



Inside this issue:

page 2

From the Desk of
Jamie Ryan
Senior Director
of Benefits

page 5

Charity Choice

New Parental
Leave Policy

page 4

Greater Circle Living

page 7

HRNotes

BENELECT OPEN ENROLLMENT

The annual open enrollment period for 2009 Benelect choices will run from November 3 through November 21. Case employees can make changes to their benefits choices during this time. Enrollment packets will be delivered soon to campus mail addresses. Be sure to read the cover letter along with the Benelect Guide, price sheets, and additional plan information before making any selections.

The Benefits Fair, hosted by the Department of Human Resources, will occur on November 4 and 5 in the Thwing Center ballroom. Flu shots will be available for faculty and staff employees; healthcare insurance carriers will be in attendance to answer your questions; and the Staff Advisory Council Basket Raffle will be held. Details about the Fair appear later in this edition of *HRQuarterly*.

OPEN ENROLLMENT HIGHLIGHTS

The four **Medical** plan options available in 2008 will be available again in 2009. You can select coverage from Anthem, two offerings from Medical Mutual of Ohio, or Kaiser Permanente.

Dental and Vision coverage are two-year elections that are locked through December 31, 2009. In other words, you will not be able to make changes to your current Dental or Vision elections during this enrollment period.

Contributing to **Flexible Spending Accounts**

(FSA), from which you can be reimbursed for out-of-pocket healthcare and dependent care expenses, provides tax benefits by reducing your taxable income. If you currently participate in either or both types of FSAs, please estimate your anticipated 2009 expenses and adjust your FSA elections accordingly.

Voluntary benefits for 2009 can also be elected during open enrollment. These benefits include:

- Prepaid legal services with Hyatt Legal Plans
- Spouse and dependent life insurance with Fort Dearborn Life Insurance

Optional benefits can be elected not just during open enrollment, but at any time during the year:

- Group auto and home insurance with MetLife
- Long term care insurance with MetLife

As part of its green initiative the Benefits Office is making a concentrated effort to reduce the amount of paperwork that is required during open enrollment. But please note that **certain elections – such as choosing to increase the amount of Supplemental Life insurance coverage – will require a paper form to be completed** in addition to selecting benefits in the online tool.

continued on page 3

The Benefits Administration office at Case Western Reserve University coordinated this issue of *HRQuarterly*.

BENEFITS

Benefits Administration, located in Crawford Hall, Room 224, is responsible for designing and administering the university's benefit programs. Employees are responsible for selecting and using their benefits prudently and in the most cost-effective manner.

Crawford Hall, Room 224

LOC: 7047

Office: (216) 368-6781

Fax: (216) 368-3582

E-mail: benefits@case.edu

Case offers a comprehensive benefits program to all full-time and some part-time employees that includes medical and dental benefits, retirement plans, post-tax benefits, paid time off, education benefits, employee assistance, employee discounts, financial conveniences, and recreation.

Other services and programs provided by Benefits Administration include but are not limited to the following:

ANNUAL BENELECT GUIDE

EDUCATION/TUITION BENEFITS

LAWS THAT AFFECT BENEFITS

RETIREMENT PLANS

WELLNESS

GREATERS CIRCLE LIVING

STAFF

Jamie Ryan, senior director

368-5049

james.e.ryan@case.edu

Amy Sheldon, manager

368-5000

amy.sheldon@case.edu

Michelle Belle, benefits specialist

368-3166

michelle.belle@case.edu

Teneshia Cromity, benefits coordinator

368-3086

teneshia.cromity@case.edu

Terri Ramage-Louis, benefits specialist

368-6690

terri.ramage-louis@case.edu

Laurian Render, accounting clerk

368-0194

laurian.render@case.edu

Cynthia Smith, benefits accountant

368-5380

cynthia.smith@case.edu

FROM THE DESK OF...

Jamie Ryan

SENIOR DIRECTOR OF BENEFITS

The 2008 presidential election is a fitting backdrop to this fall's Benelect Open Enrollment period. In our healthcare plan offerings we have several candidates appealing for your vote. Whether your mailbox is red or blue it's filled with "campaign literature" pointing out the most attractive features of vendor's various offerings. With campaign appearances at the Benefits Fair, you will have the opportunity to meet the candidates and ask questions. It all concludes with election day, when you vote for which benefits are best for you and (if applicable) your family.

So get your facts. Do your research. Decide which plans are right for you. And make your Benelect elections count! Once you cast your ballot for your benefits coverage – as it is with the presidential election - it is your last opportunity to influence the outcome until the next election period.

BENELECT COST INCREASES

As is all too apparent today, we are facing challenging economic times. After careful consideration, a medical rate structure was proposed that will contain the 2009 cost increases at levels less than what medical insurance claims data suggests are necessary. On average 2009 medical insurance costs are increasing 5% over the 2008 costs. All things considered, our cost increases are moderate, especially when taking into account that healthcare inflation is running nationally at 7% to 8%. With respect to each carrier, the average cost increases are: Anthem – 8%; Medical Mutual of Ohio – 1%; and Kaiser – 5%.

Dental plan and vision plan rates are locked and unchanged from 2008. This is because we are in the middle of a 2-year election period for the dental and vision programs. 2010 Benelect Open Enrollment will be the next election period for these programs.

BENEFITS OFFICE CAN HELP YOU

Sometimes claims processing by insurance carriers can be anything but routine. These situations – when they occur – can be very frustrating. If you have made one too many phone calls to the insurance company and cannot seem to make any progress on your issue, reach out to the Benefits Office for assistance. We stand ready to help you bring about resolution.

This is but one example of the support we can provide benefit program participants. A significant part of our role focuses on you, the plan participants. Our goal is not only to assist when issues occur, but also to equip you with sufficient knowledge that enables making informed choices when using your benefits. Please contact us any time to ask questions – no matter how general or how specific your questions may be.

BENELECT OPEN ENROLLMENT

continued from page 1

All Benelect enrollment **elections must be submitted online by 8 p.m. on November 21**. Any required carrier applications must be received in the Benefits Administration office by 5 p.m. on December 3, 2008.

The Benefits Office encourages all participants to **make 2009 elections in the online open enrollment tool**. However, if no 2009 elections are recorded, your 2008 Benelect elections will be defaulted as your benefit choices for 2009 – including FSA contribution amounts.

To assist you in determining which plans will best fit your personal circumstances, **online resources are available** at <http://www.case.edu/finadmin/humres/benefits/>.

CONNECTING TO THE BENELECT ENROLLMENT NETWORK

Employees will be able to make Benelect enrollment choices in the PeopleSoft Human Capital Management (HCM) system beginning at 7 a.m. Monday, November 3, and concluding at 8 p.m. Friday, November 21. Visit the Human Resources home page at <http://www.case.edu/finadmin/humres/> for a direct link to the HCM sign-in page, where you will enter your Case network ID and password to access the system.

Once logged into HCM you will be able to view a summary of your current Benelect elections as well as make changes to your elections for calendar year 2009. For best results, use Internet Explorer as your Web browser while enrolling in your benefits through HCM. For questions or to report HCM system issues, contact the help desk at 368-HELP or online at help@case.edu.

If you want to change your benefit elections for 2009 but will be out of town or otherwise unable to access HCM, please call the Benelect Hotline at (216) 368-1234 on or before November 21. Alternatively you can e-mail Benefits Administration at benefits@case.edu.

OPEN ENROLLMENT SUPPORT

Throughout the open enrollment period benefits representatives and computer kiosks will be available at the following locations:

November 4	Ballroom, Thwing Center	11:00-5:30
November 5	Ballroom, Thwing Center	8:00-2:00
November 6-7	Room 209, Crawford Hall	8:30-5:00
November 10-14	Room 209, Crawford Hall	8:30-5:00
November 17-21	Room 209, Crawford Hall	8:30-5:00

You can e-mail open enrollment questions to benelect@case.edu or call the Benelect Hotline at 368-1234 between 8:30 a.m. and 5 p.m. November 6 through November 21

**If you get in a fender bender.
If a rogue pebble chooses your windshield.
If you're ready to save on auto insurance...**

Good news! You work in the right place.

Now you can pay less for quality auto insurance and get all the coverage, benefits and service you want.

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- Discounts for easy and convenient payment options including automatic payroll deduction and bank account deduction. Credit card billing is also available.
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So, make the easy switch to MetLife Auto & Home® for your special employee savings and discounts on quality auto insurance.

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special employee discounts, call
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today!**



*According to the J.D. Power and Associates' 2007 National Auto Insurance Study, MetLife Auto & Home was ranked above the national average in overall customer satisfaction.

† Identity Theft Resolution Service is not available in all states, such as NC, nor to auto customers in NH, and is not available for all policy forms. MetLife Auto & Home is a brand of Metropolitan Property and Casualty Insurance Company and its affiliates: Metropolitan Casualty Insurance Company, Metropolitan Direct Property and Casualty Insurance Company, Metropolitan General Insurance Company, Metropolitan Group Property and Casualty Insurance Company, and Metropolitan Lloyds Insurance Company of Texas, all with administrative home offices in Warwick, RI. Coverage, rates, and discounts are available in most states to those who qualify. © 2008 MetLife Auto & Home PEANUTS © United Feature Syndicate, Inc. L06089835(exp0511)(All States) 0807-9232

2008 BENEFITS FAIR

Case Western Reserve University's **Benefits Fair** offers faculty and staff one-on-one time with representatives from the Benefits Administration office and from our Benelect insurance carriers. This year's Fair will take place on November 4 and 5 in the Thwing Center Ballroom.

In addition to getting answers to benefits questions, employees can:

- make 2009 Benelect open enrollment elections at one of the computer kiosks
- speak with retirement program representatives from TIAA-CREF and Vanguard
- participate in the Staff Advisory Council's annual basket raffle
- enter a Benefits Fair raffle for a chance to win special prizes, and
- enjoy light refreshments.

FLU SHOTS

The Department of Human Resources is again offering free flu shots to faculty and staff employees. One thousand (1,000) vaccine injections are available on a first come, first served basis. No appointments are necessary. Employees must review a vaccine information sheet and complete a consent form prior to receiving an injection. Additionally, employees will need to present their Case ID when checking in.

BENEFITS FAIR HOURS

Hours during which to attend the Benefits Fair are:

Tuesday, November 4

11:00 a.m. to 5:30 p.m.

Wednesday, November 5

8 a.m. to 2 p.m.

If you have questions or would like additional information, send an e-mail to benefits@case.edu or call the Benefits Administration office at 368-6781.

ANNUAL BASKET RAFFLE

The Staff Advisory Council (SAC) Community Service Committee is sponsoring its eighth annual SAC Basket Raffle fundraiser in conjunction with the Benefits Fair on November 4 – 5. Ticket sales and a generous contribution

from the Office of the President helped last year's raffle raise \$4,000, which was donated to Restore Cleveland Hope for the Cozad-Bates House Restoration Project/ Education Center. This year, all proceeds will be donated to Transitional Housing, Inc.

Transitional Housing, Inc. is a local organization that provides a safe environment for homeless women and their children. It also provides programs and services that direct these women toward self-sufficiency and independence.

The basket raffle will be held from 11 a.m. to 5 p.m. on Tuesday, November 4, and from 8 a.m. to 1 p.m. on Wednesday, November 5 in Thwing Center, 1914 Lounge during the Benefits Fair.

Individual tickets will be sold for \$1 each, and groups of 6 tickets can be purchased for \$5. The winning tickets will be drawn at 1:30 p.m. on November 5.

For more information please contact Michelle Saafer at mds21@case.edu or call at 368-3185.

WELLNESS CORNER

1-2-1 Fitness Center, owned and operated by Case Western Reserve University, is located on campus at 2130 Adelbert Road. 1-2-1 is committed to helping members of the Case community and the community at-large achieve the healthy lifestyles they desire.

1-2-1 is now partnering with the Department of Human Resources to support wellness activities for university employees.

Research has shown that daily physical activity and good nutrition habits can help prevent disease and improve overall health and well-being. Positively impacting health and wellness can improve job attendance and performance as well as decrease out-of-pocket healthcare costs.

1-2-1 Fitness Center can help you achieve your personal health and wellness goals through membership, special programs and services provided right here on campus in its professional and friendly atmosphere.

MEMBERSHIP INCLUDES

Free "JumpStart" program consisting of four free personal training sessions, free Visual Fitness Planner (VFP) assessment and a free nutrition counseling session with a 1-2-1 Registered Dietitian

Access to over 120 pieces of top-name cardiovascular equipment, including over 90 new pieces of equipment

Free access to over 40 group exercise classes every week, including several types of Yoga, Cycle, Muscle Conditioning, Step, CardioKick, CardioMuscle, Pilates, and more

HOURS OF OPERATION

Monday through Friday

5:30 a.m. to 10 p.m.

Saturday and Sunday

8 a.m. to 6 p.m.

Call (216) 368-1121 or visit the website at <http://onetoone.case.edu> for more information.

GREATER CIRCLE LIVING

The Greater Circle Living program offers financial benefits to Case Western Reserve eligible employees in the form of one of the following: (1) down payment assistance in the form of a forgivable loan up to \$15,000 for the purchase of a primary residence; (2) a grant up to \$4,000 for making exterior renovations to an existing primary residence; or, (3) a one-month rental reimbursement up to \$1,400 that can be applied at designated apartment buildings. The neighborhoods that are eligible for Greater Circle Living funds include Buckeye/Shaker, Fairfax, Hough, Little Italy, University Circle and Glenville. Limited funds are available to Case employees each year and are distributed on a first come, first served basis. Eligible employees who want to participate in the program are encouraged to apply as early as possible to improve the likelihood of being selected.

Generally, all Benelect eligible employees are eligible for program benefits. Additional eligibility criteria exist for the rental reimbursement and exterior renovation benefits. Candidates who have received and accepted employment offers

continued on page 6

CHARITY CHOICE

EMPLOYEES BENEFIT FROM PAYROLL DEDUCTION FOR CHARITY CHOICE

Case Western Reserve University offers employees the benefit of using payroll deduction to make giving to local charitable organizations easy.

Through the university's Charity Choice campaign, faculty and staff can contribute directly from their paychecks to any of nearly 250 different Cleveland-area agencies, or by directing pledges to the Independent 501(c)(3) organization of their choice.

While enrolling in health benefits through the HCM system, university employees can designate an amount—no matter how large or small—through payroll deduction to donate to any charity or one or more programs of Greater Cleveland

Community Shares, Earth Share of Ohio or the United Way of Greater Cleveland.

The contribution can be deducted monthly, for as many months as designated, or made as a one-time sum. In addition, employees can manage their giving throughout the year with unlimited access to the HCM system.

All faculty and staff, even those who do not enroll in university health benefits, can participate in the Charity Choice campaign. Contributions are being accepted through December 31, 2008.

Details on the campaign, including how to make a donation by check, are available online at <http://www.case.edu/charitychoice/>.

CASEWARN

UNIVERSITY PROVIDES SAFETY BENEFIT, ENROLL ONLINE

Case Western Reserve University is committed to the health and safety of its faculty and staff, so in addition to medical, dental and vision packages, the university also offers its employees a safety benefit—the CaseWARN emergency notification system.

The CaseWARN system provides members of the campus community, including students, with immediate notification during crisis situations. Faculty and staff subscribe to receive CaseWARN text message alerts on their cell phones.

Recent testing indicates text messages

are the quickest and most reliable means for notifying the university community during an emergency.

Employees also can subscribe to receive voice alerts on their cell, office or home phones as part of the CaseWARN system.

CaseWARN is available to all members of the campus community, even those who do not enroll in university health benefits. Subscribe online now at <https://its-services.case.edu/my-case-notifications> to ensure accurate and immediate communication in case of a campus emergency.

NEW PARENTAL LEAVE POLICY

Case Western Reserve University is committed to providing family-friendly leave programs that strive to improve employees' quality of life by helping them balance their indisputably linked work and family lives. To this end, a new Parental Leave Policy has been approved for staff employees that will provide:

Up to 6 weeks of paid parental leave to a birth mother to recover from childbirth

and to care for and bond with a newborn.

Up to 3 weeks of paid parental leave to the other parent (including a domestic partner) to care for and bond with a newborn.

Up to 6 weeks of paid parental leave to an adoptive parent who is the primary caregiver to care for and bond with a newly adopted child.

Fort Dearborn Life Works®

Group Benefits



Is your family's future strong?

Many families could struggle to pay final expenses or maintain their lifestyle after the death of an income provider.

You can help secure your family's financial future by supplementing your life insurance coverage. In the event of death, life insurance can provide immediate financial assistance.

Case Western offers employees an opportunity to elect cost effective supplemental life insurance from Fort Dearborn Life. You can elect either \$50,000 or up to three times your annual salary and you can take advantage of convenient payroll deduction.

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FORT DEARBORN LIFE
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Fort Dearborn Life Insurance Company is licensed in 49 states (excluding New York), the District of Columbia, and in both the U.S. and British Virgin Islands. Fort Dearborn Life Insurance Company, Downers Grove.



Fort Dearborn Life is rated A+ (Superior) by A.M. Best Company, affirmed November 1, 2007, and

A+ (Strong) by Standard & Poor's for its financial strength in its most recent report.

¹A.M. Best Company rates the overall financial condition of a company using a scale of A++ (Superior) to F (In Liquidation).

continued on page 6

PARENTAL LEAVE POLICY

continued from page 5

Up to 3 weeks of paid parental leave to the other parent (including a domestic partner) who is not the primary caregiver to care for and bond with a newly adopted child.

The intent of Paid Parental Leave is to maximize the duration of paid leave and paid time-off following a birth or adoption. It will be combined with other existing university programs to achieve the intended result. Paid time taken under the policy will not be charged against employees' sick or vacation balances.

The new policy will be effective for births and adoptions occurring on or after November 1, 2008. Further details will be published soon in the HR Policy Manual.

GREATER CIRCLE LIVING

continued from page 4

from the university can also be eligible for certain benefits.

Brochures about the program are available at the Benefits Administration Office (224 Crawford Hall). For more information, please stop by the University Circle Visitor and Living in the Circle Center at 11330 Euclid Avenue. Interested employees can also contact Genna Petrolla, Greater Circle Living Manager (216.707.4642, gpetrolla@universitycircle.org) or the Fairfax Renaissance Development Corporation (216.361.8400).

Program rules and eligibility requirements can be found at www.fairfaxrenaissance.org/gcl.

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WHO IS YOUR BENEFICIARY?

The Benelect open enrollment period is an ideal time to re-assess your beneficiary designations. Depending on your personal situation, a number of different beneficiary designations might be right for you. Significant life events such as a marriage, a divorce, having or adopting children, or receiving an inheritance should be taken into consideration when evaluating your life insurance and retirement plan beneficiary assignments.

Please call or stop by the Benefits Administration office in Crawford Hall, Room 224 to review your current beneficiary designations. Staff can provide you with the appropriate forms to update or change your designations.

YEAR-END PAYMENT REQUEST CUTOFFS

Payment Request Cutoffs:

Enter payments requests into HCM by 5 p.m. on December 4 for semimonthly cutoff, and December 18 for monthly cutoff.

HR Cutoffs:

Submit other payroll documents to the HR Records office (368-3270, HRrecords@case.edu) by 10 a.m. on December 4 for semimonthly cutoff and December 18 for monthly cutoff.

RETIREMENT COUNSELING SESSIONS WITH TIAA-CREF, VANGUARD

Representatives from TIAA-CREF and Vanguard are on campus each month to meet with employees for individual retirement counseling sessions.

Employees who already have retirement accounts and those who are considering opening accounts can schedule personal appointments by contacting:

TIAA-CREF at (800) 842-2776 or visit www.tiaa-cref.org/moc

Vanguard at (800) 662-0106 ext. 14500 or visit www.meetvanguard.com

TUITION BENEFIT CHANGE

Effective with the 2008-2009 academic year, the tuition waiver benefit has been extended to dependent children of employees' domestic partners. Details are available in the Human Resources Policy Manual, Policy IV-7 and Procedure IV-7a. Please contact Benefits Administration with any questions.

SPRING TUITION WAIVERS

After class registration is completed, faculty and staff can apply for tuition waiver certification for the 2009 spring semester. Application forms can be submitted on weekdays from 8:30 a.m. to 5 p.m. in the Benefits Administration office in Crawford Hall, Room 224 until February 28, 2009.

SRA CONTRIBUTIONS

The participant tax-deferred contribution limit is increasing to \$16,500 in 2009 for Salary Reduction Agreement contributions made to the university's 403(b) plans. Participants age 50 and older may contribute up to an additional \$5,500 on a pre-tax basis.

EDUCATION & TRAINING OPPORTUNITIES

The Department of Human Resources' Employee Education, Training and Development Unit provides a vast array of on-campus training and education opportunities. Whether you want to improve your abilities, learn skills necessary to your job function, or achieve your career goals, we can help. For times, location and to register for any of these sessions please visit: <https://www.case.edu/finadmin/humres/training/signup/>

Several training and education courses are scheduled during the coming months:

Coaching vs. Mentoring

November 18, 2008

Conducting Successful Interviews

November 19

Learning to Lead: Essential Skills for New Supervisors

December 4

Effective Performance Management

January 8, 2009

January 28

Rewarding & Recognizing Your Staff

January 13

January 30

Dealing with Difficult People at Work

January 15

Flawless Facilitation

February 5

Make Meetings Work

February 12

Effective Networking

February 24

Please contact Erica Merritt at 216-368-4786 or erica.merritt@case.edu with questions.

HOLIDAY SCHEDULE 2008-2009

Thanksgiving
November 27, 28

Christmas
December 25, 26

New Year's
January 1-2, 2009

Martin Luther King Jr. Day
January 19

Spring Holiday
March 13

Memorial Day
May 25

UNIVERSITY TRAVEL REGISTRY

The University has recently entered into a licensing agreement with commercial travel registry provider, iJET/Worldcue. Registration provides the traveler with instantaneous country condition intelligence reporting and emergency notification capabilities anywhere in the world where internet or mobile communication technologies are available. Travelers, using the University Travel Office for travel reservations, will automatically receive a link to the registry. All other travelers are urged to go to www.case.edu/finadmin/humres/ijet to register their travel. For more information, contact the Office of Foreign Faculty and Scholars at 368-4289.

UPDATE YOUR MAILING ADDRESS

To help ensure prompt delivery of 2008 W-2 forms in January 2009, please notify human resources if a change of address has occurred in the past year. You can e-mail your new home address on or before December 5 to HRrecords@case.edu.

SAVINGS OPPORTUNITIES VIA GROUP AUTO & HOME INSURANCE

Employees of Case Western Reserve University have a special advantage not available to the general public – a 10% group discount on homeowners, renters, and condo insurance from MetLife Auto & Home. Employees also may be able to lower their auto insurance rates. To see how much you could save, call 1 800 GET-MET 8 (1-800-438-6388) to obtain a free quote.



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Department of Human Resources
Cleveland, Ohio 44106-7047