### 2015 - 2016 Fairfield University HR Programs & Events

**Q1: July**
- Merit increases effective July 1st
- Sexual Harassment Prevention Training
- New FY Vacation time available
- Annual Fee Disclosure Notice (Pension) Posted
- **Holiday – Independence Day (Friday July 3rd)**

**Q2: August**
- Annual Employee Recognition Reception
- Summer hours / casual dress code ends
- Faculty contracts end
- Deans and Directors meetings scheduled
- New Health Plan SPD’s and SAR’s available

**Q3: September**
- New faculty begin
- Benefits orientation for new Faculty
- Student jobs begin
- Fall semester Adjuncts Start
- Health plan membership audit begins
- **Holiday – Labor Day (Monday, September 7th)**

**Q4: October**
- Sexual Harassment Prevention Training
- Creditable Coverage Notice (Medicare) Posted
- **Holiday: Columbus Day observed (Monday October 12th)**

**Q5: November**
- Benefits open enrollment begins 11/2
- Benefit open enrollment meetings
- FACHEX/Tuition Exchange Deadlines
- Spring Tuition Grant-In-Aid/Remission forms submitted
- Open Enrollment closes 11/30
- **Holidays: Thanksgiving (Wednesday 25th, 12:30pm closing, 26 and 27th)**

**Q6: December**
- Spend down reminder: flexible spending account $. Use it or lose it.
- New healthcare elections sent to carriers
- **Holidays: Christmas & New Year break (Thursday December 24th – December 31st)**

**Q7: January**
- New benefits begin / new rates effective
- New Flexible Spending Account deductions begin
- New Healthcare Savings Account deductions begin
- Annual benefit statements
- Spring semester adjuncts start
- Pension limits changes published
- Social Security wage base published
- Minimum Wage updated
- Sexual Harassment Prevention Training
- **Holidays: New Years (Friday, January 1st) Martin Luther King Day (Monday, January 18th)**

**Q8: February**
- Form 1095-C (Employer Provided Health Insurance Offer & Coverage) issued to employees
- **Holiday: President’s Day (Monday, February 15th)**

**Q9: March**
- Grace period ends to spend flexible spending account $ on March 15th
- **Holiday: Good Friday (Friday, March 25th)**

**Q10: April**
- Annual performance appraisal process begins
- Take your Child to Work Day Event
- Employee health fair
- Tuition benefit brown bag luncheon
- Sexual Harassment Prevention Training
- Fall Tuition Grant-in-Aid/Remission forms submitted
- Mobile mammography coach

**Q11: May**
- Merit increase sheets distributed
- Summer hours / casual dress code begin
- Supervisors conduct face-to-face performance reviews
- Summer flex time requests submitted
- Deadline for HSA participants to complete wellness actions for university funding to accounts
- **Holiday: Memorial Day (Monday May 30th)**

**Q12: June**
- Completed performance reviews submitted to HR
- Merit increase recommendations due
- Property, Casualty and Workers Compensation Renewals
- Norma Pfriem Breast Center “ Evening of Wellness”

(Non-academic) Holidays indicated in blue

Updated: 8/3/2015

Dates Subject to Change