

BULLETIN NUMBER 13

TO: Reynolda Campus Faculty and Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: November 1, 2000

SUBJECT: Benefits Fair/Annual Benefits Enrollment /Meet the Human Resources Staff

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at: www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm

BENEFITS FAIR

You are cordially invited to attend a Benefits Fair to be held for Reynolda Campus Faculty and Staff, **Tuesday, November 14, 2000** in the Green Room of Reynolda Hall from **10:00 a.m. until 3:00 p.m.**

The Benefits Fair will give you an opportunity to find out more about your Wake Forest University benefits. Representatives will be available from TIAA-CREF, Fidelity, Vanguard, American Century, Jefferson-Pilot, QualChoice, Aon Select, Mutual of Omaha, Elder Care Choices, Work/Family Resources, Employee Assistance Network, Summit Credit Union, Gardner & White, and Wachovia Bank to answer your benefit questions. You may register for door prizes which will be given away beginning at 2:00 p.m. Refreshments will be served. Please **mark you calendar now** and plan to attend this exciting new event.

ANNUAL ENROLLMENT

This year's annual enrollment period is November 14, 2000 through December 15, 2000. This is the time to:

- add, drop, or make changes to your medical or dental insurance programs;
- update your beneficiary information (Life Insurance and Retirement);
- begin or make changes to your supplemental retirement plan;
- add to your dental plan any dependent children who have reached age 2; or
- begin or re-enroll in the Flexible Spending Accounts.

Your new elections will be effective on January 1, 2001.

All of your current benefit elections, except health and child care spending accounts, will automatically carry forward into 2001, unless you complete paperwork to effect a change. Benefit Representatives will be available at the Benefits Fair with the necessary forms, or you may call Gail Brewer (ext 5996) or Gloria Stickney (ext 5688) with your questions.

MEET THE HUMAN RESOURCES STAFF

Prior to the Benefits Fair, we invite you to join us for a continental breakfast and meet the Human Resources staff, in the Green Room of Reynolda Hall from 9:00 a.m. until 10:00 a.m. This will give you the opportunity to meet our new staff and visit informally with those you already know. Our staff includes:

- Ralph Pedersen, Director
- Gail Anderson, Assistant to the Director
- Brenda Balzer, Associate Director/Compensation Manager
- Doris McLaughlin, Director of Equal Opportunity/Employee Relations Manager
- Angela Duncan, Employee Relations & Training Specialist
- Nancy Hipp, Staff Employment Manager
- Sheila Todd, Employment Assistant
- Shelly Beard, Human Resources Assistant
- Teresa Rogers, Benefits Manager
- Gail Brewer, Benefits Counselor
- Gloria Stickney, Benefits Assistant
- Sarah Spring, Assistant Director/HRIS Manager
- Robin Sorensen, HRIS Specialist
- Bethany Hassell, HRIS Assistant