

From: massemail@messiah.edu on behalf of Human Resources and Compliance
<noreply@messiah.edu>
Sent: Thursday, January 5, 2023 2:08 PM
To:
Subject: Benefits - Who to Contact

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Direct all questions regarding this mass email to Staci Davis at Ext. 5300 or sdavis@messiah.edu.



To: All Employees



We begin 2023 without Su Deitch managing our benefits. While we miss her, we're happy for this milestone in her career and wish her all the best in retirement. Please see the following important information regarding contacts in Human Resources for your benefits related questions.

Jennifer Smithmyer, Employee Health & Wellness Coordinator

(jsmithmyer@messiah.edu), has been working closely with Su to transition responsibilities and this week officially assumes responsibility as employees' first point of contact for most benefits questions. Specifically, Jen is our employee contact for the following:

- health, vision, and dental plan enrollment questions. Questions related to plan details, network providers, etc. should be directed to the website: <https://www.highmarkbcbs.com/home/> or call the appropriate number on the back of your insurance card.
- maternity/paternity leaves
- short-term disability
- workers' compensation and information regarding the reporting of on-the-job injuries
- family medical leave and general leaves of absence

Retirement - Don Lerew, Assistant Director of Human Resources

(dlerew@messiah.edu)

Educational Assistance Programs - Karen Blair, HR Data Manager
(kblair@messiah.edu)

New Employee Benefits Orientations - There are also changes as it relates to benefits orientations for new employees, as well as for faculty who are interviewing. If you are in the process of or anticipating hiring full-time, staff, administrators, or faculty, please contact **Staci Davis, HR Specialist** (sdavis@messiah.edu), for information related to these changes.

Still not sure who to contact? You can always email humanres@messiah.edu or call x5300 and we'll be happy to direct your inquiry to the appropriate person.

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