New Employees - Welcome to WPI!

Craig Trotto - Dispatcher - Campus Police

Retirement Counseling

Fidelity:
Thursday, March 19, 2015
Peterson Room
Call:
1-800-642-7131 for an appointment
or [make a reservation] using the Online Reservation tool

TIAA/Cref:
Tuesday, March 10, 2015
Morgan Room
Call:
1-800-732-8353 for an appointment.

Sullivan, Garrity & Donnelly: Mondays by appointment.
call Bob Blute at (508) 453-2549. Get a [quick quote] for your insurance needs!
**Give on March 19, Wear Jeans on March 20!**

March 19 is WPI Giving Day, a 24-hour fund drive aimed at the campus community and alumni with all gifts supporting the Foisie Innovation Studio and the Alden Trust Challenge. As a special incentive to encourage faculty and staff participation, if you give $10 on March 19 you can wear jeans on Friday, March 20.

Make your gift on March 19 at the Giving Day headquarters in the Rubin Campus Center or online at givingday.wpi.edu—credit cards accepted. Read more about WPI Giving Day in the Daily Herd.

WPI Giving Day is about participation—having as many members of the WPI community as possible give on one day to support the Foisie Innovation Studio. Every gift of every size makes a difference.

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**New FY2016 Holiday Schedule**

<table>
<thead>
<tr>
<th>FY 2016 HOLIDAYS</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>INDEPENDENCE DAY</td>
<td>Friday</td>
<td>July 3, 2015</td>
</tr>
<tr>
<td>LABOR DAY</td>
<td>Monday</td>
<td>September 7, 2015</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAYS</td>
<td>Wednesday - Friday (closed at noon Wednesday)</td>
<td>November 25 - 27, 2015</td>
</tr>
<tr>
<td>WINTER HOLIDAYS</td>
<td>Thursday - Friday</td>
<td>December 24 - 25, 2015</td>
</tr>
<tr>
<td>PRESIDENTIAL/P AID PERSONAL DAYS</td>
<td>Monday - Wednesday</td>
<td>December 28 - 30, 2015</td>
</tr>
<tr>
<td>NEW YEAR’S HOLIDAY</td>
<td>Thursday - Friday</td>
<td>December 31, 2015 - January 1, 2016</td>
</tr>
<tr>
<td>MARTIN LUTHER KING DAY</td>
<td>Monday</td>
<td>January 18, 2016</td>
</tr>
<tr>
<td>PATRIOTS DAY</td>
<td>Monday</td>
<td>April 18, 2016</td>
</tr>
<tr>
<td>MEMORIAL DAY</td>
<td>Monday</td>
<td>May 30, 2016</td>
</tr>
</tbody>
</table>

*A applies to all exempt and nonexempt employees, except those required by supervisors to maintain essential operations.*

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**Active Threat Training**

Headline news about active shooters on college campuses is all too frequent. Active shooter situations are over within a matter of minutes - often before police arrive to the scene. The WPI Police Force is committed to keeping our community safe and will use videos and discussions to prepare campus members for the worst with clear strategies to survive threatening situations. Register today for one of the following sessions. Each session runs from 11:00 AM - Noon and will be held in the Forkey Conference Room, Harrington Auditorium:
Performance Communication Process

Let your VOICE be heard!

Our enhanced performance communication process is well under way, and included below are the recommendations for the meeting schedule and final deadline for the process to keep you on track:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, February 25, 2015</td>
<td>• Self Communication Form complete</td>
</tr>
<tr>
<td></td>
<td>• Initial meeting between employee and supervisor has taken place</td>
</tr>
<tr>
<td>Friday, March 20, 2015</td>
<td>• Promotion requests submitted to HR</td>
</tr>
<tr>
<td>Friday, April 3, 2015</td>
<td>• Supervisors have completed the Communication Form and submitted for approval</td>
</tr>
<tr>
<td>Friday, April 17, 2015</td>
<td>• Meeting between employee and supervisor to discuss final appraisal has taken place</td>
</tr>
<tr>
<td></td>
<td>• Employee acknowledges their Communication Form in PeopleAdmin</td>
</tr>
<tr>
<td>FINAL DEADLINE</td>
<td>• All Communication Forms must be completed and acknowledged by employee, supervisor, and/or provost/dean/vice president</td>
</tr>
<tr>
<td>Monday, April 20, 2015</td>
<td></td>
</tr>
</tbody>
</table>

VOICE stands for Virtue, Output, Integrity, Collaboration and Excellence and is the calling card of this new process. To learn more, visit our new [Performance Management](#) site.
The Benefits Office still has a limited number of clip on (‘One’) Fitbits for sale to employees. These Fitbits are for employee use only and we are offering them at a discounted price of $50! With a retail price of $99.95 that’s almost a 50% savings!

- One Fitbit per employee
- This is first come first serve until they are all gone
- Please come prepared to pay by check (made out to WPI) or cash
- You can come to the Human Resources & Payroll Office anytime between 8am and 5pm to purchase a Fitbit; we are located on the 2nd Floor of Boynton Hall

TIAA-Cref Financial Essentials Workshop

Equally Prepared: Financial Planning for the LGBT Community
Wednesday, 3/11/15 from noon - 1:00 PM
Register

You have a responsibility to yourself – and those you love – to prepare for the future, and protect what you’ve set aside. We’re here to help you face your unique challenges on the road to financial well-being.

TIAA-CREF’s workshop leaders will share essential saving and investing strategies, and ways to help safeguard your assets with an estate plan:

- Learn how to determine your retirement readiness, and ways to help ensure your retirement planning and saving are on track
- Discover the importance of wills, trusts and living wills, and how state and federal laws – including changes resulting from the DOMA decision - may affect you
- Understand why everyone should consider estate planning
Join us as we learn about the importance of saving, investing and how to help protect what you save – and those you love.

In celebration of our 150th anniversary year, WPI is sponsoring a special road race for the WPI community! This race (the Irrational Run), will be held on 3.14.15 at 9 AM and at a distance of $\pi$(miles)!

To learn more and to sign up for the run, please click here.

Reminder ...

The deadline for the **Fitness Benefit reimbursement** from Harvard Pilgrim is right around the corner! The deadline to submit your completed 2014 Fitness Benefit form along with copies of your receipts and/or health club agreement is **March 31st**. If you participated in a yoga or dance class on campus, your reimbursement form has already been submitted and is currently being processed.

The Fitness Benefit can save you and your family up to $150 per calendar year in qualified health club membership fees.

To learn more about this program or to find the Fitness Benefit form, click here.

The **Weight Watchers** program is about to begin a new session, and there is still space for new participants! If you are interested, please contact Karen Goudy at ext. 5286.

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**Social Security and Retirement Planning:**
**A Hit or Myth Proposition**
**Wednesday, 3/25/15 at 5:30 PM**
**SL115**

Social Security's retirement program has been a basic part of American life for over 79 years. But, despite the age, the size, and the economic impact of the Social Security system, the myths and misunderstandings about what the program is, as well as what it isn’t, are sizeable.
Kurt Czarnowski, the Social Security Administration’s former Regional Communications Director for New England, will provide a wealth of information about the system. He will cover topics such as when you can start to collect, how your benefit is calculated, and the impact of working in retirement, as well as several strategies that couples can employ to maximize their Social Security benefits. Representatives from Fidelity and TIAA-Cref will also be available to answer questions.

To attend this event, please sign up by clicking here.

Training & Development Opportunities

Leadership Development Institute (LDI)
There is still room available in the following sessions. Register today before space runs out!

- Cultural Diversity, Wednesday, 3/18 8:30 AM - Noon
- Managing a Multi-Generational Workplace, Tuesday 4/21 & Tuesday, 5/28 8:30 AM - Noon

Women's Leadership Program
Linda Cavaiolli, Executive Director of the YWCA of Central Massachusetts, will be joining us as the featured speaker. Linda oversees the daily operations of a $6 million non-profit organization dedicated to the elimination of racism and empowerment of women. Please join us in the Higgins House Great Hall at noon on Tuesday, March 24, 2015 to hear Linda share her story. Register today!

WPI Toastmasters
Kick start spring by warming up to public speaking! Please join the WPI Toastmasters at our Open House on Wednesday, March 18th, from Noon – 1 PM in Kaven Hall Room 204.

Become comfortable with:

- Speaking in front of a group
- Impromptu speaking
- Conducting meetings
- Management skills
- Leadership development

For more information, visit our website.
Technical Training courses are currently being offered through the Higher Education Consortium of Central Massachusetts!

For details on the upcoming trainings, please click [here](#).

**Supervisor's Resource**

Hosted by Cindy Lindberg, Director of Human Resources and held the last business Thursday of each month from 2:00 PM - 3:00 PM, the Supervisor's Resource is designed to provide a forum for discussion or a place to get answers on best practices. Contact [Melissa Luzzo](mailto:) if you are interested in attending.

Held 3/26/15 in Forkey Conference Room, Harrington Auditorium

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**PAYROLL DEADLINES**

### STUDENTS:

<table>
<thead>
<tr>
<th>EPAFs Due</th>
<th>Timesheets Due</th>
<th>Pay Date</th>
</tr>
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<tbody>
<tr>
<td>3/5</td>
<td>3/9 by 10 AM</td>
<td>3/12</td>
</tr>
<tr>
<td>3/19</td>
<td>3/23 by 10 AM</td>
<td>3/26</td>
</tr>
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### STAFF:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>3/12</td>
<td>3/13 by noon</td>
<td>3/18</td>
</tr>
<tr>
<td>3/26</td>
<td>3/27 by noon</td>
<td>4/1</td>
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### MONTHLY:

<table>
<thead>
<tr>
<th>EPAFs Due</th>
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<tbody>
<tr>
<td>3/18</td>
<td>3/31</td>
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March 6, 2015