



# Human Resources Bulletin



## UTime is On Its Way for July 1, 2019

UTime—our new, comprehensive leave and time management program—launches July 1, 2019.

A key UTime development goal was to ensure equitable benefits for all employees, along with simplified processes. For that reason, UTime benefits will be the same for exempt and non-exempt employees, starting July 1, 2019.

### UTime Benefit Highlights



**Personal Time:** Each year, you will receive up to 18 paid days (or 24 paid days after 5 years of service) to use for your personal and vacation time-off needs.



**Sick Time:** Each year, you will receive up to 15 paid days to use if you are out of work because of illness or injury, or to care for an ill or injured family member.



**Short Term Disability (STD):** If approved for STD benefits, you will receive 100% of your annual base salary for the first eight weeks you are away from work (after a one week waiting period for illness). If you cannot return to work after eight weeks, you will receive 60% of your annual base salary for additional time you are out of work, through week 26.



**Parental Leave:** Four weeks of paid time-off for maternity, paternity, adoption, fostering and surrogacy.



**Community Service:** One paid day per year of time-off to participate in approved community service activities.



**Bereavement Leave:** Five days of paid Bereavement Leave for the death of an immediate family member; one day for other relatives.



**Other Leaves:** Leaves such as Holidays, Long Term Disability, Jury and Military will not change

**Note:** UTime benefits *do not* apply to employees covered by a Collective Bargaining Agreement. If you work less than 100%, your UTime benefits may be prorated.

For more information about UTime benefits, including eligibility and how UTime compares to your current time-off benefits, visit the [USNH UTime page](#).

## UTIME EMPLOYEE SURVEY RESULTS ARE IN!

The System HR Council, in partnership with the HR Executive Committee, recently surveyed employees at all campuses about the transition from our current paid-time off plans and programs to UTime—the System's new and consolidated paid time-off program.

**Survey results** are being used to help shape time-off accrual transitions and benefit design, including for employees to:

- Cash out up to 80 hours of Earned Time each year, with annual payout in January
- Convert Sick Pool accruals into Earned Time, if a non-exempt employee, with a one-time opportunity to convert Earned Time into Sick Time
- Supplement Short-Term Disability, after week 8, when the benefit decreases to 60% coverage, with accrued time off
- Provide required documentation of Community Service days after the approved activity takes place.

Review a summary of the [survey results online](#) (just click the link!).

### Ongoing UTime Communications.



Recently, your campus Human Resources hosted a UTime Overview Session about your new UTime benefits. If you missed the session, you can find the presentation and handouts on the [USNH UTime page](#).

Later this year, Kronos will host training sessions on the new Kronos Workforce Dimensions System—the system you will use to record your working hours (non-exempt employees) and time-off hours (all employees). Watch for information about these sessions, coming soon.

### SUGGESTIONS/COMMENTS?



Email [myusnh.hr@usnh.edu](mailto:myusnh.hr@usnh.edu) to provide feedback or suggestions for future articles.



## How to Earn Your \$400 MyPath2Wellness Benefit for 2020

All it takes is two simple steps in 2019 to **receive a credit of up to \$400** toward your 2020 USNH Medical Plan payroll deductions. **Getting a biometric screening is no longer one of the steps needed to earn your credit.** Instead, you must have an annual well visit (routine physical or routine OB/GYN check-up) any time from **September 1, 2018 through October 31, 2019** and take the CIGNA Online Health Assessment by **October 31, 2019**. Also new for 2020, you can earn a portion of the \$400 credit if you do only one of the two wellness activities, as described below. Don't give up **free** money!



- **Earn \$250:** Complete your annual wellness visit (routine physical or routine OB/GYN check-up) any time from **September 1, 2018 through October 31, 2019**. CIGNA will verify your visit automatically when your doctor submits your claim. You don't need to submit anything!



- **Earn \$150:** Complete the Cigna Online Health Assessment by **October 31, 2019**. After completing this brief online questionnaire about your health, you will instantly receive a personalized health profile. Your profile will provide a comprehensive picture of your health status. It will also provide guidance to help you begin improving your health.

Visit [myCigna.com](http://myCigna.com) for additional information and to confirm you earned the incentive.



## Submit Your Fitness Receipt—Get up to \$500

You and your dependents are eligible for the taxable Fitness Reimbursement Program if you participate in a USNH Medical Plan administered by Cigna.

Once each calendar year, you can **receive taxable reimbursement of up to \$500 for a fitness facility membership**. Once you pay for a 2019 fitness club membership (including a gym, yoga studio or recreation center), submit your receipt and a completed [USNH 2019 Fitness Program Form](#) to Cigna.

## Be in the Know About Our Updated Travel Policy, Effective July 1



Starting July 1, 2019, USNH is changing our **Travel Policy** to increase clarity, update sponsored programs and expand coverage. Changes to the Policy include:

- Expanded guidance for airport-related expenses, including travel to and from airports, and using P-Cards for airfare costs
- Updated information for new lodging services, like Airbnb
- Revised required breakdowns for travel-related meals
- Detailed information about personal automobile expenses.

If you ever travel for work, it's important to review the updated Travel Policy.

**Questions?** Contact [Francine Ndayisaba](#) or [Faith Gerry](#).



## Advance Your Career with LinkedIn Learning\*

As of April 1, 2019, you have access to **LinkedIn Learning**, an on-demand, online learning solution designed to help you gain new skills and advance your career. It is available 24/7 using your USNH single sign-on. Visit [LinkedIn Learning](#) today to watch video tutorials, review in-demand skills, complete trainings, learn from industry leaders, and more.

\*KSCASA, KSCSA and KSCDSA union members are not eligible.



## With Healthcare Bluebook, The Price is Always Right

If you are enrolled in a USNH Cigna Medical Plan, Healthcare Bluebook can help you save on your health care needs. All it takes is a simple search to find eligible, high-quality providers at the lowest available price. Plus, if you visit a "green-ranked" facility for an eligible test or procedure, you'll **receive a cash reward of up to \$100**. (Note: Rewards are paid through your paycheck and, by law, are taxable.)

To get started, login to [Healthcare Bluebook](#).