



**Human Resources &
Inclusive Community**
UNIVERSITY OF DENVER

HRIC Town Hall: Winter Updates

January 15, 2025



Agenda

- Welcome Back & HRIC Personnel Updates
- Updated Leave Policy
- 2025 Benefits
- Free Health Benefits
- Total Rewards Statements
- 1095c
- Tuition Waiver
- I-9 Verification Remote Options
- Self-Paced New Employee Orientation
- LinkedIn Learning
- Ombuds Workshops
- 2024-2025 Performance Management
- HRIC Community Events
- Nutrition and Wellbeing Programs
- Q&A

HRIC Personnel Updates

Additions to HRIC:

- Kris Eckerstrom, Benefits Specialist
- Chris Nash, Benefits Specialist
- Jessica Lovan, Leave Administrator

Internal Promotions:

- Craig Miller, Director of Talent Acquisition and Development
- Cassy Zapotocky, Manager of HR Operations
- Grace Vigliotti, Manager of Talent Acquisition
- Kirsten Crissman, Compensation Analyst
- Celeste Klug, Recruiter II
- Interviewing for Recruiter I currently

Updated Leave Policy

The Policy can be viewed online at
https://www.du.edu/sites/default/files/2024-12/HRIC%203.30.010%20Leave%20Policy%2012062024_1.pdf

The University's Leave Policy has been updated to provide clear guidelines on the utilization, coordination and leave options available to employees.

The leave options may include:

- Vacation Leave
- Sick Leave
- Bereavement Leave
- Parental Leave
- Healthy Families and Workplaces Act (HFWA Leave)
- Family and Medical Leave Insurance Program (FAMLI Leave)

This policy applies to all University staff, with specific exceptions for certain groups, including teachers at Ricks Center for Gifted Children, the Fisher Early Learning Center, and unionized employees, whose benefits are governed by separate agreements.

We strongly encourage all employees to review the updated policy thoroughly to understand the various eligibility requirements and leave options. This ensures that you are well-informed about your rights and responsibilities regarding leave.

If you have any questions or need assistance, please reach out to the Leave Administrator, Jessica Lovan, for support. Jessica can be reached at Leaves@du.edu.

2025 Benefits

Visit the HRIC Benefits website at
<https://www.du.edu/human-resources/benefits>

Discover all the resources you need to make the most of your benefits! Visit the HRIC Benefits website for easy access to essential tools, plan details, and updates. For an in-depth look at all the benefits available to you, check out the comprehensive [Benefits Guide](#).

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The Benefits website and Guide serve as your resources for detailed information, helping you make informed decisions about your coverage options.

2025 Benefits

Your Benefits at a Glance

Benefit Plan Year

The benefit plan year now runs from **January 1 through December 31** to align with the following accumulators:

- Deductible
- Out-of-Pocket Maximums
- Copayments
- Coinsurance

Core Offerings

- Basic Life Insurance (1x salary to a maximum of \$100,000)
- Accidental Death and Dismemberment (1x salary to a maximum of \$100,000)
- Short-Term and Long-Term Disability

Voluntary Offerings

- Medical, Dental, and Vision Plans
- Life Insurance and Accidental Death and Dismemberment
- Accident and Critical Illness
- Pet Insurance
- Flexible Spending Accounts (FSAs)

Retirement Plan

- 403(b) Elective Deferral
- DU 8% Match with an Elective Deferral of 4% or More

2025 Benefits

Medical Insurance Resources

Cigna's Access to Live Support

- If you need assistance in finding the right doctor, lab, pharmacy, or convenience care center, Cigna's Live Support is here to guide you
- Dedicated one-on-one support in complex situation, for those who need it most

Before Enrolling	Once Enrolled
Cigna's pre-enrollment line 888.806.5042	Cigna's One Guide Available 24/7 Download the myCigna app or call the phone number on the back of your ID card (888.CIGNA24)

Scan the QR Code to access
myCigna.com or download
the myCigna app



Kaiser's DigiDeck – Digital Resource Guide

With Kaiser, you have access to the University of Denver Digideck to help you make an informed healthcare decision for you and your family with resources available in one convenient location.

Resources include:

- Easy ways to transition care through New Member Connect
- Wellness Resources
- Benefits
- And much more!

To access, click on the link below or scan the QR code.

[University of Denver DigiDeck](#)



Free Health Benefits

Visit the HRIC Benefits website at
<https://www.du.edu/human-resources/benefits>

Preventive care services typically include a range of medical services aimed at preventing illnesses or detecting them early when they are easier to treat. Under the DU plans, preventive care services covered at 100% include:

- **Annual physicals:** Comprehensive check-ups to assess overall health.
- **Routine immunizations:** Vaccines recommended for preventing diseases.
- **Age-appropriate screenings and tests:** This may include screenings for conditions such as diabetes, high blood pressure, cholesterol, and certain cancers (e.g., mammograms, colonoscopies).
- **Well-child visits and immunizations** for dependent children.
- **Screenings for specific conditions:** These could include bone density tests, vision and hearing tests, or other diagnostic services based on age and risk factors.

The **MotivateMe** program offered by DU in partnership with Cigna is a wellness incentive program designed to encourage employees to engage in healthy behaviors.

Participants can earn incentives of up to **\$100 in a Visa gift card** by completing specific health-related activities such as:

- Flu Shots
- Health assessments
- Biometric screenings
- Annual preventive exams
- Participation in a digital diabetes prevention program
- Engaging in wellness coaching or phone consultation.
- Completing pharmacy steerage activities
- Various other activities that support health and well-being

Preventative health is important — even if you don't feel sick!



Free Health Benefits

Visit the HRIC Benefits website at
<https://www.du.edu/human-resources/benefits>

Employees have access to a variety of mental health services through DU's benefits plans, focusing on supporting employees' well-being. These services include:

Cigna Plans

Virtual Behavioral Health Services:

- Licensed counselors and psychiatrists can diagnose, treat, and prescribe for conditions such as depression, anxiety, trauma, PTSD, and more.
- Available via video or phone through MDLive.

Employee Assistance Program (EAP):

- Up to three free face-to-face sessions with a licensed mental health provider.
- Access to seminars, community resources, and referrals on topics like caregiving, grief, and stress management.

Digital Tools:

- **iPrevail:** On-demand coaching, personalized learning, and caregiver support.
- **Happify:** Activities and guided meditations to reduce anxiety and stress.

Lifestyle Management Programs:

- Support for managing smoking, obesity, and stress.
- Access to Meru Health and Talkspace for structured programs and therapy sessions.

Kaiser Permanente Plans

In-Person Behavioral Health Services:

- Access to mental health professionals, including psychiatrists, psychologists, and therapists.
- Treatment for conditions like addiction, bipolar disorder, depression, and anxiety.

Virtual Behavioral Health Options:

- Video visits and e-visits for mental health support.
- Apps like Calm and myStrength for self-directed emotional health support.

24/7 Crisis Support:

- Immediate help for urgent mental health needs through their crisis lines and urgent care.

Additional Wellness Resources:

- Stress management workshops and online self-care programs.

2024 Documents

- IRS Tax Form 1095-C
- Total Rewards Statement



This statement has been specifically prepared for
FIRST LAST, EMPLOYEE ID

This statement is a personalized statement prepared specifically for you. It shows the contributions made by the University of Denver towards your total rewards package. As you review this statement, you will see that the value of your benefits, added to your annual pay, results in your total rewards. This is designed to show you how your contribution to the success of the University of Denver is valued. We encourage you to review this statement carefully and keep it for future reference.

If you have any questions or concerns, please contact our Human Resources department at 303-871-7420. Thank you for your contribution to the University of Denver!

2022 TOTAL CASH COMPENSATION	
Component	Amount
Base Compensation	\$55,000
Beneficial Earnings	\$0
Bonus	\$0
2022 Total Direct Compensation	\$55,000

2022 BENEFITS	
Benefit	Year Contribution / COA Contribution
Medical/Prescription Ds	
Health Savings Account	
Dental	
Vision	
Basic Life	
Basic AD&D	
Voluntary Life	
Voluntary Disease/Life	
Voluntary Critical Illness	
Voluntary AD&D	
Short-Term Disability	
Long-Term Disability	
Business Travel Accident	
Voluntary Accident	
Voluntary Critical Illness	
Voluntary Disease/Life	
Voluntary AD&D	
Employee Assistance Program	
Employee Flexible Spending Account	
Long-Term Disability	
Flexible Spending Account	
Dependent Care Flexible Spending Account	
Tuition Reimbursement	
Black-Up Care & Family Support	
Basic Retirement Plan (401k)	
Voluntary 401k	
Voluntary Roth 401k	
Voluntary Social Security	
Voluntary Medicare	
2022 Total Benefits	\$55,000
2022 Total Rewards	\$55,000

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Paid Time Off
You are eligible to accrue or observe the following paid time off each benefit year:

Benefit Component	Amount of Days
Vacation Leave	15
Sick Leave	10
Parental Leave	12
Personal Leave	10

Health Benefits
The University of Denver offers eligible employees the opportunity to enroll in medical, dental, and vision insurance. Your election as of 12/31/2022 are shown below. Please refer to the applicable summary plan description for a complete description of benefits and plan rules.

Benefit Component	Plan Details	Costs/Out-of-Pocket Expense
Medical		
Health Savings Account		
Dental		
Vision		

Flexible Spending Accounts
The University of Denver provides the opportunity to enroll in flexible spending accounts to help you save on eligible health and dependent care expenses by paying for them with pre-tax dollars. Medical, dental, and vision insurance.

Benefit Component	Plan Details	Costs/Out-of-Pocket Expense
Medical		
Health Savings Account		
Dental		
Vision		

Life / AD&D / Disability Insurance
Insurance protection benefits including life, AD&D, and disability are provided by the University of Denver. Basic life, AD&D, short-term disability, and business travel accident is offered to you at no cost. You may also purchase voluntary life, AD&D, and other supplementary coverage. Your 2022 coverage levels are shown below.

Benefit Component	Plan Details	Costs/Out-of-Pocket Expense
Basic Life		
Voluntary Life		
Voluntary Disease/Life		
Voluntary Critical Illness		
Voluntary AD&D		
Short-Term Disability		
Long-Term Disability		
Business Travel Accident		
Voluntary Accident		
Voluntary Critical Illness		
Voluntary Disease/Life		
Voluntary AD&D		
Employee Assistance Program		
Employee Flexible Spending Account		
Long-Term Disability		
Flexible Spending Account		
Dependent Care Flexible Spending Account		
Tuition Reimbursement		
Black-Up Care & Family Support		
Basic Retirement Plan (401k)		
Voluntary 401k		
Voluntary Roth 401k		
Voluntary Social Security		
Voluntary Medicare		
2022 Total Benefits	\$55,000	
2022 Total Rewards	\$55,000	

Retirement Benefits
The University of Denver offers a 401(k) plan to help you build your retirement savings. You can defer a portion of your eligible pay on a pre-tax basis up to the IRS maximum of \$22,500 in 2022 (with a catch-up amount of up to \$6,500 if age 50 or older). The University of Denver provides a discretionary employer contribution to employees as a way to show appreciation of your dedication and to help you save for your retirement. Employer contributions are made up to the IRS maximum based on an age-weighted calculation.

Other Benefits

Benefit Component	Plan Details	Costs/Out-of-Pocket Expense
Employee Assistance Program		
Employee Flexible Spending Account		
Long-Term Disability		
Flexible Spending Account		
Dependent Care Flexible Spending Account		
Tuition Reimbursement		
Black-Up Care & Family Support		
Basic Retirement Plan (401k)		
Voluntary 401k		
Voluntary Roth 401k		
Voluntary Social Security		
Voluntary Medicare		

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Form 1095-C

Opt-in for Electronic Access to your 1095-C Tax Documentation

As tax season approaches, we encourage employees to opt in for electronic delivery of their 2024 1095-C forms. This ensures convenient and secure access to your important tax documentation.

To opt-in, log in the My4D (formerly MyDU) and follow this path:
my.du.edu > My Employee Profile > Taxes

Please note that the 2024 1095-C forms are not yet available for download. Once they become available, we will notify you via The Bridge or email.

Total Reward Statement

This statement is designed to highlight the value of your Total Rewards compensation package for the period of January 1 to December 31, 2024.

It includes personalized graphs that visually represent the allocation of your total rewards and more.

Once the forms are uploaded to My4D, we will provide the access path for you to view and print them at your convenience.

Tuition Waiver

Visit the HRIC Tuition Waiver webpage at <https://www.du.edu/human-resources/benefits>

As a DU benefited employee, you and your eligible family members (spouse/partner and dependent children under 25) can take advantage of a tuition waiver!

With the updated policy, you now have 20 credit hours each academic year to use in a way that best fits your schedule—no more limits on the number of hours you can take per quarter.

Instead of renewing every summer, your credit hours will now reset each fall, and you'll have until the end of the following summer to use them. Remember, you still need to request a review for job-relatedness by the end of the third week of your course.

Whether you're looking to broaden your skills, earn a degree, or complete professional development certificates, this is your chance to take full advantage of this valuable benefit. Learn more on the tuition waiver page!



I-9 Verification Remote Option

I-9 Verification Remote Scheduling

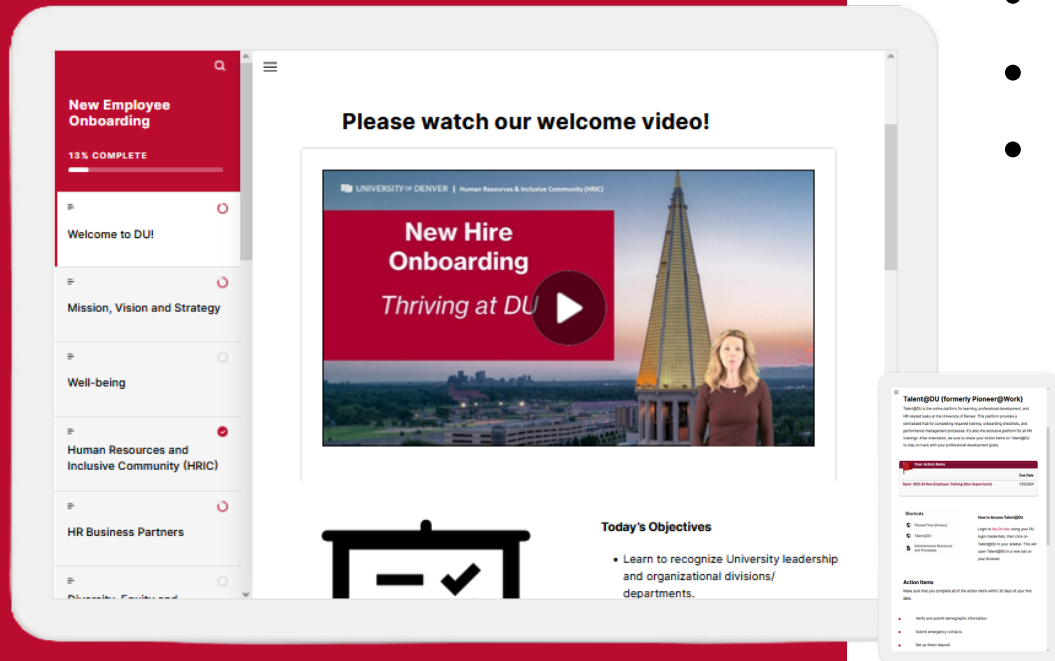
- Monday – Friday 11:00am-2:00pm MST
 - Monday & Tuesday Virtual Appointments:
<https://calendly.com/kaylyn-sanderson-du>
 - Wednesday & Thursday Virtual Appointments:
<https://calendly.com/jennifer-taylor9-du>
 - Friday Virtual Appointments:
<https://calendly.com/cassy-zapotocky-du>

For questions, please email: employmentservices@du.edu

Self-Paced New Hire Orientation

In response to the growing demand from our staff and faculty community, we've developed a self-paced new hire orientation program designed to provide a flexible and accessible onboarding experience.

- Dynamic modules, benefited employees will automatically have access to modules regarding benefits.
- Available via Talent@DU
- Scan QR Code for [instructions to access course](#).
- Live Demo...



LinkedIn Learning

LinkedIn Learning Information (Paula)

Please join us as Alyssa Rowe, the Senior Customer Success Manager at LinkedIn Learning, showcases many of the professional development features available to DU staff and faculty. These include, but are not limited to, the new LinkedIn Learning AI Coach, micro-credentials, personalized recommendations, access to exclusive playlists, unique content, and much more.



Upcoming Ombuds Workshops



- Bridging the Generation Gap: Understanding and Resolving Intergenerational Conflict
- Dealing with Power Dynamics in Conflict Situations
- Transforming the Karpman Drama Triangle in the Workplace
- Conflict Competent Leadership (For People leaders)
- Navigating Difficult Conversations (Basic Session)
- Navigating Difficult Conversations (Advanced Session)
- Cultivating Inner Peace in the Face of Disruption
- Engaging in Conflict in a Diverse World
- Addressing Workplace Bullying: Prevention, Intervention, and Resolution
- Visit <https://crimsonconnect.du.edu/OMB/events/> or scan qr code.

2024-2025 Performance Management



- Benefited staff received 24/25 **Performance Planning** task on August 1
- For the April 1, 2024 – March 31, 2025, performance cycle, we've streamlined the process to focus on two key sections: **Add Job Goals and Objectives** and Review **the Competencies**
- Employees can also continue to create and track Personal Development Plans in Talent@DU by navigating to the “Personal Development Plans” link in the Employee Tools section

Three steps in Talent@DU:

1. Employee enters job goals and objectives (18 days)
2. Manager reviews, discusses, and approves (18 days)
3. The task returns to the employee for final sign-off (6 days)

Due dates are dynamic

- 2024/2025 **Performance Reviews** will launch on April 1, 2025



Community Events



Join us for the annual

Faculty, Staff & Retirees Appreciation Event



Thursday, January 30

Reception 6:00PM

Tip Off 7:00PM

Join DU Athletics and HRIC for a special reception and up to 4 free tickets to the DU men's basketball team as vs. Kansas City! This is our way of saying thank you to our dedicated faculty, staff, and retirees. Hope to see you there!

Sponsored by:



Link to Event in Crimson Connect:
<http://tinyurl.com/3zs3w46b>

FREE!
Tickets

RSVP by January 23

SCAN HERE



Community Events

- Wednesday, January 29 at 12:00pm
- Register through Crimson Connect:
<https://cglink.me/2fC/r2267144>
- Lunch will be provided!
- Sponsored by HRIC and 4D Experience.

STORY MOSAIC SERIES

MENTORING MOMENTS

Celebrating National
Mentorship Month

Wednesday, January 29
12:00 pm – 1:30 pm
CCOM Gallery

REGISTER





Nutrition and Wellbeing Programs

Nutrition & Holistic Wellbeing Coaching Program

- FREE for all DU Faculty & Staff
- Programs Offered on Campus & Virtually by certified nutrition coaches and certified personal trainers
- For questions contact Ruth Brown ruth.brown@du.edu

Upcoming Programs & Topics

January

- Meal Planning
- InBody (Body Composition) Assessments & Dark Chocolate Taste Tests

February

- Meal Prep
- InBody (Body Composition) Assessments & Dark Chocolate Taste Tests

March

- Kitchen Organization
- Massage Chair Reservations & Kombucha Taste Tests

Nutrition and Wellbeing Programs

FREE Faculty & Staff Only Group Fitness Classes

- Winter Quarter Fitness Class Schedule starts 1/13/25
- Participation does NOT require a Coors Fitness Center membership
- Coors Fitness Center Website: <https://ritchiecenter.du.edu/sports/2020/5/13/group-fitness-classes>
- Questions about our programs? Email: Ruth.Brown@du.edu



Day	Time	Class
Tuesdays	4:30pm-5:20 pm	Strength & Stretch
Tuesdays (Starting 1/21)	12:00pm-12:20pm	Mindfulness/Meditation & Breath Work (Virtual)
Wednesdays	7:15am-8:05am	Morning Run Club
Wednesdays	12:00pm-12:50pm	Yoga Fusion
Thursdays	12:00pm-12:50pm	Core & More
Thursdays	4:15pm-5:05 pm	Mat Pilates



Nutrition and Wellbeing Programs

Other Program Resources & Offerings

Department Nutrition Events

- By Request. Host a nutrition/wellbeing focused event for your department, with costs covered by the Nutrition & Holistic Wellbeing Coaching Program.

Online Wellbeing Portal

- Housed in Canvas, you must request access. Topics covered include Habits, Goals & Behavior Change, Nutrition 101, Weight Loss, Stress Management & more.

1:1 Coaching

- Two cohorts offered per year.

Nutrition Consultations & Program Introductions

- All program and registration information can be found online at <https://ritchiecenter.du.edu> > Wellness or <https://du.edu/human-resources> > Wellbeing.

Questions?





HRIC Resources:

www.du.edu/human-resources

Additional questions please contact:

benefits@du.edu – Benefits and leave questions

employeeonboarding@du.edu – New Hire Orientations & Employee Onboarding

hr.compensation@du.edu – Compensation & job classification

employmentservices@du.edu – I-9 processing, employment life cycle

askhrpartners@du.edu - General questions, policies or concerns

PerformanceManagement@du.edu - Performance management questions

learning@du.edu – Development, LinkedIn Learning and training programs

jobs@du.edu - Talent Acquisition and recruiting

Well@du.edu - Crimson Classic & Wellbeing programs



Thank you!

