

Northwestern | HUMAN RESOURCES

August 2024

Employee Matters

Benefits Spotlight

Understanding the Health Savings Account (HSA)

Human Resources is partnering with our vendor Inspira to provide an educational session about Health Savings Accounts (HSA). This session is for faculty and staff interested in enrolling in the HSA, even if they are currently not enrolled in the Value PPO plan. Topics covered: How the Value PPO & HSA are tied together; HSA plan eligibility; how to use and invest in your HSA contributions. [Register here.](#)



Saving For Retirement

How much saving is “enough” for retirement? Human Resources has partnered with Fidelity Investments to provide an educational session that discusses strategies that can help you save more today and tips for preserving and growing your savings in retirement. This session is for anyone eligible for the Retirement Savings Plan, even if you don’t use Fidelity as your recordkeeper.

Click this link [Register here](#) and then click the following:

- Home
- Attend a Learning Event
- Enter your employer’s name: Northwestern University
- Register for event-button is on the right

Open Enrollment is Coming! Check Your Life Insurance Beneficiaries

With Open Enrollment right around the corner (October 21, 2024 – November 8, 2024), take some time to review your current life insurance beneficiaries and other insurance enrollments.

Beneficiaries can be updated at any time during the year through the [myHR](#) portal. For assistance updating life insurance beneficiaries, please see this [user guide](#).



On Your Radar

Democratic National Convention Aug. 19-22 in Chicago

Check out [info and resources](#) related to the DNC Convention taking place in Chicago next week.

Become Green Space Certified

Want to learn about making your workspace more sustainable? Join [sustainNU](#) and HR on [Friday, September 6, 12:30 p.m.-1 p.m.](#) to learn about [Northwestern's Green Certification programs](#) adopting environmental best practices in the workplace. From energy conservation to purchasing and waste, the process empowers the University community to become green leaders.

Your Well-Being

Start the Academic Year Off Connecting with Colleagues and NUSAC at Coffee & Connection

[Coffee & Connection \(CC\)](#) is a monthly on-campus coffee hour hosted by HR’s Talent Development & Well-being team where employees can take a break, connect, and network in a



communal and low-pressure setting. For September, we're partnering with the [Northwestern Staff Advisory Council \(NUSAC\)](#) to co-host. Join us on Thursday, September 12 in Evanston or Tuesday, September 18 in Chicago to meet NUSAC members and learn about the council, connect with colleagues, or simply stop by and pick up a refreshment. A variety of tabletop activities will also be available. Hope to see you there! [RSVP](#).

EAP Webinar: Understanding Addiction

Substance use, abuse, and addiction often have a powerful impact on people's physical and mental health. Attend this webinar hosted by our [Employee Assistance Program \(EAP\) SupportLinc](#) on [Tuesday, August 20, 1 p.m.-2 p.m.](#) to understand the biopsychosocial aspects of addiction, how a person's chemical use can affect others in their family or workplace, and resource and support options. *Note:* The format is a webinar presentation, and participants will not be identifiable.

Participate in the Stress Management in the Workplace Support Group

HR has partnered with our [Employee Assistance Program \(EAP\) SupportLinc](#) to offer a free short-term, four-week, *Stress Management in the Workplace* support group September 19-October 14. It will be participant led, facilitated by a licensed counselor, and offer comfort, advice, and a feeling of unity as participants share their common experiences. The counselor will discuss the impact of workplace stress, practical tips and insight regarding healthy habits, as well as coping skills to help manage stress and build resilience. [Register](#) to participate.

Stay Updated with Well-being

[Join the Well-being Mailing List](#) to receive the weekly [Well-being Events email](#) with current and upcoming programs and resources information.

Learn and Grow



As you finalize your annual performance review, reflect on your performance and how you want to grow next year. Spend some time processing the feedback from your performance review/conversation and any other feedback you've received. Consider where you felt the most meaning, purpose, and energy, but also think about your challenges and areas for improvement. This will lay a strong foundation for setting performance and professional goals for FY25.

You can also [review goal-setting resources](#) on our website.

Caregiving

August is National Breastfeeding Month

This month, we honor and support breastfeeding mothers, especially those balancing work and motherhood. Breastfeeding is vital for infants, providing essential nutrients and antibodies, while also strengthening the mother-child bond and offering numerous health benefits for both.



At Northwestern, we are committed to supporting lactating mothers, with over 20 lactation spaces available across our campuses. [You can find information about these spaces and general lactation support on our website, including tips for working mothers and mothers-to-be](#). We strive to create a workplace culture that supports and empowers breastfeeding mothers.

Fall Baby Shower Bash: Join for Connection, Resources, and Fun!

Join us for our Fall Quarter Baby Shower for all new and expecting parents to connect, share experiences, and access resources. The Evanston campus shower will take place [Tuesday, September 24 in Evanston \(Norris\)](#) and [Thursday, September 26 in Chicago \(Abbott Hall\)](#). Both events will be held from Noon-1 p.m. [Register here](#) to attend.

Manager's Tip



Nationally, full-time in-office policies for companies are declining while structured hybrid work schedules are increasing. At this point, we all recognize that it doesn't make sense to come into the office just to be on Zoom calls all day. [This article](#) recommends what leaders are doing to build “moments that matter” when staff are together. Learn more about this topic and interact with the Northwestern manager community by joining our [MS Teams](#)

[Manager's Corner Channel](#).

Inside HR

Talent Development & Well-being is excited to invite our Northwestern community to participate in a needs assessment to enhance our learning, professional development, well-being, and recognition programs. Two surveys -- one focused on talent development and recognition and the other on well-being -- will be shared in this newsletter next month and we encourage you to participate. The assessment will help identify what programs, services, and experiences are meaningful to the continued success and well-being of our employees. Your participation and voice are vital in driving positive change within our community, so let's work together to create a supportive and enriching environment for everyone.



To promote an innovative and inclusive workplace where all individuals thrive and collaborate to advance our Northwestern Directions.

Northwestern University



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