost. Contact information:

- Phone: **800-828-6025**
- Website: [www.HelloE4.com](http://www.HelloE4.com)
- Username: *union college*
- Password: *guest*

**Get Healthy/Stay Healthy!** - Get out and enjoy the beautiful winter snow. Union continuously offers various health and wellness programs to aid you in getting healthy and staying healthy. Whether you walk, jog, dance, do yoga, take spinning, aerobics, cardio, weights, participate in Weight Watchers or want to take a healthy walking tour of the campus, Union provides its employees with the tools or classes that they need to accomplish their health goals year round. You can also check out wellness and health options with CDPHP by clicking on [https://www.cdphp.com/members/wellness-treatment](https://www.cdphp.com/members/wellness-treatment).

**RETIREMENT PLANNING:**

Make the most of your money and reduce your taxable income by making a contribution or increasing your contribution to your retirement plan! Employees are able to contribute, on a pre-tax basis, up to $19,000 per year into their 403(b) retirement plan, for calendar year 2019. Employees age 50 and over may contribute an additional $6,000. Employees not currently eligible for the College’s generous 11% contribution are still eligible to participate in the retirement plan. For employees interested in contributing monies on a post-tax basis, we have a Roth 403(b) option available with TIAA and Fidelity. Changes can be made to your current retirement deduction through Employee Online or by obtaining a Retirement Investment Election Form on the HR Website or at the HR office.

Make an appointment for November to meet with a retirement plan representative to discuss your options.

**Fidelity Investments Representative**

- **Wednesday, February 6th,** from 9:00 am to 4:00 pm- McKean House, 3rd Floor*

To schedule an appointment with the Fidelity Representative, go to [www.netbenefits.com/union](http://www.netbenefits.com/union) or call 800-642-7131.

**TIAA Representative**

- **Tuesday, February 19th,** from 9:00 am to 4:00 pm- McKean House, 3rd Floor*

To schedule an appointment with the TIAA Representative, login into your account at [www.tiaa.org/union](http://www.tiaa.org/union) or call 800-732-8353. Learn more about the available plans and investment options at Union College by checking out our web portal at TIAA.

**HR PROFESSIONAL/PERSOAL DEVELOPMENT OPPORTUNITIES:**

**Employee Training Scholarship Program** – Employees interested in pursuing training opportunities should submit a brief written proposal, using the Employee Training Scholarship Program form. Completed forms, available on the HR website at: [https://www.union.edu/human-resources/benefits](https://www.union.edu/human-resources/benefits), should be submitted to the supervisor, department head, or department chair for consideration and then forwarded to HR. Each proposal will be considered carefully in terms of job-relatedness and availability of funds; a prompt approval or denial will be provided.

**LinkedIn Learning**– Formerly known as “Lynda.com” - The knowledge and skills required to be successful in our jobs today is accelerating. This rate of change challenges all of us to stay ahead in our roles. Numerous “Learning Paths” are available to help you stay ahead in your current job or to prepare for a new opportunity. If you are interested, documentation is available on the ITS website: [https://its.union.edu/documentation/lynda.com](https://its.union.edu/documentation/lynda.com). You must have a Union email address to access the site.
DISCOUNTED TICKET OFFERS:

Proctors Tickets **Due to the limited number of group tickets, all tickets are on a FIRST COME, FIRST SERVED basis. FULL PAYMENT reserves your ticket(s). If you are interested in reserving your ticket, stop by HR with payment today. **

The 2019 Proctors Season:

Winter 2019:
School of Rock – February 7, 2019, 7:30 pm  
• $50 per ticket

Spring 2019:
The Phantom of the Opera – April 24, 2019, 7:30 pm  
• $49 per ticket

General Tickets and Events - Tickets for great events, theatre, travel, movies and much more is always available at a discount to Union employees. Visit one of the following websites for current offers:

Corporate Offers
• Go to http://www.corporateoffers.com/corporateaccess/offers/broadway.php

TicketsatWork
• Go to www.TicketsatWork.com
• Click on “Become a Member”
• You will then be prompted to create an account with your email address and company code: UNIONEDU

MISCELLANEOUS:

Scheduled Holidays for 2019 – Unless otherwise noted and with the exception of certain essential services employees, the College will be closed for the following days and employees will be eligible for holiday pay. For more information regarding eligibility and use, please consult your handbook or contact Human Resources.

2019
• July 4 (Independence Day)
• November 28 (Thanksgiving Day)
• November 29 (Friday following Thanksgiving Day)
• December 25 (Christmas Day)

Discretionary Day (Floating or Annually Designated) – Union College highly values the many contributions of its employees and appreciates the importance of maintaining a proper work/life balance. As part of our paid-time off strategy, employees are annually granted a combination of vacation, holiday, and winter recess days. In addition to vacation, holidays and winter recess days, the College normally designates one additional closure day (i.e. December 24, 2018 for this year). So that employees may utilize the additional day to best meet their needs and interests, starting this year (2019), employees may use the additional day when they would like (with supervisory approval), or use the additional day on a designated closure day.

The Discretionary Day is an additional day with pay provided to all regular vacation eligible employees annually. New employees are provided with a Discretionary Day upon hire. The Discretionary day may be used for the observance of a religious holiday, to volunteer, to attend a family event, or for any other reason the employee desires.

Vacation eligible employees may request to use their Discretionary Day when they prefer (Floating), or apply it to a designated closure day that will be annually decided by the College’s administration (Annually Designated). Whenever possible, the Discretionary Day should be used in full day increments. If an employee decides to use their Discretionary Day as a Floating day, then they will be expected to work on the Annually Designated closure day. Only one Discretionary Day will be awarded per year. However, an employee required to work on the Annually Designated closure day will be awarded an additional discretionary day (total of 2 days) to be
used at a later time. An employee who uses their Discretionary Day and then fails to work the Designated closure day will be charged a vacation day.

Employees must receive advance supervisor approval for use of their Discretionary Day as a Floating day.

Following are the designated closure days for the next three years:

July 5, 2019
December 24, 2020
December 24, 2021

Employees who terminate prior to using a Discretionary Day will not be paid for the Discretionary day. If you have any questions or concerns regarding the Discretionary Day policy, please contact Human Resources.

**Union College Directory**
Have you checked and confirmed that the information in the Union College Directory is correct? If there needs to be a change, please email directory@union.edu with any changes or corrections you may have.

**Personal Property Insurance** – Offering a full range of Auto, Home, Renters and other personal property insurance.

*Liberty Mutual* – offers a full range of auto, home, renters and other insurance products. Union College employees save money on their personal property insurance and qualify for a special group discount. Enjoy convenient payment plans, including automatic payroll deduction, with no down payment, round the clock claims service and personalized service. Liberty Mutual is committed to providing you with comprehensive coverage and first class service. If you would like to see how Liberty Mutual compares to your current insurance programs, either call Peter Flood at 518-390-7435 or email him at peter.flood@libertymutual.com. Please remember to have your current insurance policies available when you call or visit with Peter.

*Merriam Insurance* – offers additional discounts for individuals with advanced education degrees. These discounts can apply to home, auto, and umbrella policies. Make sure you're taking advantage of all the discounts you're eligible to receive. Based in Schenectady since 1895, Merriam partners with over 90 insurance companies to make sure each client gets exactly what they need. Merriam has served Union College employees for over 25 years. If you would like to see how Merriam Insurance compares to your current insurance, for a quote, or if you would like to make an appointment to meet with a Merriam Insurance representative on campus, please call or email James Dick at Merriam Insurance at 518-393-2109 x219 or email James at jdick@merriaminsurance.com. Please remember to have your current policies available when you call or visit with James.

**Employee Online (EO)** - is a system designed to make much of your human resources and payroll information available to you online. A Union College email address is required. If you do not have a Union email address, you can sign up for access by clicking Employee Online and then click the FAQs on the left for more information on how to request an account.

Some of the information available to you includes:

- View and/or print your current and previous paystubs
- Make changes to your home address, emergency contact, and family related information
- Review direct deposit elections, tax withholding, and retirement contributions and make changes by submitting a request online
- Review, access, and print your W2 forms
- Run “What If” scenarios to see how various changes to your tax withholding status or benefit selections will affect your net pay
- Check your current vacation accrual, benefit selections, and flexible spending account withholding amount
- Access the College directory and various HR and Payroll employee-related forms

This system eliminates cumbersome paper processes and makes your personal employee information more readily available. If you have questions about the system, please contact Joanne Herrick in Payroll at (518) 388-6105.
or Jennifer Blessing in HR at (518) 388-6133. *** PLEASE NOTE: The Login field (username) requires "union\" in front of your username. i.e. union\smithj***

(*Please note that this meeting is scheduled on a floor without elevator access. If this presents a problem/concern, please call x.6666, with as much advanced notice as possible, and we will arrange for an alternate location.*)