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Administrative Handbook

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Acknowledgement of Receipt of Employee Handbook

Section 1. General Policy Section

1-1 Introduction

This Handbook is designed to provide an overview of many of the employment policies, procedures and benefits for administrative employees at Wellesley College (hereinafter the "College"). The contents of this handbook and the policies and procedures described in it are presented as a matter of information and general guidance only.

This handbook is intended to provide guidelines for administrative employees of the College. Those employees subject to a collective bargaining agreement will reference their union contract with regard to their terms and conditions of employment. Members of the Faculty should refer to the Faculty Handbook.

The handbook does not create a contract between the College and any of its employees. No policies in the handbook or any oral interpretation of the policies and procedures create an express or implied contract of employment between the College and employees regarding length of service, wages, hours, procedures, policies, benefits, or any terms or conditions of employment. This handbook does not alter the employment at-will relationship between the College and its employees whose employment is not subject to a collective bargaining agreement. The College or employee may terminate the employment relationship at any time.

The College may change any portion of this Handbook at any time, with or without notice.

1-2 Policy on Affirmative Action

The principle of affirmative action, as it is endorsed at Wellesley College, directs members of the College community--students, faculty, and staff--to make special efforts in all areas of life and work at the College. In each case, the principle requires that we eliminate patterns of discrimination and ignorance about one another that obscure our recognition of human dignity and individuality, and work towards achieving a more open, just and tolerant community. In addition, the principle requires that we make positive efforts to overcome the effects of earlier patterns of discrimination whether that discrimination occurred here or in the society at large.

Affirmative action at Wellesley encompasses three areas of responsibility. Under federal and state law, we are forbidden to discriminate against certain categories of persons in employment or admission. Beyond this, we have made a positive institutional commitment to recruit minority students and hire minority faculty and staff, in order to structure our community in accord with canons of equality and social justice. Finally, we want to ensure that this community respects diversity, learns from differences, and avoids intolerance. All these objectives mandate action. Neither the actors nor the audience is quite the same for each goal.

1. Wellesley College admits students without regard to race, color, religion or national origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national origin, or sexual orientation, in administration of its educational policies, scholarship and loan programs, athletic and other college administered programs or in its employment policies.

2. Wellesley College, as an independent, undergraduate educational institution for women, does not discriminate on the basis of sex against its students in the educational programs or activities which it operates, and does not discriminate on the basis of sex in its employment policies, in compliance with Title IX of the Education Amendments of 1972; nor does the College discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973 or on the basis of disability in violation of the Americans with Disabilities Act of 1990.

3. The commitment to recruiting minority students, faculty, and staff must be community-wide. For all categories of employment, especially those where minority persons are under-represented, we will make vigorous efforts to attract minority applicants and give their applications careful consideration. To ensure the success of these efforts in every department, we will monitor departmental search procedures closely. The implementation of this policy rests with the Board of Admission, the Dean of the College, the academic departments, and the Human Resources Office.

4. The College's commitment to affirmative action transcends legal requirements. No member of our community shall experience acts of discrimination in regard to educational policy or employment practices because of any factor which is not relevant to the issue at hand, such as ethnic background, age or sexual preference. A good education should promote understanding of difference and remove barriers of ignorance which divide us.

Responsibility for the quality of our community life rests with all of us. The Director of Affirmative Action/EEO stands available to hear and act on complaints in any of these categories.

Affirmative action as a principle yields clear directives: to take active steps to remedy damaging imbalances, and to avoid caricature, slurs against members of any group, and the deadening effects of ignorance. It does not teach us how to reach our goals in every instance. Therefore, the same principle requires us to be tolerant of diversity of views about the best way to reach goals of justice and understanding, and to work together affirmatively in order to achieve these goals.

Affirmative Action for Handicapped Persons and Veterans

Wellesley College has adopted affirmative action programs with regard to employment opportunities for qualified individuals who are handicapped persons, disabled veterans and Vietnam-era veterans. These categories are defined as--

Handicapped: a person who (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such an impairment or (3) is regarded as having such an impairment. A handicap is substantially limiting if it is likely to cause the person difficulty in securing, retaining, or advancing in employment.

Disabled Veteran: any person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 per centum or more or any person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era Veteran: any person who was on active duty with any branch of the United States military service during any portion of the Vietnam era and who (1) served on active

duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge or (2) was discharged or released from active duty for a service-connected disability. Federal regulations define the Vietnam era as the period between August 5, 1964 and May 7, 1975.

1-3 Background Check Policy

Effective July 1, 2010, Wellesley College will conduct background checks with the assistance of a third party agency. This process is being implemented to ensure the safety and protection of our employees and students, property, data, and to aid management in making optimum employment decisions. A background check may be used to retrieve information from an individual's past employers, educational institutions, government agencies, companies, corporations, credit reporting agencies, and/or law enforcement agencies at the federal, state or county level to supply any and all information pertaining to an applicant's or employee's background.

All employees hired after July 1, 2010, will be subject to a background check.

Background checks will take place at the time an offer is made. The selected applicant will sign a release form authorizing the check. The employee may start pending the results of the background check.

In addition, Wellesley College reserves the right to conduct a new background check on any individual being considered for either a promotion or lateral opportunity, which could place the individual in a position of particular sensitivity, such as an administrative position going into a Res Life position or a position in the Controllers' Office. Such individuals will be asked to sign a release document authorizing the college and the third party agency to conduct the check. Failure to sign the release will result in non-selection for employment or non-selection for a promotional opportunity.

Background summary reports will be obtained and reviewed by Human Resources. If potentially adverse information is found in the background check, Human Resources will review the matter with the Division Head or the Hiring Manager before finalizing a formal offer of employment or selection for promotion. Depending on the severity and relevance of the adverse information an offer may be rescinded. Background checks may include, but are not limited to:

- Review of County/State/Federal Criminal Records;
- Verification of Social Security Number;
- Verification of Educational records;
- Verification of Employment records;
- Sexual Offender Registry Search;
- Credit History (for those positions with financial responsibilities);
- Review of Department of Motor Vehicle records (for those positions which drive college vehicles).

Wellesley College will ensure that all background checks are held in compliance with all federal and state statutes. The college guarantees that all information obtained from the reference and background check process will only be used as part of the employment

process, or for evaluation of existing employees, and will be kept separate from the personnel file and held strictly confidential.

If you have any questions about this policy, please contact Human Resources.

1-4 Policy Against Sexual Harassment and Other Unlawful Discrimination, Harassment, and Retaliation

It is the policy of the College to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, gender, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans' status, membership in uniformed services, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

The College will investigate complaints of violation of this policy. Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, and/or expulsion.

I. DEFINITION OF UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT

A. UNLAWFUL DISCRIMINATION

Unlawful discrimination is strictly prohibited by the College and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee's or student's race, color, gender, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans' status, membership in uniformed services, or any other protected status constitutes unlawful discrimination.

B. SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that is illegal under both federal and Massachusetts state law and is strictly prohibited by the College. Unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

Submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or

Rejection of such advances, requests or conduct affects a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, education, or participation in College programs or activities, or of creating an intimidating, hostile, work or academic environment.

II. CONDUCT WHICH MAY CONSTITUTE UNLAWFUL SEXUAL HARASSMENT

Sexual harassment does not refer to words or actions of a welcome nature. It refers to behavior that is not welcome and occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or academic environment. Harassing conduct need not be motivated by sexual desire in order to constitute unlawful sexual harassment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated unwelcome advances or demeaning verbal comments by a co-worker towards another co-worker unreasonably interferes with a person's ability to perform his or her work. Sexual harassment can also involve behavior directed to and/or by students of the College, as well as employees and non-employees of the College, in short all members of the community may become harassers or victims of harassment.

Depending upon the circumstances and how they impact the workplace or academic environment, examples of sexual harassment include but are not limited to such conduct as the following:

verbal abuse, insults, jokes, comments or innuendo of a sexual nature that include lewd, obscene or sexually suggestive displays or remarks;

physical contact, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted by the other person;

the requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's employment status or educational status;

repeated unwelcome social invitations, sexual flirtations, advances, propositions or unwanted requests for sexual favors;

threatened, attempted, or completed physical sexual assault;

indecent exposure;

romantic involvement (even if consensual) between supervisors and subordinates that impacts the workplace and/or other individuals in areas such as assignments, advancements and benefits; or

romantic involvement (even if consensual) between supervisors and students they supervise that impacts the academic environment and/or other students in areas such as assignments, grades and academic benefits.

III. CONDUCT WHICH MAY CONSTITUTE UNLAWFUL DISCRIMINATION

Depending upon the circumstances and how they impact the workplace or academic environment, examples of unlawful discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

Making decisions about a person's employment, compensation or education based upon his or her race, color, gender, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans' status, membership in uniformed services, or any other protected status;

Verbal abuse, offensive innuendo or derogatory words, concerning a person's race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans' status, or any other protected status;

An open display of objects or pictures designed to create a hostile working/learning environment based on a person's race, color, gender, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans' status, membership in uniformed services, or any other protected status.

IV. EMPLOYEE, FACULTY AND STUDENT RESPONSIBILITIES

Each employee, faculty member, administrator and student of the College is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the workplace. Each employee, faculty member, administrator and student is responsible for cooperating in any investigation of alleged sexual harassment or unlawful discrimination if requested to do so by the person conducting the investigation.

Any person who observes an incident that may constitute sexual harassment or unlawful discrimination or who otherwise becomes aware of such an incident should immediately notify one of the investigator(s) listed below.

V. EDUCATIONAL SETTING

In the educational setting within the College, there exists latitude for a faculty member's professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual harassment or other unlawful discrimination. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and

academic freedoms with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators.

VI. PROCEDURES FOR ADDRESSING COMPLAINTS OF VIOLATIONS OF THIS POLICY

When Wellesley College receives any complaint of harassment it will promptly investigate the allegation in a fair and expeditious manner. Wellesley College will make every effort to proceed in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has occurred we will act promptly to eliminate the offending conduct, and where appropriate we will also impose disciplinary action.

Procedure

If an individual believes that s/he has been subjected to discrimination or sexual or other harassment prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at the College, the individual should report the incident promptly to his/her supervisor or Department Head, the Director of Human Resources at X2890, or to those listed in Section X of this policy.

If the particular circumstances make a discussion with or a complaint to an employee's own supervisor inappropriate (for example, the complaint involves the employee's supervisor, or the employee fears retaliation by his/her supervisor), the employee should bring the matter immediately to his/her Department Head, the Director of Human Resources at X2890, or to those listed in Section X of this policy. Any person who receives a complaint of sexual harassment or discrimination from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to sexual harassment or discrimination, is expected to report the incident promptly to the Director of Human Resources for investigation.

The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the College:

- A prompt and impartial investigation of the complaint is conducted by the College Investigators or by their designee. (For example, for a complaint against a student, this would be the Dean of Students or her designee.) This investigation will consist of (but will not necessarily be limited to) interviews of the individual who made the complaint, of the person or persons against whom the complaint was made and of other individuals who may have witnessed the reported incident or incidents.
- Upon completion of the investigation, the person who conducted the investigation will meet individually with the individual who made the complaint and the individual or

individuals against whom the complaint was made, to report the results of the investigation and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

VII. DISCIPLINARY ACTION

In the event that the investigation reveals that sexual harassment, discrimination, or other inappropriate or unprofessional conduct (even if not unlawful) has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination.

VIII. CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the Investigator(s) may discuss the complaint with witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

IX. NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR UNLAWFUL DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or of any unlawful discrimination or for assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination.

X. COLLEGE INVESTIGATORS OF COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL EMPLOYMENT DISCRIMINATION

The College has designated Kathryn Howe Stewart, Deputy Director of Human Resources, as the College's Title IX Coordinator. Additionally, the following investigators are designated as those persons who are charged with coordinating the College's implementation of this policy, and investigating complaints of sexual harassment and unlawful discrimination for the College. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. The College also reserves the right to retain an outside investigator to investigate complaints regarding violations of this policy.

Eloise See McGaw, ext. 2890
Room 136 Green Hall
Assistant Vice President and Director of Human Resources & Equal Opportunity

Andrew Shennan, ext. 3583
Room 349 Green Hall
Provost and Dean of the College

Kathryn Howe Stewart, ext. 2214
Room 136 Green Hall
Deputy Director of Human Resources

Debra DeMeis, ext. 2323
Room 344 Green Hall
Dean of Students

Michelle Lepore, ext. 2370
Room 342 Green Hall
Associate Dean of Students

Carolyn M. Slaboden, ext. 2216
Room 136 Green Hall
Associate Director of Human Resources & Equal Opportunity

STATE AND FEDERAL AGENCIES

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination, may file a formal complaint with either or both of the government agencies set forth below. Using the College's complaint process does not prohibit an employee from filing a complaint with these agencies.

1. The United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building
475 Government Center Boston, MA 02203
(617) 565 3200 or (800) 669-4000

2. Massachusetts Commission Against Discrimination ("MCAD")	
Boston Office:	Springfield Office:
One Ashburton Place	424 Dwight Street
Boston, MA 02108	Springfield, MA 01103
(617) 727-3990	(413) 739-2145

Worcester Office:
455 Main Street
Worcester, MA 01690
(508) 799-8010

U.S. Department of Education
Office of Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150

EXPECTATIONS OF PROFESSIONAL CONDUCT BETWEEN COLLEGE EMPLOYEES AND SUPERVISEES OR BETWEEN EMPLOYEES AND STUDENTS

1. A. Unprofessional Conduct and Romantic Relationships between College Employees and Those They Supervise

The College prohibits all individuals it employs, whether faculty, staff or students, from directly or indirectly supervising other individuals at the College with whom they have a sexual, intimate, and/or romantic relationship, even if such relationships are consensual.^[1] Sexual, intimate, and/or romantic relationships, even if consensual, between College employees and those they supervise are potentially exploitive because of the imbalance of power inherent in them. Such relationships raise concerns about the validity of consent, conflict of interest, fairness of treatment, and the creation of a hostile or intimidating work environment. Further, they may give rise to liabilities for the College and/or the individuals involved in the relationships.

The term “directly or indirectly supervising” includes, but is not limited to: (1) making or influencing hiring, promotion, salary, tenure, or similar advancement and compensation or benefit decisions; (2) evaluating work performance, contributing to, or conducting, performance reviews; (3) making or participating in decisions about work assignments or schedules; and (4) participating in the resolution of employee relations matters. By way of example, a supervisor (faculty or staff) involved in a sexual, intimate and/or romantic relationship with an employee under his or her supervision shall not write a job performance review, recommend a salary increase, or become involved in any disciplinary or other employee relations matter involving the individual, or participate in re-appointment, assignment, tenure, promotion, compensation or merit increase decisions.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

1. B. Unprofessional Conduct and Romantic Relationships between Students and College Employees

One of the foundations upon which Wellesley College's educational mission rests is the maintenance of a safe and intellectually stimulating environment where students may learn, think, work, and live without undue negative influences, concerns of favoritism, intimidation, and/or a hostile working or learning environment.

When a supervisory relationship exists between faculty or staff members and students, or such a supervisory relationship is likely in the future, a sexual, intimate, and/or romantic relationship, even if consensual, between those individuals is clearly detrimental to the educational process and to promoting an environment where favoritism and/or intimidation are absent. Such a relationship is unconditionally unacceptable.

A "supervisory relationship" is defined to include relations between a student and any faculty, staff member or student who (1) now supervises or would have a reasonable or usual expectation of supervising the student in the future; (2) now provides or would have a reasonable or usual expectation of providing the student with oral or written recommendations; (3) now grades and/or formally evaluates or would have a reasonable or usual expectation of grading and/or formally evaluating the student in future; and/or (4) now makes significant decisions, or would have a reasonable or usual expectation of making significant decisions in future affecting the student's living space, financial aid, and/or access to essential College programs and services.[2]

Even when no supervisory relationship is present or anticipated, sexual, intimate, and/or romantic relationships, even if consensual, can be detrimental to the ideal of a collegial and supportive mentoring environment.[3] The College strongly discourages faculty and staff from engaging in any consensual sexual, intimate, and/or romantic relationships with any student. Even if the relationship is consensual and the initiator of the relationship is a student, any ensuing adverse consequences arising from it will affect the employee whose institutional responsibility it is to deal in a professional manner with such situations. In addition, because of the implicit or explicit power differential, if a student makes an allegation of sexual harassment, the affected faculty or staff member may have difficulty proving the relationship was fully consensual. Relationships that begin on a consensual basis sometimes deteriorate into unwanted situations.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

1-5 Policy on AIDS

To view the full policy please click this link: [AIDS Policy](#)

1-6 Drug and Alcohol Policy

All students, faculty, administrative and union staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the College's purpose. The College's drug and alcohol policy for staff and faculty is stated below.

Illegal or improper use of alcohol will not be tolerated and may result in disciplinary action, up to and including termination of employment. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs by any person on the property of Wellesley College is prohibited. Such action shall result in disciplinary action, up to and including termination of employment.

Violations of the Wellesley College Drug Policy or of any Commonwealth of Massachusetts or Town of Wellesley laws are subject to disciplinary action. Acts in violation of the Wellesley College Drug Policy that occur on campus will be subject to disciplinary action. Additionally, acts in violation of the Wellesley College Drug Policy that occur off campus may be subject to disciplinary action.

Drug and Alcohol Programs:

Below is a list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs. Additional programs may be listed in the local and other area telephone directories.

AllOne Health...1-800-451-1834
190 North Main Street
Natick, MA 01760

Alcoholics Anonymous...617-426-9444
368 Congress Street
Boston MA 02210

Al-Anon/Adult Children of Alcoholics...781-843-5300
Al-Anon Family Groups of Mass., Inc.
639 Granite Street
Braintree, MA 02184

1-7 Solicitation Policy

Solicitation by one College employee of another employee for any purpose is prohibited while either employee is on his or her working time ("working time" does not include meal periods, authorized rest breaks, or any period when employees are properly not engaged in the performance of their work tasks.)

Distribution by College employees of advertising materials, handbills, or printed or written literature of any kind to other employees during work time or in work areas is prohibited.

Solicitation of employees or distribution of advertising materials, handbills, or printed or written literature of any kind to employees on the premises of Wellesley College by persons who are not Wellesley College employees is prohibited at any time. This policy does not include Wellesley College authorized vendors.

1-8 Conflict of Interest Policy

To view the full policy please click this link: [Business Conduct Policy](#)

1-9 Workplace Violence

Wellesley College seeks to maintain a safe, healthy and secure work environment. It is the College's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the College's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

Wellesley College treats reports of threatening behavior or violence seriously and will take appropriate action in response. The College has the right to search any area or property, including personal property, in order to investigate reports of workplace violence. For information regarding the College's response to a workplace violence crisis, please refer to the Wellesley College Emergency Response Plan.

Prohibited Conduct and Behavior:

Wellesley College will not tolerate any workplace violence, whether carried out by coworkers, visitors, former employees, or other individuals. The College expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults and weapons possession.

The College will initiate appropriate action in response to reports of such incidents, which may include, but is not limited to, immediate removal from Wellesley College property, suspension, termination and/or referral for criminal prosecution. All employees are required to cooperate in any investigations the College conducts in response to reports or acts of workplace violence.

Reporting Incidents:

All employees are responsible for reporting workplace violence and can do so without the fear of reprisal or criticism. Community members should not ignore violent, threatening, harassing, intimidating or other disruptive behavior.

Employees can follow this matrix to determine when and to whom to report incidents.

Situation Report to any act of violence or threat of violence, or any emergency situation Call Wellesley College Police (x5555)

Verbal abuse, perceived intimidation, or harassment, or any non-emergency situation Report incident to immediate supervisor or Office of Human Resources (x3202)

All other situations or not sure Call Office of Human Resources (x3202) or Wellesley College Police (x2121)

If you have any questions about this policy please contact the Director of Human Resources (x3202) or the Chief of Campus Police (x2121).

1-10 Weapons

Wellesley College expressly prohibits the use, possession, or sale of any weapon, other than as expressly authorized by the College, by any person or employee while on College property and/or while conducting business on behalf of or for the benefit of, the College. This

prohibition applies even if an individual has a legal permit to carry a weapon. Massachusetts General Laws (MGL, Chapter 269, section 10(j)) also prohibit carrying a firearm, whether loaded or unloaded, or any other dangerous weapon, in any building or on the grounds of any college or university.

Persons who are on Wellesley College property and/or conducting business on behalf of, or for the benefit of, the College, are required to abide by this policy and are required to cooperate in any investigation the College deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from College property and/or termination from employment. This action is separate from any criminal penalties that may be pursued for violation of state laws.

Special Exemption for the Possession of Chemical Defensive Sprays:

In the Commonwealth of Massachusetts, chemical defensive sprays are considered regulated ammunition. This definition includes any device or instrument that contains or emits a liquid, gas, powder, or other substance designed to incapacitate.

Residents of Massachusetts must obtain the appropriate Firearms Identification Card (FID), or License to Carry (LTC) in order to possess chemical defensive sprays in public. The licensing authority for granting permission to possess any form of defensive chemical sprays is generally the chief of police in the town where the person resides. For example, the Chief of Police, Town of Wellesley, would be the licensing authority for a staff member who resides in the Town of Wellesley. Individuals residing in other cities, towns, or villages should apply for their FIDs or LTCs with their local police departments. Non-residents of Massachusetts should contact the applicable licensing authority for additional information regarding exemptions to this requirement. Refer to Massachusetts General Laws, chapter 140, section 129B and chapter 140, section 131, for additional information <http://www.state.ma.us/legis/laws/mgl/index.htm>

1-11 Policy for Access to Student Residence Halls

Only Student Life staff members, police, maintenance staff, and custodians who are on official College business are permitted in the private areas of the residence halls. All other College employees visiting the residence halls must restrict their presence to the common public areas. Maintenance staff and custodians working in the private areas should be wearing uniforms and all employees entering the residence halls must have Wellesley College identification. Anyone without an ID who claims to be an employee or privately contracted by the College must go to Campus Police and obtain proper ID and visitor's pass.

The professional Residence Life staff has access to rooms for a variety of health and safety reasons.

Anyone in the building, employee or visitor, who is a guest of a student, needs to be escorted through the building by the resident. This is crucial to the safety of everyone in the building.

Section 2. Employment Policies

2-1 At Will Employment

All administrative employees of the College are employed on an "at will" basis. This means employees have the right to terminate their employment at any time, for any reason, and the College can also terminate the employment at any time with or without cause and with or without notice. This Handbook does not constitute a contract between the College and the employee. All policy statements, procedures, manuals or documents as well as statements by an employee or representative shall not in any way modify this at will status.

2-2 Employment

Wellesley offers a wide range of jobs in support of the College. Administrative employees work in academic and administrative departments; schedules vary according to the needs of the department and requirements of the position.

Break in Service

If you terminate prior to one year of regular employment, no service will be credited. If you return to regular employment at a later date, prior service will be credited if you return to regular employment within one calendar year of the prior date of termination.

2-3 Hiring Process

Appointments are made by letter from the Human Resources Office upon the recommendation of the head of the hiring department.

All new employees must have a completed, signed application on file.

All new employees must complete the W-4 tax withholding form, an employee data record to indicate acceptance of the position and the Employment Eligibility Verification Form (form I-9) before they begin doing work for the College.

In order to ensure benefit eligibility, new employees must make an appointment with the Benefits Coordinator in the Human Resource Office to review benefits and complete all appropriate applications within 30 days of the date of hire. It is the employee's responsibility to make certain they have properly filled out, signed and returned to the Human Resources Office all necessary paperwork, on time.

Employees transferring from Union to Administrative classification will retain their initial seniority date as a basis for vacation determination.

2-4 Introductory Period

The first three months of your employment in a new administrative position at the College is referred to as an introductory period. You should use this time to ask questions of your supervisor regarding your job duties and to request feedback regarding your performance.

Your supervisor will typically review your performance with you upon completion of your introductory period.

During your first three months of employment, you are not eligible for sick or vacation pay, and you will not be granted a leave of absence except for military or jury duty, or otherwise required by law.

If you are already an employee at Wellesley College and transfer to a new position within the College, you will serve a new Introductory Period. You will, however, continue to be eligible for employee benefits, as appropriate.

Completion of the introductory period does not change the fact that your employment is at-will.

2-5 Employment Categories

A. Exempt or Nonexempt Status

All employees are classified in one of two pay categories: exempt or nonexempt. The Human Resources Office is responsible for applying the definitions and criteria of the Federal Fair Labor Standards Act in determining exempt or nonexempt status.

- Nonexempt Employees - those covered by the provisions in the Act for minimum wage and entitled to overtime pay for hours worked beyond 40 hours in the work week. Non-exempt employees are paid biweekly for hours worked.
- Exempt Employees - those who are legally exempt from the overtime provisions of the Act. Exempt employees are paid monthly. Exempt employees are paid on a salary basis and salary cannot be reduced because of variations in the quality or quantity of work.

If you believe that you are not being paid correctly, you should immediately report this information to your direct supervisor. If after discussion with your direct supervisor, you continue to have questions about the appropriateness of your pay or FLSA classification, contact the Compensation Manager in the Human Resources office.

Reports of failure to pay for hours worked (non-exempt employees) or improper reductions in pay (exempt employees) will be promptly investigated. If it is determined that an error has been made, it will be promptly corrected.

B. Time Status

- Full-time - all exempt and nonexempt employees who work at least 35 hours per week for 12 months per year.
- Full-time Academic Year - exempt or nonexempt employees who work at least 35 hours per week for at least 9 but less than 12 months per year.
- Half-time (or more) Academic/Full Year - exempt or nonexempt employees who work at least 17.5 hours but less than 35 hours per week.
- Casual Regular - employees who have regular assignments but work less than 17.5 hours per week. These are positions that are not benefits eligible.
- Temporary Employees - Employees who work for the College on an as-needed basis and who perform specific assignments. These positions are not benefits eligible.

2-6 Payroll Checks

Exempt employees are paid monthly on the day before the last banking day of the month.

Non-exempt employees are paid bi-weekly.

Ten-month non-exempt employees (who work 43 weeks per year) are paid on a 21.5-paycheck cycle.

Nine-month non-exempt employees (who work 39 weeks per year) are paid on a 19.5-paycheck cycle.

Salary checks are sent directly to your campus address. You may elect to have your paycheck deposited directly to your account in any bank. Authorization for direct deposit of salary checks must be signed in the Payroll Office.

Should an employee die, the College will continue salary payments through the end of the month in which the death takes place.

2-7 Travel Policy

To view the full policy please click on this link: [Travel Policy](#)

A. Travel Advances

Present a completed payment voucher for not more than \$200, signature-approved by the appropriate administrative officer, to the Controller's Office one-week before the trip to obtain a travel advance.

B. Travel Expense Reports

Within ten days after a trip, complete a Travel Expense Report as noted above and submit it to the Controller's Office.

2-8 One Cards (Photo Identification)

As a new regular full-time, regular half-time or regular part-time employee, you should report to the Human Resources Office on or before your first day of work to complete the necessary paperwork for new employees in order to be activated in the College database so that a One Card may be issued. Please contact Campus Police X2121 to arrange for this.

Your spouse and/or dependents of yours (children living at home and not older than 23 years) may request a One Card from the Campus Police Department. You must be present when this request is made. All requests are subject to verification by the Human Resources Office.

All Wellesley One-Card holders are entitled to use the College facilities in compliance with the regulations governing each facility. When you terminate employment, your identification card and those of your spouse and/or dependent(s) will become invalid. You will be required to turn in your card and those of any family members to the Human Resources Office during the exit interview.

An employee who has completed at least ten years of continuous service and who voluntarily separates from his or her employment at age 60 or older, will be considered a regular member of the College Community and will remain eligible for privileges so granted.

2-9 Hours of Work

A. Normal Work Hours

The normal hours of work for administrative offices are 8:30 a.m. to 4:30 p.m.; however, there are some departments whose work day may begin at 8:00 a.m. or end at 5:00 p.m. All administrative offices are expected to be staffed during office hours.

The normal work schedule is a 7-hour day with one unpaid lunch hour.

Employees may be required to work beyond their regular schedules, depending upon the needs of their department.

A 10-minute rest period or coffee break is allowed to administrative employees in the morning. There must be adequate coverage of the phones and the office at break times.

The Commonwealth of Massachusetts mandates a 30-minute unpaid break after six hours of work.

B. Summer Work Hours

The practice of flexible summer work schedules is reviewed annually. If approved, the flexible summer work week for eligible full-time employees is 34 hours. Employees usually work 8:00 to 5:00 with a one half hour unpaid lunch period. Most offices will be fully staffed Monday through Thursday with many administrative staff members having Fridays off. Staff members participating in the flexible summer schedule who are required to work on a Friday may choose another day off with the approval of their supervisors. Some staff members may prefer to continue to work their usual schedule; such preferences will be respected. The Human Resources Office will publish the dates of summer hours, usually in April of each year.

Because of summer program obligations, and the particular needs of some offices, not all departments will be able to take part in the flexible schedule.

C. Overtime

If you are a non-exempt employee, you will be paid for any hours worked beyond your normal workweek schedule up to 40 hours at your normal hourly rate. If you work beyond 40 hours, you will be paid at time and one-half your regular hourly rate.

Overtime work must have the prior approval of your supervisor.

If you are required to work on one of the College's scheduled holidays and because of departmental needs you are not given a different day off within the same workweek, you will be paid straight time for hours worked on the holiday in addition to your normal holiday pay.

D. Telecommuting and Flexible Schedule Guidelines

- Purpose: When it is in the best interest of the College to retain a high performing employee or in response to pandemic emergency situations, an agreement to perform the employee's job at an alternate work location or to provide a flexible schedule may be considered. Each request to telecommute or provide scheduling flexibility will be decided after a review on an individual basis. If the arrangement does not prove to be beneficial to the College, the alternate work arrangement may be terminated at the discretion of the supervisor.
- Eligibility: Before any arrangement is put in place, the nature of the work and the employee requesting the alternate work arrangement should be considered. Other factors to consider:
 - Suitability of job responsibilities. Generally job suitability will have defined tasks with clearly measurable goals.
 - Position generally does not require face to face interactions.

- Access to the resources needed to perform the work at an alternate location are available. This includes access to compatible computer equipment, proper hardware and software configurations, access to internet, security features. Refer to documentation : IS Guidelines on Support for Telecommuting.
- Ability to work without interruptions.
- Quality of work can be maintained.
- A specific work schedule can be developed.
- Employee must be able to be on site to attend meetings, events, etc. In the case of pandemic emergency, on site meetings will not be necessary.

*These arrangements are not permitted in order to give employees the opportunities to work at other jobs, run their own businesses or facilitate childcare.

- Process:
 - Formal request from the employee to the department head or designated by the department head due to a pandemic emergency.
 - If approved by department head, joint review and approval from HR and Division Head.
 - Written confirmation to employee which includes an initial 30 day trial period. The alternative work schedule will then be reviewed at 6 month intervals but may be terminated earlier if the arrangement is not beneficial to the College.
 - In case of a pandemic emergency, a trial period will not be necessary.

2-10 Job Posting and Transfers

Administrative jobs are typically posted on the [HR website](#). Postings will indicate if there are candidates under consideration within the department in which the vacancy has occurred.

Administrative positions typically remain posted for at least two weeks.

Any employee who has been in a job at the College for 6 consecutive months or longer is eligible to apply for posted jobs. In filling positions, the College may consider both internal and outside candidates, and will select the candidate it believes is best suited for the position. Staff members interested in professional development opportunities may make an appointment to discuss their future career goals with a member of the Human Resources Office staff.

2-11 Employment of Relatives

An employee may not directly or indirectly supervise, evaluate, oversee, authorize payroll actions for, or work in the same department as, his/her spouse or other employees to whom the employee is related or with whom the employee resides.

2-12 Reporting of Absence/Tardiness

You are expected to be present and on time at the start of your scheduled work period. If you are unable to report to work, or are going to be late for any reason, you must inform your supervisor of this fact no later than the start of the work day and advise your supervisor of the duration of your absence. Unauthorized or excessive absences or lateness may lead to appropriate corrective action, including dismissal.

An employee who fails to report to work as scheduled for three days without providing proper notice to his or her supervisor may be considered to have voluntarily terminated his or her employment.

If you have been absent for more than five consecutive days due to illness, accident, or surgery, or at other times at their discretion the College reserves the right to require you to submit a doctor's statement or other medical evidence indicating your degree of fitness and your ability to resume the full duties of your job. ([FMLA policy](#))

2-13 Terminations

Because your employment at Wellesley is "at-will," either you or the College can terminate the employment relationship at any time, for any reason or no reason at all, with or without notice.

The primary categories the College uses for terminating employees are voluntary and involuntary with all reasons for termination falling under one of these primary categories.

A. Voluntary

A letter of resignation to your supervisor is appropriate for voluntary termination. It would be helpful if you gave as much advance notice as possible. It is customary for exempt staff to give at least one month's notice and non-exempt staff to give two weeks' notice.

Voluntary Termination - After 15 Years of Service:

Employees who voluntarily leave Wellesley College after 15 years of continuous service or more are eligible for membership in the College Club, Nehoiden Golf Club, and the Keohane Sports Center at the usual employee rate.

B. Involuntary

Involuntary termination occurs if the College initiates an employee's termination. This can occur without advance notice, for any or no reason. Some of the reasons for involuntary termination are: insubordination, falsification of employment records, unsatisfactory job performance, unacceptable workplace conduct, absenteeism, theft, dishonesty, mistreatment

or disrespect toward other employees, visitors, or other members of the public, and/or violation of any College policies or rules. Involuntary termination could also occur as a result of reduction in staff. These examples are not exclusive.

C. Payout at Termination

Unused earned vacation will be paid out to employees following termination in his or her final paycheck. Accrued vacation time can not be used to extend employment. Neither accrued Personal Days nor Sick Days are paid out upon termination.

2-14 Exit Interview

Employees terminating employment should schedule a benefits/employment exit interview with the Human Resources Office.

The employee should inform the HR Office at least 2 weeks in advance of the employee's last day of work. A written letter of resignation should be submitted by the employee to his or her supervisor.

2-15 Retirement

Employees age 60 or more with at least ten years of service who retire may join the Keohane Sports Center, the College Club, and the Nehoiden Golf Course at the usual employee rate.

For those who have elected to retire prior to age 65 and who are enrolled in College health insurance at the time of their retirement, the College will pay the same portion of medical premiums it pays for all employees up to the first of the month in which the person reaches age 65, provided such is permitted under applicable law and the College's health insurance plan then in effect.

2-16 Personnel Records

An employee may review or obtain a copy of their personnel file by submitting a written request to the Human Resources Office. The Human Resources Office will schedule an appointment during normal business hours for the employee to review the personnel file, in the presence of a Human Resources Representative, or will provide a copy of the employee's personnel file, within five (5) business days of the receipt of the employee's request.

The College will give notice to an employee within 10 days of the employer placing information that has been used or may be used to negatively affect the employees qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.

Keeping Your Records Up-To-Date:

To insure prompt and proper record keeping, employees are responsible for notifying the Human Resources Office in writing of any change in status: name, address, telephone, marital and family status, emergency contact information, etc.

All name changes must be accompanied by an official state or court document

An employee may update address, telephone, emergency contact information directly through Banner Self Service.

If an employee wishes to change the number of dependents listed for income tax purposes, a new W-4 form must be completed and filed with the Payroll Office.

Section 3. Leaves of Absence

3-1 Family and Medical Leave (FMLA)

In compliance with the federal Family and Medical Leave Act of 1993 ("FMLA"), eligible employees may request up to 12 weeks of unpaid leave in a 12-month period for one or more of the following reasons:

- To care for the employee's newborn child or a child placed with the employee for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or,
- For a serious health condition that makes the employee unable to perform the employee's job.
- Active Duty Leave: Leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.
- Caregiver Leave: This benefit provides 26 weeks of FMLA leave during a single 12 month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member.

Under the FMLA, a "serious health condition" means an illness, injury, or physical or mental condition involving inpatient care or continuing treatment by a health care provider. Requests for leave to care for other seriously ill family members or members of an employee's household will be considered on a case-by-case basis.

Eligible Employees: Employees are eligible to take family or medical leave only if they have worked for the College for at least 12 months and for at least 1,250 hours over the previous 12 months.

Length of Allowable Leave: FMLA leaves may be approved for a maximum of 12 weeks in a 12-month period. For purposes of this policy, a "rolling" 12-month period will be used, measured backward from the date an employee uses any family leave. Under this method, an employee's leave entitlement consists of any balance of the 12 weeks that has not been used during the immediately preceding 12-month period.

Spouses who are both employed by the College are allowed a combined total of 12 weeks of FMLA leave within a 12-month period for the care of a newborn or adopted child, or to care for a parent with a serious health condition. If leave is requested due to the illness of a child or of the other spouse, each spouse is allowed 12 weeks of leave.

In the case of the serious health condition of an employee or a family member, employees may request leave in continuous periods, intermittent periods, or by a reduced work schedule, to a total of 12 weeks. In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternative position to accommodate the needs of the work area. In such situations, the employee's salary rate and benefits should remain the same.

Leave to care for a newborn or a newly adopted child should normally be taken in continuous periods and must be taken within 12 months of the birth or placement of the child. When leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the request is approved by the department head.

Requests for leave to exceed the 12 weeks provided under the FMLA will be reviewed in accordance with the circumstances of the request, considerations of work coverage, and the provisions of the College's general policy on leave without pay.

FMLA leave will run concurrently with leave taken pursuant to the Massachusetts Maternity Leave Act and, where applicable, leave taken under the College's Parental Leave policy. (See below).

Requesting FMLA Leave: Employees are expected to provide as much advance notice to Human Resources and their supervisors of the need for a leave as is possible to allow for planning of coverage in the employee's department.

Where the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, the employee must provide the College at least 30 days advance notice before FMLA leave is to begin. If 30 days notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Applications for Leave of Absence are available from the Human Resources Office. (The application indicates the necessary documentation required depending upon the type of leave requested.) (link LOA form) Faculty may obtain leave information from the Office of the Dean of the College.

Certification from a qualified health care provider will be required for approval of a leave due to the employee's own serious health condition or to care for the employee's seriously-ill spouse, son, daughter, or parent. Copies of the U.S. Department of Labor's Form for Certification of Health Care Provider are available in the Human Resources Office for this purpose. Such certification should be provided before the leave begins (or in as timely a manner as possible) and should include:

- The date on which the illness or condition began;
- The estimated duration of the condition;
- A statement that the illness or condition warrants the participation of the employee to provide care; and,
- In the case of intermittent leave, the dates and duration of treatments to be given.

The College may require that a second medical opinion be obtained. This evaluation is done at the expense of the College and must be obtained from a health care provider who is not employed by the College. In the event of conflicting opinions, the College may ask for a third and final opinion (at the expense of the College) to offer a binding decision.

Additional certification may be requested for any extension of a leave period beyond the dates originally approved.

Continuation of Benefits During FMLA Leave: Health and dental plan coverage (and life insurance coverage for those eligible) continue during FMLA periods. The employee will continue to be responsible for the employee portion of the premium while on FMLA leave.

Under IRS rules, contributions by Wellesley College to pension plans are not allowed during leaves without pay.

Use of Vacation, Sick, or Personal Leave During FMLA Leave: The College requires that the employee use any accrued, unused vacation leave, personal leave, or (in the case of the employee's own serious health condition, or that of their dependent child, parent, or for whom they are responsible) accrued sick leave as part or all of the 12-week period. ([link to sick leave](#))

You will not accrue or be entitled to paid sick leave or paid vacation while on unpaid FMLA leave.

Conditions of Return from FMLA Leave: At least one week prior to their date of return employees are expected to notify their supervisor and Human Resources. If the FMLA leave was for the employee's own medical condition, upon return from leave the employee must present certification from the employee's health care provider that the employee is able to resume work.

At the completion of the approved leave period, an employee will be reinstated to his or her former position or an equivalent position within the College. However, this guarantee of restoration shall not apply to certain highly compensated employees, if necessary to avoid substantial and grievous economic injury to the College's operation.

Questions relating to the provisions and eligibility requirements for FMLA leave should be directed to the Benefits Office.

Approved Sick Leave, Short-term Disability Leave, Parental Leave and FMLA leave all run concurrently with Family and Medical Leave. At the completion of an approved FMLA leave period, the employee will be reinstated to his or her former position or an equivalent position within the College. However, the College does not guarantee positions beyond the 12 week FMLA period.

3-2 Sick Leave

Sick leave is a benefit granted to all regular employees who work at least half-time. It is to be used during periods of illness, for non-work related accidents, for maternity leave, or when needed to care for dependent children, parent, or spouse who is ill. A doctor or dentist appointment which cannot be scheduled outside of regular working hours can be charged to sick leave.

Sick leave is not paid until it is earned. Full-time employees will accrue paid sick leave on the basis of one day per month of employment completed, to a maximum of 130 days.

Employees who work half-time or more will accrue sick leave in proportion to the number of hours worked relative to a 35 hour work week. Part-time employees (those that work less than half-time) are not eligible to earn paid sick leave. Academic year employees will accrue sick leave only during the 9 or 10 months in which they work. Any absence in excess of your accrued leave will be unpaid as permitted by applicable regulations. You do not earn sick leave during periods of absence without pay which last more than one month. Employees may not use paid sick leave during their first 90 days of employment.

Employees do not receive pay for any accrued but unused sick time either during the course of their employment or upon termination except for those employees with at least 10 years of service who retire at age 62 or older. Those employees are entitled to be paid for one-half of unused accumulated sick leave up to a maximum of 25 days, prorated for employees working less than full-time, full-year.

Sick leave runs concurrently with Family and Medical Leave.

3-3 Short-Term Disability

Eligibility: Administrative employees whose regular work schedule is at least half-time for at least nine months per year are eligible for short-term disability benefits after completion of one year of continuous service. ([link Sick Time and FMLA](#))

Benefit: Short-term disability pays 50% of regular wages for benefit eligible employees, calculated on an hourly basis, for a maximum of 26 weeks for any single period of eligible disability, or in any 52-week period. Under the College's Short-Term Disability plan, an employee is eligible to receive no more than 26 weeks of short-term disability pay within any one-year period. Before being eligible to receive short term disability pay, you must have

exhausted all of your accumulated sick leave, and provided medical certification of your disability. The College, based on the Certification of Health Care Provider will determine if your disability allows you to be eligible for short term disability pay. There is an eight-day waiting period before disability payments begin unless you are hospitalized on your first day of eligibility; in that case, payments may begin immediately.

Short-term disability benefits cease if you become eligible for Social Security Disability benefits or for Long-term Disability Insurance (full-time employees only). Benefits will be paid only for periods during which you would have otherwise worked. College contributions to health and/or dental insurance will continue as will payments for non-contributory life insurance and Long-term Disability Insurance for eligible employees. While on short-term disability leave, you will not accrue or be entitled to paid sick leave, paid personal leave or vacation.

This leave runs concurrently with any available Family and Medical Leave. At the completion of an approved FMLA leave period, the employee will be reinstated to his or her former position or an equivalent position within the College. However, the College does not guarantee positions beyond the 12 week FMLA period.

3-4 Long-Term Disability

Most absences from work due to illness or accident are of relatively short duration; however, some disabilities may last longer. The College maintains a group Long-term Disability Insurance Plan with a commercial insurance carrier. Employees may request a copy of the Long-term Disability Insurance policy documents from the Human Resource Office. The policy and plan documents govern the terms of the insurance coverage. The descriptions set forth in the handbook are intended to provide a summary only, and these descriptions do not supersede, modify or replace the terms contained in the policy documents. Also, decisions regarding whether an individual's disability is covered under the policy are made by the insurance carrier and not by the College.

Definition of Long-term Disability: Currently, the Plan defines total disability as the "inability of the employee, by reason of sickness, bodily injury, or pregnancy to engage in any occupation for which the employee is reasonably fitted by education, training, or experience." Each situation is fact specific. Not all medical or mental health situations are considered "total disability" under this definition. The insurance company (not the College) will make a determination as to whether an employee's situation constitutes a disability under its Plan. It is the employee's responsibility to complete and submit necessary paperwork to the insurance carrier on a timely basis.

Eligibility: All regular full-time administrative employees are eligible for participation in the Plan after completing 6 months of continuous employment. You will be automatically enrolled

in the Plan on the 1st day of the month following 6 months of continuous full-time employment.

If you change your status from full-time to half-time or part-time your long-term disability coverage will cease.

Definition of Total Disability: Total disability under this program is the "inability of the employee, by reason of sickness, bodily injury, or pregnancy to engage in any occupation for which the employee is reasonably fitted by education, training, or experience."

Cost: The College pays the entire cost of the Long-term Disability Plan.

Termination of Employment: Your coverage ceases upon the last day of employment.

[Disability Insurance at Retirement](#)

3-5 Massachusetts Maternity Leave Act (MMLA)

A female employee who has been employed by the College for at least three (3) consecutive months as a full-time employee is eligible for an unpaid leave of absence not to exceed eight weeks for the purpose of giving birth or for adopting a child under the age of eighteen or for adopting a child under the age of twenty-three if the child is mentally or physically disabled. The employee must give at least two (2) weeks' notice to the College of her anticipated date of departure and intention to return. The employee shall be restored to her previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of her leave, unless other employees of equal seniority and status in the same or similar position have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such leave.

Use of Vacation, Sick and Personal days:

A. Use of accrued but unused vacation or personal time: Employers cannot require an employee to use her accrued paid leave or personal time concurrently with all or part of her maternity leave under the MMLA, even if such requirement is imposed upon similarly situated person who take leave for other reasons.

B. Use of sick days: An employer may not require an employee to use her accrued sick leave for any part of her maternity leave under the MMLA that satisfies the employer's sick leave policy, even if the employer requires its employees to use accrued sick leave for other types of absences that satisfy the employer's policy.

3-6 Parental Leave

Eligibility: Administrative employees whose regular work schedule is at least half-time for at least nine months per year are eligible for paid parental leave benefits in accordance with this policy after completion of one continuous year of service.

Benefits: An eligible employee who gives birth or who is a primary caretaker of a newly adopted child under the age of eighteen or a child under the age of twenty-three if the child is mentally or physically disabled is eligible for six consecutive weeks leave with normal pay and benefits during the period surrounding the birth or adoption. For purposes of this policy, a "primary caretaker" shall be that person who takes primary responsibility for the care of an infant or child. In order to exercise the primary caretaker benefit, a staff member must declare via a health care certification and medical leave of absence form that she or he is the primary caretaker. This policy depends upon, and assumes, the good faith of its participants. Leave benefits will be paid only for periods in which the employee would otherwise have worked. Both FMLA leave and MMLA leave will run concurrently with Parental Leave to the extent the employee is eligible for leave under those Acts.

An eligible employee whose spouse gives birth or who is a primary caretaker of a newly adopted child under the age of eighteen or a child under the age of twenty-three if the child is mentally or physically disabled is eligible for one week leave with normal pay and benefits during the period surrounding the birth or adoption.

If a birth mother is disabled from returning to her job after the expiration of Parental Leave, accrued paid sick time may be used. If the birth mother is also on Maternity Leave and/or FMLA leave, use of any accrued sick time, vacation and/or personal days through the expiration of those leaves is governed by the MMLA and FMLA policies. If the birth mother remains disabled from returning to her job at the conclusion of her Parental, Maternity and/or FMLA leaves, she may utilize any remaining accrued paid leave and should apply for short-term disability benefits, if eligible. If not eligible for short-term disability benefits, the employee may request an unpaid personal leave. (See below).

College contributions to health and/or dental benefits in which the employee was already enrolled would continue for 12 weeks to the extent provided by the [Family and Medical Leave Act](#).

3-7 Personal Leave

The granting of an unpaid leave of absence for reasons not expressly stated elsewhere in this handbook is at the sole discretion of the College. The employee must have completed one year of continuous service in order to request such a leave. The College cannot guarantee that an employee who goes on unpaid leave will be returned to his/her former position or its equivalent. Failure to return when leave expires will be considered automatic voluntary resignation from employment.

Requests for unpaid personal leave must be submitted in writing to your supervisor. The length of the leave and reason must be stated. Any leave granted will be limited to an initial leave not to exceed three months. An employee may then request an extension of the leave by submitting to the Senior Staff division head and the Director of Human Resources another written request for an extension stating the length of and the reason for the extended leave request. Once you receive initial approval, a Request for Leave of Absence form must be completed. Have the form signed by your supervisor and submit it to the Human Resources Office. This form must be completed for all personal leaves except funeral leave and jury duty.

All accrued vacation time must be used prior to the start of an unpaid personal leave of absence.

While on unpaid personal leave you are responsible for the full premium (both the employee and the College portion) payment for benefits you were enrolled in as of the initial date of that unpaid leave.

You will not accrue paid sick leave or paid vacation while on unpaid personal leave.

3-8 Worker's Compensation

Worker's Compensation is a type of disability insurance that covers you for injuries you may incur while on the job or while performing a job-related function required by the College.

If you are in an accident while at work, even though no injury may occur, you must report the accident to your supervisor immediately. An Accident Report and Treatment Form must be completed, signed by your supervisor, and submitted to the Human Resources Office within 24 hours of the accident.

Should you be injured during the accident and need to seek medical assistance, you will be referred to a local occupational medicine program. Should your injury result in time off from work, you may be eligible to receive Worker's Compensation. An employee unable to work for five consecutive calendar days or more receives (in lieu of lost wages) compensation in accordance with rates set by law, plus an allowance for dependents. This payment is non-taxable. If the loss of time is fewer than six days, the employee may use accumulated sick leave days. If you have accumulated sick leave, you may submit a written request to the Human Resources Office to use your sick leave to offset the difference between your Worker's Compensation and your normal pay. You are responsible for the payment of premiums for College benefits while out on Workers' Compensation leave.

Absence resulting from a Worker's Compensation accident is subject to limitations. If your employment with the College at the time of the accident is:

- Less than 8 consecutive years, the maximum leave is 18 months.
- 8 or more consecutive years but less than 15 consecutive years, the maximum leave is 2 years.
- 15 or more consecutive years, the maximum leave is 30 months.

If you are unable to return to work after your maximum allowable leave, your employment with the College will terminate. This termination will not affect your ability to continue to receive Worker's Compensation disability pay.

3-9 Small Necessities Leave (SNLA)

Definition: In accordance with Massachusetts law, the College provides twenty-four (24) hours of "small necessities" leave in a 12-month rolling period to all eligible employees for the purpose of:

A) participating in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;

B) accompanying a son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; or,

C) accompanying an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing nursing or group homes.

Eligibility: Employees are eligible for small necessities leave if they have completed twelve (12) months of service prior to commencement of leave, have worked at least 1,250 hours in the twelve (12) months prior to the leave, and have not taken twenty-four (24) hours of small necessities leave in the twelve (12) months prior to the commencement of leave.

Benefit: Small necessities leave generally is unpaid, however eligible employees may use accrued vacation time to attend school activities or accrued sick time to accompany a child or parent to a medical appointment in order to receive pay for small necessities leave. An employee is entitled to small necessities leave in addition to leave for which he or she may be eligible under FMLA.

Eligible employees must make requests for small necessities leave to their supervisors at least seven (7) days in advance of the foreseeable events and as soon as possible for unforeseeable events. When a small necessities leave ends, the employee will be reinstated to the same position so long as the small necessities leave did not exceed twenty-four (24) hours.

3-10 Military Leave

If you leave the College to enter military service, or if as a reservist you are placed on active duty, you may be granted a military leave of absence. This leave entitles you to be away from the College for active service and to return without a break in your seniority or other benefits in accordance with Massachusetts and Federal law.

Employees who learn that they must attend military training must notify the Human Resources Office in writing, in advance of their training, of the expected duration of the training and their anticipated date of return. You must also submit a Request for Leave of Absence Form to the Human Resources Office. If you participate in annual military training, you may receive a military pay differential. The pay differential is the amount, if any, by which the employee's normal base pay for the two-week period exceeds any pay received for such military training duty for the same period. It is your responsibility to submit documentary proof of this military training. To qualify for the military pay differential you must present a statement from your branch of the service indicating the rate and total amount of wages paid for the training period.

You also have the option of using accrued vacation time while away for military training. If you choose this option, you will receive vacation pay, in addition to the military pay differential.

Employees called to active duty must notify the Human Resources Office in writing before they leave for active duty of their expected dates of leave from and return to the College. An employee may be eligible for reemployment to the position that the employee held prior to entering the armed forces, or to a position of similar seniority, status and pay, provided that:

1. The employee was discharged or released under honorable conditions;
2. The employee is qualified for the job;
3. The employer's circumstances have not so changed as to make it impossible or unreasonable to rehire the person;
4. The employee's total service in the armed forces is no more than four years (except for additional amounts required by law); and
5. The employee applies for reemployment within the time limits specified by law, ordinarily 90 days from the date of discharge from military service.

Re-employed persons are considered to have been on a leave of absence during their period of military service and are eligible for all benefits offered to others returning from a leave of absence.

3-11 Bereavement Leave

The College provides paid leave for you to attend the funeral of an immediate family member. The length of time allowed for the funeral leave is normally 3 days, but may vary as determined by your supervisor depending on the distance you must travel and the amount of responsibility you must assume. The total leave cannot exceed 5 consecutive working days.

For purposes of this policy, your immediate family is defined to include the following: mother, father, mother-in-law, father-in-law, spouse, sister, brother, child, sister-in-law, brother-in-law, grandmother, grandfather, aunt, uncle, or anyone related by blood to you who lives in the same home.

3-12 Jury Duty

A leave of absence will be granted if you are required to serve as a juror or to appear as a witness in a court case in which you are not a party. You must notify your supervisor immediately upon receipt of your selection notice. Upon completion of your service, you must furnish the Human Resources Office with a written statement from an appropriate court official indicating the dates and times of your appearance or service and the amount of remuneration received. You will be compensated at your regular straight time pay for your first three days of jury duty. The employee is expected to report to work for all or part of the day that is not occupied by jury duty, not to exceed your normal workday.

Section 4. Safety

Care is taken to make the College a safe and healthy place in which to work. Federal and state occupational safety regulations detail the College's responsibilities for maintaining a hazard-free working environment. You are required to follow safety rules and procedures, to use safety equipment and clothing when necessary, and to report unsafe conditions to your supervisor promptly. If you are not sure of a safety procedure, ask your supervisor.

4-1 Hazardous Weather Conditions -UPDATED MARCH 8, 2011

As a residential college, Wellesley must continue to support its students regardless of inclement weather. The College, therefore, generally does not close. Wellesley is, however, concerned with the safety of its employees, especially when dealing with challenging weather conditions.

On rare occasions, when weather conditions are especially severe, a decision to open late, to close for the day, or to close early may be made by the Administration. For early closing, the College Community will be informed of the decision and the time of closing by the Human Resources Office. When the College is to open late or to be closed for the day, there will be no charge to employees for the time lost. Efforts will be made to get an announcement on the following radio stations: WBUR (90.9 FM), WCRB (99.5 FM), WBZ (1030 AM), WRKO (680 AM). TV channels 4, 5, and 7 will also carry cancellation notices. This information will also be on the College's website.

Employees providing essential services should report to work or remain on duty even though the College is closed. Non-exempt employees who are required to work while the College is closed will be compensated at time and one half for hours worked.

Occasionally when the College is open, adverse weather conditions may cause employees to be concerned about safety in traveling to or from work, depending on the distance of travel, the hazards of driving, the availability of public transportation or a number of other subjective factors. In such cases, employees will need to make their own judgments (in consultation with their supervisor), about whether to stay home or to leave work early, and may use personal or vacation time should they do so.

4-2 Heat Waves

In many respects, heat waves can be treated as any other kind of hazardous weather and the guidelines above apply. However, aspects of College life that must be carried on despite the weather will include maintaining sufficient staff to take care of summer program commitments.

When the weather has remained very hot (in the mid-90s F) and humid for several days, supervisors should use their judgment about allowing staff members to take their work to an air-conditioned location, to change the work assignment planned for that day, or to leave work early.

Section 5. Employee Relations

5-1 Open Door Policy

The College believes that employees should be an organization's most important resource. The College believes that open communication within an atmosphere of mutual trust is of prime importance to its employees. Realizing that effective communication is always a two way street, the College values employees' constructive opinions and suggestions. Because Wellesley College believes in team effort and an open atmosphere, it encourages an employee to meet and discuss suggestions, problems or concerns with management.

In most cases, talking with one's supervisor is the most effective way to deal with a problem or suggestion. However, an employee may discuss problems or suggestions with a higher level manager instead of, or in addition to, their supervisor. Usually, this would be a more senior level person in your area. (Human Resources can assist you in setting up these lines of communication). This open door policy is not a substitute for the College's policy against sexual harassment and unlawful discrimination.

5-2 Problem Referral Procedure

For those employees who may wish to choose a more formal procedure may choose the process below. Employees who select this process should consult Human Resources of the decision.

The following Problem Referral Procedure has been developed to assist administrative staff members in resolving serious work-related problems. These are formal procedures which an employee can choose to take, or the employee may seek alternative problem solving mechanisms. Most workplace issues are resolved through direct and clear communication between the two parties. You should discuss such problems with your supervisor, who is the key person in all communications involving your work. However, there are times when support or consultation is needed and employees may choose to address their concerns through a less formal process. You may ask the Human Resources Office for advice and assistance. Other resources are the Employee Assistance Plan.

Should you choose the procedure below, you should use it within a reasonable time after the problem occurs.

- **Step 1:** The staff member discusses the problem with the immediate supervisor. In most cases, a problem can be resolved satisfactorily at this point. A staff member who is not satisfied may present the problem in writing to the supervisor, advising that they are initiating the problem referral procedure as outlined in the handbook. The

supervisor will consider the problem and typically will respond within 10 business days, unless the supervisor believes the circumstances warrant additional investigation.

- **Step 2:** After considering the supervisor's response, should the staff member not feel that the problem is satisfactorily resolved, (or if the nature of the problem has precluded a discussion with the supervisor), the staff member may refer the problem in writing to the next appropriate level of management. The staff member should make arrangements to meet with the manager (or his or her designee). Except in cases in which the manager believes further inquiry is required, the manager will typically reply to the staff member within 10 business days of the meeting.
- **Step 3:** Staff members who deem a manager's response unsatisfactory may refer the matter in writing to the Problem Review Committee through the Human Resources Office. This committee includes the Senior Staff member of the staff member's departmental area, the Director of Human Resources, and one other member appointed by the President. If the problem involves the Senior Staff member, the President will appoint another committee member.

The Review Committee typically consults with the staff member and other parties involved, and typically gives a decision within 15 business days after concluding its review. The decision of the Review Committee is final and binds all parties. The Committee will give the staff member a written record of the decision.

Performance reviews are exempt from this policy.

Section 6. Salary Administration Policy

6-1 Valuing Work @ Wellesley College

Valuing Work @ Wellesley College is the name of our comprehensive program of performance management, skills and career development, and compensation for administrative staff at the College. The Valuing Work @ Wellesley program has four integrated pieces: Role Documentation, Role Classification, Salary Structure and Salary Administration, and Performance Development.

Detailed information about the Valuing Work @ Wellesley program is available through the Human Resources Office and on the [Human Resources website](#).

- [Introduction and Overview](#)
- [Role Documentation](#)
- [Role Classification](#)
- [Salary Structure and Salary Administration Policies](#)
- [Performance Development](#)
- Overview of Classification Levels
- [Frequently Asked Questions](#)

6-2 Extra Compensation

If there are questions regarding special projects or temporary assignments discuss this with your manager or Human Resources

Section 7. Benefits

This section provides just an overview of insurance benefits. The insurance benefits plan documents are detailed, set forth a number of eligibility requirements, and are controlling and provide the "final word" on the insurance benefits coverage and eligibility. Please contact the Human Resources Office for full details of the College's insurance benefit's plan and a copy of those summary plan descriptions.

7-1 Health Insurance

The College currently offers employees two options:

Harvard Pilgrim Health Care HMO offers a variety of choices for each family member. The Harvard Pilgrim network includes Harvard Vanguard Centers, which offer most services at a single location, Medical Group Practices, which offer many services at a single location, and thousands of independent primary and specialty care physician providers in the traditional private office setting. Each family member can choose the method of care that provides the best arrangement for that individual.

Harvard Pilgrim Health Care PPO is a preferred provider network organization (PPO). The plan provides incentives for you to work with a physician within the network (the same network as the Harvard Pilgrim HMO) but also provides for care outside the network, subject to deductibles and co-payments. Because of the freedom of choice offered by this plan, the premium is significantly higher.

Literature outlining specific plan details is available in the Benefits Office, as well as at www.harvardpilgrim.org. Current premium rate information is available on the HR website, as well as in the Benefits Office.

Coverage is effective on the first of the month coincident with or next following your date of employment. There is no waiting period.

Eligibility: All regular administrative employees who work at least 17 1/2 hours per week for at least nine months per year currently are eligible for coverage. You may elect individual coverage for yourself, or family coverage for you, your spouse, and any unmarried dependent children under age 19. Eligible dependent children who are full-time students may continue on your membership up to age 25.

College Contribution: The College currently contributes 75% of health plan cost. Rates are subject to change at any time although typically rates change January 1st of each year.

Employee Contribution: Employees currently contribute 25% of the cost of their health insurance. The College makes these deductions on a before-tax basis.

Enrollment: If you chose not to enroll in a health plan, you may reverse that decision once each year, during the open-enrollment period.

If you are covered by health insurance through your spouse's employer and lose your eligibility for that coverage (due to spouse's termination of employment, etc.), contact the Benefits Office for information on off-cycle enrollment.

Health Insurance For Special Situations:

1. **Health Insurance age 60 with at least ten years of service:** For those who have elected to retire at age 60 or more with at least ten years of service and who are enrolled in College health insurance at the time of their retirement, the College will pay the portion of medical premiums it pays for all employees up to the first of the month in which the person reaches age 65, provided such is permitted under applicable law and the College's health insurance plan then in effect.
2. **Health Insurance for Administrative Employees Age 65 and Over:** Coverage remains the same for active administrative employees age 65 and over as it was prior to age 65. Employees who are 65 should register with Social Security. If you are enrolled in a college sponsored health plan, however, it is not necessary for you to enroll in Medicare B until you terminate employment. (link to [ssa.gov](https://www.ssa.gov) and/or [Medicare.gov](https://www.medicare.gov))
3. **Health Insurance for Employees on Total Disability:** Employees who have been determined to be totally disabled under the College's total disability insurance can remain enrolled in the College's group health insurance during the period of total disability, until such time as they become eligible for Medicare, provided such is permitted under applicable law and the College's insurance plans then in effect.
4. **Health Insurance for Families of Deceased Employees:** The College allows surviving family members of deceased employees the option of retaining group coverage at the employee cost for five months. After five months the surviving family members may maintain their coverage under COBRA (see below), but the College does not contribute to the cost.

7-2 Dental Insurance

The College offers dental insurance for eligible administrative staff and faculty. Literature outlining specific plan provisions and current premium rate information is available in the Benefits Office. Coverage is effective on the first of the month coincident with or next following your date of employment. There is no waiting period. Information on dental plans is available in the Benefits Office or through [Delta Dental](#).

Eligibility: All administrative employees who work 17 1/2 hours per week or more for at least nine months per year are eligible for coverage. You may elect individual coverage for yourself, or family coverage for you, your spouse, and any unmarried dependent children under age 19. Eligible unmarried dependent children who are full-time students may continue on your membership until they reach age 23.

Employees enrolled in the dental plan who retire before age 65 may continue to participate in the dental plan until the first of the month in which they reach age 65. They will be responsible for the full monthly cost of the plan; there is no college contribution.

College Contribution: The College currently contributes 80% of the cost of individual coverage and 50% of the cost of family coverage. Rates are subject to change at any time although typically rates change January 1st of each year.

Employee's Contribution: Employees currently contribute 20% of the cost of individual dental insurance and 50% of the cost of family dental insurance. The College makes these deductions on a before-tax basis.

Enrollment: If you choose not to enroll in the dental plan, you may reverse that decision once each year, during the open-enrollment period.

If you are covered by dental insurance through your spouse's employer and lose your eligibility for that coverage (due to spouse's termination of employment, etc.) contact the Benefits Office for information on off-cycle enrollment.

7-3 Health and Dental Insurance and Cobra-The Right to Retain Health Insurance

COBRA, The Consolidated Omnibus Budget Reconciliation Act, is a federal law that requires most employers sponsoring group health plans to offer temporary extension of health coverage at 102% of full group rates under certain circumstances in which the coverage would otherwise end. This is called continuation coverage.

Employees of Wellesley College who lose group coverage because of a reduction in hours or because of termination of employment for reasons other than their gross misconduct are entitled to this continuation coverage for 18 months.

Spouse and Dependent family members of Wellesley College employees are entitled to continuation coverage for 36 months if they lose their coverage:

- Because of the death of the employed family member
- Because of the termination of that family member's employment for reasons other than gross misconduct
- Because of divorce or legal separation

- Because the employed family member becomes entitled to Medicare
- Because a dependent ceases to be a "dependent child" under the plan

Continuation coverage may be cut short if:

- Wellesley College no longer provides any group health/dental plan to any of its employees
- The premium for coverage is not paid on time
- The qualified beneficiary becomes entitled to Medicare after the date he or she elects COBRA coverage
- The qualified beneficiary becomes covered - after the date he or she elects COBRA coverage - under another group health/dental plan
- The qualified beneficiary extends coverage for up to 29 months due to disability and there has been a final determination that the individual is no longer disabled

[Crosby Benefit Systems](#) is the third party administrator of the COBRA health/dental plan, will notify you of your eligibility and will issue the invoices for COBRA payments. Invoices must be paid within thirty days of the date of the invoice or COBRA coverage will be terminated.

7-4 Reimbursement Accounts for Health and Dependent Care

The flexible spending/reimbursement account is administered by Crosby Benefit Systems.

Eligibility: Administrative employees working at least 17 1/2 hours per week, 9 months per year or more may enroll in a redirection agreement which provides a Federal, State and FICA tax shelter for funds used for eligible dependent care expenses or health related expenses that are not covered by health or dental insurance. Further detailed information, including enrollment forms and claim forms, are available in the Benefits Office or through Crosby Benefit Systems.

7-5 Life Insurance

The College sponsors a group term life insurance plan for eligible employees.

Eligibility: All regular full-time employees are eligible for the group term life insurance coverage. You are eligible to be enrolled on the first of the month coincident with or next following your employment date.

Eligible employees changing from part-time or half-time to full-time status 35 hours per week for a minimum of 9 months per year will be eligible for coverage on the first of the month coincident with or next following the effective date of full-time employment.

Enrollment forms are available in the Benefits Office.

Coverage continues as long as you remain a full-time employee. If you change your status from full-time to half-time or part-time, your life insurance benefits will cease.

Noncontributory Life Insurance: The College provides to all eligible employees noncontributory life insurance equal to 100% of their annual salary rounded to the next highest \$1,000.

Contributory Life Insurance: In addition to non-contributory coverage, you may elect to participate in the contributory portion of this plan and receive additional insurance equal to:

- 100% of your annual salary rounded to the next highest \$1,000 or
- 150% of your annual salary rounded to the next highest \$1,000 or
- 200% of your annual salary rounded to the next highest \$1,000. (For this option you must submit evidence of insurability.)

Contributory insurance payments must be made through payroll deductions.

No medical examinations are required to participate in either the noncontributory or contributory plans if you enroll within 30 days of eligibility. However, if you do not enroll within 30 days of eligibility or if you wish to obtain contributory insurance at a later time, or increase existing contributory coverage, you will be required to submit evidence of insurability.

Insurance Amount at Retirement: If you were hired prior to January 1, 1995 and you retire at 65 or later with at least ten years of full-time service (35 hours per week, nine months per year or more), the College will provide \$2,500 of life insurance coverage if you were an exempt employee and \$1,000 of coverage if you were a non-exempt employee. The College pays the entire cost of this coverage.

Employees hired on or after 1/1/95 are ineligible for this benefit.

Beneficiary: When you enroll in life insurance coverage, you must designate a beneficiary. This beneficiary may be any person or persons, including your estate, but not Wellesley College. You may change your beneficiary at any time.

Conversion Privilege: If your employment with the College terminates, you may exercise your "conversion privilege" and convert to an individual life insurance policy. You must apply within 31 days of termination, and you do not have to submit evidence of insurability. Should you die during this 31-day period, the amount of your life insurance will be paid whether or not you have used the "conversion privilege."

Deductions for Summer Months for Academic Year Employees: The Payroll Office will make additional payroll deductions to cover health, dental, and contributory life insurance for employees who do not work in the summer months of either June, July or August.

7-6 Short-Term Disability Insurance

Please refer to [Section 3-3](#) of the Administrative Handbook.

7-7 Long-Term Disability Insurance

Please refer to [Section 3-4](#) of the Administrative Handbook.

7-8 Retirement Plans

Below appears a brief general summary of retirement benefits. Employees may request a copy of the actual plan documents from the Human Resources Office-Benefits. The plan documents govern the terms of the plan. The descriptions set forth in the Handbook are intended to provide a summary only, and these descriptions do not supersede, modify or replace the terms contained in the plan documents.

TIAA-CREF

Employees working 17.5 hours per week or more are eligible to participate in the College's retirement plan effective the first day of the month following their date of hire as long as the employee completes a TIAA-CREF Retirement Annuity Contracts Enrollment Form. The College contribution is 9% on compensation up to one-half of the SSWB (\$53,400 in 2009) plus 12% on compensation above one-half of the SSWB. The College also offers a match component, as described below. To qualify for the additional match component, employees must open a Tax-Deferred Annuity account with TIAA-CREF, Fidelity or Calvert and complete a Salary Reduction Agreement Form. The match will occur in even increments up to 1% as follows:

Employee Voluntary Contribution to TDA	College Match to Regular Retirement Account
1%	1/3 of 1%
2%	2/3 of 1%
3%	1%

Vesting: Once eligible, you will become fully vested in TIAA-CREF the first month after you submit the completed application forms. Full vesting means that the contributions by the College to TIAA-CREF are fully owned by you as soon as the contracts are issued.

Retirement Benefits: When you retire you are entitled to receive a monthly or other periodic income under one of the several options available. All options provide for income to a spouse or other beneficiary.

To initiate procedures for receipt of retirement income benefits, you should contact TIAA-CREF directly by calling 1- 800-842-2888, or visit their website at www.tiaa.cref.org.

Death Benefits

If you should die before retirement, the full current value of your TIAA-CREF contracts will be payable to your designated beneficiaries.

7-9 Tax-Deferred Annuity Retirement Benefits (TDA)

Under the IRS Code 403 (b)(7), you are permitted to set aside tax-deferred supplemental retirement funds in addition to the amounts being contributed by the College to the TIAA-CREF regular retirement plan. Currently, the College has TDA arrangements with Calvert, Fidelity, and TIAA-CREF SRA. Employees may request a copy of the plan brochures from the Human Resources Office.

Eligibility: All benefits-eligible employees are eligible to participate in these plans. You may begin, change or discontinue contributions at any time after you have completed the appropriate application forms and a Salary Reduction Agreement.

Plan Contributions: You may choose to participate in more than one TDA. Contributions to a TDA are made entirely by you; there is no College contribution. Any contributions you make are tax-deferred for purposes of federal income tax and beginning in 1998, state taxes also; you will still pay FICA taxes on these funds. You will pay income tax on these funds at the time of withdrawal. Funds withdrawn before you are age 59 1/2 are subject to severe tax penalties.

The minimum contribution is \$25.00 per month. The maximum allowable amount may change each calendar year; if you wish to know the maximum amount you may contribute, you may call TIAA-CREF (1-800-842-2733, ext.2929) and ask for a calculation. You may use this service even if your TDA funds are in Calvert or Fidelity. You may change your monthly reduction more than once each calendar year, as long as you do not exceed your maximum allowable amount.

Retirement Benefits: At your retirement, you may begin receiving a monthly annuity or other periodic payments under one of several options available or you may take a lump sum withdrawal.

Social Security (FICA): The College and its employees participate in the Social Security Program. The College matches dollar for dollar the FICA taxes withheld from employees' pay and pays that amount to the employee's account under the Social Security system. Benefits are payable for death, disability, and retirement under Social Security. Descriptive literature is available from the Social Security Office or on-line at www.ssa.gov.

Anyone approaching age 65 should contact the nearest Social Security Office a minimum of three months prior to the 65th birthday to become familiar with the Social Security benefit system.

Wellesley College Pension Plan "Frozen Benefit": The Wellesley College Pension Plan is a defined benefit plan established on June 1, 1952 and is designed to provide monthly income at retirement. There is a five-year vesting requirement in this Plan.

All eligible administrative employees are now enrolled in the TIAA-CREF retirement plan. However, if you were employed prior to June 30, 1982 in a position classified at that time in Grades 10 through 16, however, you may have a vested benefit under the Wellesley College Pension Plan. The following schedule indicates when non-exempt employees became eligible for TIAA-CREF:

Grade 16...7/1/77

Grade 15...7/1/78

Grade 14...7/1/80

Grade 13...7/1/81

Grades 12, 11, 10...7/1/82

At the time you became eligible for TIAA-CREF, the benefit accrued based on a normal retirement age of 65 under this Plan was frozen, and may be payable to you at retirement at age 65 or older or if you meet the "years of service" requirement. Staff members with frozen vested benefits were notified by the Human Resources Office.

Eligibility: As a Classified employee (grades 10-16) you were eligible to participate in the Plan if you met the following requirements:

- You were employed on a regular basis and worked at least 17.5 hours per week
- You were hired prior to your 60th birthday, and
- You were not eligible for the TIAA-CREF plan

Waiting Period: There was no waiting period under the Plan. Eligible employees were automatically enrolled on the 1st day of the month following their date of employment.

Statement of ERISA Rights

Participants in benefit plans are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA).

ERISA provides that all participants shall be entitled to:

1. Examine, without charge, at the Human Resources Office all plan documents, (including collective bargaining agreements) and copies of all documents filed by the plan with the U.S. Department of Labor (such as detailed annual reports and plan descriptions.)

2. Obtain copies of all benefit plan documents and other plan information upon written request to the Plan Administrator. The Administrator may make a reasonable charge for the copies.
3. Receive a summary of the annual ERISA reports to the Department of Labor. The Administrator of the plans is required by law to furnish each participant with a copy of the summary annual reports.

ERISA sets forth the duties of the people who are responsible for the operation of benefit plans. The people who operate the plans have a duty to do so prudently and in the interest of the participants and beneficiaries. No one, including the employer, may discharge or otherwise discriminate against participants in any way to prevent them from obtaining benefits to which they are entitled under the plans or exercising their rights under ERISA. If an application for benefits under a plan is denied in whole or in part, the participant or beneficiary must receive a written explanation of the reasons for the denial. Participants have the right to have the Administrator review and reconsider denied applications or requests on eligibility, participation, or other aspects of the operation of any plan and to have the insurance company review and reconsider denied claims under a group insurance contract.

Under ERISA, participants may take steps to enforce their rights. For example, if a participant requests materials from a plan and does not receive them within 30 days, he or she may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay the participant up to \$110 a day until he or she receives the materials, unless the materials were not sent due to reasons beyond the control of the Administrator. If a claim for benefits is denied or ignored, in whole or in part, the participant may file suit in a state or federal court. If the Plan Administrator's responsibility to remit any plan premiums is not discharged according to the terms of a benefit plan or if a participant is discriminated against for asserting ERISA rights, he or she may seek assistance from the U.S. Department of Labor, or may file suit in a federal court. The court will decide who should pay the court costs and legal fees. If the participant is successful, the court may order the person sued to pay these costs and fees. If the participant loses, the court may order him or her to pay these costs and fees if it finds, for example, that the claim is frivolous.

Contact the Plan Administrator if you have any questions about the benefit plans. If a participant has any questions about this statement or about rights under ERISA, he or she should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

Summary Plan Descriptions are available in the Benefits Office.

7-10 Benefits for Families of Deceased Employees

Health Insurance for Families of Deceased Employees: The College allows surviving spouse and dependent family members of deceased employees the option of retaining group

coverage at the employee cost for five months. After five months the surviving family members may maintain their coverage under COBRA (see below), but the College does not contribute to the cost.

TIAA-CREF: If you should die before retirement, the full current value of your TIAA-CREF contracts will be payable to your designated beneficiaries.

7-11 Long Term Care Insurance

Through the sponsorship of The Boston Consortium, Wellesley College is able to offer new employees the opportunity to enroll in a guaranteed issue Long Term Care Insurance policy, regardless of personal health status, provided the employee enrolls within the first thirty days of employment. This benefit is provided by CNA Insurance Company. Group Long-Term Care Insurance covers the costs for long-term nursing home stays and home health care visits that are not covered by group health insurance, other insurance, or government programs. Below appears a brief general summary of benefits available under the Long-Term Care insurance company. Employees may request a copy of the plan brochures from the Human Resources Office. The policy documents govern the terms of this insurance benefit. The descriptions set forth in the Handbook are intended to provide a summary only, and these descriptions do not supersede, modify, or replace the terms contained in the policy documents.

Eligibility: Administrative employees whose regular work schedule is at least half-time for at least nine months per year are eligible to enroll in Long Term Care Insurance, with guaranteed issue, as long as they apply within 30 days of their employment start date. Eligible employees who skip this initial enrollment period, and wait to enroll at any future enrollment opportunity as determined by CNA, will have to provide evidence of insurability to CNA before any coverage would become effective.

Coverage is also available for certain family members of the eligible employee. However, this coverage is not guaranteed. Spouses who wish to apply for coverage must complete a short, simplified application regarding their health status. Coverage is also available for parents, parents-in-law, grandparents and grandparents-in-law under the age of 80 upon completion of a long form application.

Benefit: The Long -Term Care plan offered by CNA is a tax qualified plan that offers several different options from which to choose. Premiums for Long -Term Care are age-level based, which means that you will be locking into a premium rate based on your age on the effective date of coverage. Please refer to the enrollment brochure for additional information. Employees may also contact a CNA representative directly at 1-877-777-9072.

Employees and other eligible family members who enroll will be billed directly by CNA.

Section 8. Vacation, Holiday and Personal Time

8-1 Vacation

Your eligibility for vacation and the amount of vacation you are eligible to earn depends on your employment status (see Section I. for definitions) and the number of hours you work. With the approval of their supervisors, employees may begin to use their accrued vacation time after completing six consecutive months of service at the College.

Eligibility:

Only benefit eligible employees are entitled to earn paid vacation.

A. Full-Year Employees:

Full-year employees are eligible for paid vacation as discussed below.

Non-exempt Employees: Full-time non-exempt employees will earn two vacation days at the conclusion of their first three months of employment, and 1.25 vacation days for each additional month of employment completed thereafter. Starting July 1st following your tenth anniversary, you are eligible to earn 1.67 vacation days for each month of employment completed.

Exempt Employees: Full-time exempt employees will earn four vacation days at the conclusion of their first three months of employment, and 1.67 vacation days for each additional month of employment completed thereafter. New full-time exempt employees whose date of hire was prior to the fifteenth of the month will receive vacation leave credit for the full month. Full-time exempt employees who are terminating or retiring and who have worked beyond the fifteenth of the month will be credited for the full month for purposes of accruing vacation leave.

If you work less than full time, your paid vacation leave is accrued in direct proportion to the number of hours you are scheduled to work relative to a 35 hour workweek. For example, a non-exempt employee who works 28 hours per week (80% of the 35 hours worked by a full-time employee) will earn paid vacation days at 80% the rate of a full-time non-exempt employee, or 1 day per month.

Scheduling: To help the College ensure adequate staffing, employees should request vacation time as far in advance as possible, but in any case no less than two weeks notice must be given. All requests for vacation time must be approved by the employee's supervisor. The College is not always able to accommodate each request, so it reserves the

right to deny requested vacation time to meet the needs of the College. It is the policy of the College to encourage all eligible employees to take their vacation during the traditional vacation period (June - August). However, vacation may be scheduled at other times with the specific prior written approval of the employee's immediate supervisor.

Full-Year Employee Vacation Carryover: Employees may carryover their annual vacation accrual plus one additional week. For example if you are a full-time, full-year exempt employee you can carry over up to four weeks plus one additional week.

Full-Year Employee Payout at Termination: Unused earned vacation will be paid out to employees with their final paychecks. Accrued earned vacation can not be used to extend employment.

B. Academic Year Employees:

Academic year employees are eligible for paid vacation as discussed below.

Non-exempt Employees:

Scheduled Vacation Periods: The College will provide the following paid vacation to eligible employees working 9, 9.5, 10 or 10.5 months per year: will receive the week between Christmas Day and New Year's Day and Spring Break Week. These are known as "scheduled vacation periods." The timing and length of each scheduled vacation will be designated by the College in its sole discretion.

In order to be compensated for a scheduled vacation, an academic year employee must be on the active payroll (that is, actively at work or on approved paid time off) on his or her last regularly scheduled workday immediately proceeding the scheduled vacation period.

Vacation pay during a scheduled vacation is based on the hours the employee would otherwise be regularly scheduled to work during the vacation period.

Starting on the first day of the academic year following a non-exempt academic year employee's tenth anniversary of employment with the College and on the start of each academic year thereafter during his/her employment, the employee will be granted a total of five days of vacation per year, in addition to the scheduled vacation periods. The employee must be on the active payroll on the start of each academic year in order to be granted this additional vacation. If the employee is on paid leave of absence at the start of the academic year, the employee will be granted the additional vacation at the time the employee is reinstated to employment, provided the employee is reinstated during that academic year. These additional five (5) days of vacation may be taken at any time after they are granted, with the prior approval of the employee's supervisor.

Exempt Employees:

Scheduled Vacation Periods: The College will provide the following paid vacation to eligible full-time or regular half-time academic year employees working 9, 9.5, 10 or 10.5 months per year: will receive the week between Christmas Day and New Year's Day and Spring Break Week. These are known as "scheduled vacation periods." The timing and length of each scheduled vacation will be designated by the College in its sole discretion.

In order to be compensated for a scheduled vacation, an academic year employee must be on the active payroll (that is, actively at work or on approved paid time off) on his or her last regularly scheduled workday immediately proceeding the scheduled vacation period.

Vacation pay during a scheduled vacation is based on the hours the employee would otherwise be regularly scheduled to work during the vacation period.

An exempt academic year employee is granted five days of vacation on his or her start date, if that date occurs on or before November 30 of the academic year; otherwise, the new employee's vacation will be pro-rated from the employee's date of hire. Thereafter, the employee is granted five days of vacation at the start of the academic year of each year during the first ten years of employment.

Starting on the first day of the academic year following an exempt employee's tenth anniversary of employment with the College and at the start of each academic year thereafter during employment, the employee will be granted a total of ten days of vacation per year, in addition to scheduled vacations. The employee must be on the active payroll at the start of the academic year in order to be granted additional vacation time. If the employee is on paid leave of absence at the start of the academic year, the employee will be granted the additional vacation at the time the employee is reinstated to employment, provided the employee is reinstated during that academic year. Additional vacation time may be taken at any time after it is granted, with the prior approval of the employee's supervisor.

Academic-Year Employee Payout at Termination: Unused earned vacation will be paid out to employees with their final paychecks. Accrued earned vacation can not be used to extend employment.

Scheduling: To help the College ensure adequate staffing, employees should request vacation time as far in advance as possible, but in any case no less than two weeks notice must be given. All requests for vacation time must be approved by the employee's supervisor. The College is not always able to accommodate each request, so it reserves the right to deny requested vacation time to meet the needs of the College. It is the policy of the College to encourage all eligible employees to take their vacation during the traditional vacation period (June August). However, vacation may be scheduled at other times with the specific prior written approval of the employee's immediate supervisor.

8-2 Holidays

Wellesley College officially observes a number of holidays throughout the year. Employees who work a full year (12 months) are entitled to the following paid holidays:*

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas

Academic year employees normally work 9, 9 1/2, or 10 months and are entitled to the following paid holidays:*

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Labor Day
- Columbus Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas

In addition, employees may take religious holidays as vacation or personal days.

* Part-time employees who work at least 17.5 hours per week are entitled to pro-rated holiday pay. The pay is based on the authorized hours for the position divided by 5 days to determine the holiday benefit.

Example:

28 hours divided by 5 days = 5.6 hours holiday pay

17.5 hours divided by 5 days = 3.5 hours holiday pay

While many legal holidays are observed on a Monday, some, such as Independence Day and Christmas, are observed on the actual day of the week upon which the holiday falls.

When a legal holiday falls on a Sunday, the following Monday will be observed. If the holiday falls on a Saturday, the proceeding Friday generally will be observed. If a legal holiday should fall within your vacation period, you will be paid for that holiday.

When the College is in session, some offices must be staffed. If you are required to work on a legal holiday, you may be given time off on another day. Non-exempt employees must take time off within the same workweek or be paid for the time worked. Exempt employees may take time off at a later date with the approval of the department head.

Holidays are not granted during periods of unpaid leave of absence.

8-3 Special Time Off

The President has the discretion to offer special time off. This special time off applies only to those scheduled to work during that specified time. The President may provide special time off with pay at Christmas depending on the day on which the holiday is observed.

8-4 Personal Days

Regular full-year employees are eligible for up to three Personal Days per fiscal year. To be eligible for all three Personal Days in your first year of employment, your date of hire must be prior to Thanksgiving. If you are hired after Thanksgiving, but prior to Winter session, you will be eligible for two Personal Days. If hired after Winter session, you will not be eligible for Personal Days until the next fiscal year. Whenever possible, you should notify your supervisor as far in advance as possible when requesting Personal Days. Personal Days must be taken at a time that is approved by your supervisor.

Personal Days for less than full-time employees will be granted on a prorated basis. The pay is based on the authorized hours for the position divided by 5 days to determine the personal day benefit.

Example:

28 hours divided by 5 days = 5.6 hours personal day

17.5 hours divided by 5 days = 3.5 hours personal day

Full-time academic year employees will receive two Personal Days. If you work less than full time, your personal days will be prorated based on the number of hours you are scheduled to work.

Personal Days must be used during the fiscal year for which they are granted and will not be paid out upon termination if not used.

Section 9. Other Benefits

9-1 Employee Assistance Program (EAP)

The College provides an employee assistance program to help faculty and staff with the stresses of life and work--including personal and family issues, drug or alcohol problems, and job-related tensions. It offers assistance to reduce these stresses and to improve coping skills.

The College's employee assistance program provides counseling, consultation, and education to staff and faculty. The College has contracted with AllOne Health to provide these services.

Eligibility and Benefit: Each employee who works at least half-time for nine or more months per year is entitled to up to five (5) free, confidential visits for counseling, diagnosis, and referral. Family members may also be seen within the five (5) visits. Employees may use their own resources and health insurance for further counseling.

Please contact AllOne Health for information or to schedule an appointment at 1-800-451-1834. You may also visit their website, www.allonehealthcorp.com, using the username Wellesley and password employee. AllOne Health will make an appointment with a provider near your home or work at your request.

Employee assistance counseling plays no role in personnel evaluations. The employee assistance program offers training and consultation to supervisors on management, leadership, and personnel issues. It also offers programs on topics in personal health, family living, and work. These are presented on-site during the work day and are open to all employees.

9-2 Educational Opportunities

A. Tuition Remission For Full-Time Undergraduate Study

Tuition Remission is a program that provides tuition benefits at Wellesley College to daughters/wives of eligible employees. The candidate(s) must be selected through the College's normal Board of Admission process and maintain diploma grade standing. (link to Admissions) The following policy on benefits and eligibility became effective May 1, 1982.

- *If you were hired May 1, 1982, or thereafter:*

Eligibility: As a full-time administrative staff member you are eligible for tuition remission benefits after three years of continuous full-time employment.

Benefit: You may receive a 50% remission of Wellesley tuition, effective the semester following the anniversary of three years of continuous full-time employment.

- *If you were hired prior to May 1, 1982:*

Eligibility: As a full-time administrative staff member, you are eligible for Wellesley tuition remission benefits after one year of continuous full-time employment.

Benefit: Eligible employees may receive a 100% remission of Wellesley tuition, effective the semester following the anniversary of one year of continuous full-time employment.

Your daughter must be your dependent for income tax purposes to qualify for this benefit.

Once begun, tuition remission will continue even if you should die before your daughter/wife has completed her degree. ([link Benefits for Families of Deceased Employees](#))

Winter session and summer school courses are not covered by Tuition Remission.

The College's Tuition Remission policy does not apply to tuition paid to any educational institution other than Wellesley College

B. Tuition Remission for Continuing Education/Davis Scholar Program

Tuition remission for individual undergraduate courses taken for credit at Wellesley College is possible for an eligible employee and the spouse, son or daughter of the employee, provided the candidate is selected by the Board as a Degree Candidate, a Post-Baccalaureate Student, or a Visiting Student. The son or daughter must be a dependent of the employee for income tax purposes.

To be eligible for participation in the Continuing Education Program, the employee must have completed one year of full-time continuous employment at Wellesley College and be continuing in this full-time capacity. Employees who work less than full-time may participate, but the tuition will be prorated. Spouses, sons, and daughters of employees working less than full-time are not eligible for tuition exemption.

There is a limit of one course per semester for employees. In unusual cases, an employee may petition to their supervisor to take two courses with an explanation as to how the employee can make up the time and work missed. There is a limit of eight (8) courses for dependents of eligible employees. Employees who wish to participate in a Post baccalaureate Program are also limited to eight courses.

Application to the Continuing Education/ Davis Degree Program or the Post baccalaureate Study Program is made through the Board of Admission. Application to the Visiting/Special Student Program is made through the office of the Dean of Students (ext. 2322). Admission to any of these programs is competitive and selective.

Application deadline for the Davis Degree Program is March 1, for fall entrance only. Application deadline for second semester entry is November 15.

Applications for the Post baccalaureate Study Program must be received by March 1 for admission to fall semester courses and by November 15 for spring semester courses. Anyone enrolling in courses for credit must pay the normal application and registration fees.

- *The Elisabeth Kaiser Davis Degree Program:* Eligible employees (or their dependent/spouse) who wish to work toward an undergraduate degree may apply as Degree Candidates. If accepted, they must meet the same degree requirements as Wellesley undergraduates but may take courses on a part-time basis. Prospective candidates for the undergraduate degree are women, usually over the age of twenty-four, whose education has been interrupted.
- *Post baccalaureate Study Program:* Eligible employees (or their dependent/spouse) may also apply to take courses as post baccalaureate students. Prospective candidates for the Post baccalaureate Study Program are men and women who have already received a bachelor's degree and are interested in taking undergraduate courses to prepare for graduate school, professional careers or for general enrichment. The College reserves the right to limit the number of courses a student may take for credit under this program.
- *Visiting Student Program:* Eligible employees (or their dependent/spouse) may also apply to take courses as visiting students. Prospective candidates for the Visiting Student Program are men and women who are matriculated at another college or university who wish to spend a semester or a year at Wellesley College and have the credit for the Wellesley course work transferred to their college or university. The College limits the number of semesters and/or courses a student may take for credit under this program to eight courses.

Upon acceptance to one of these programs, employees must obtain permission from their supervisors and the Human Resources Office to be eligible for tuition waiver. Permission will be granted if the employee can participate with a minimum of inconvenience to the office or department.

College employees who receive these tuition benefits will be billed for the student activities fee, but will not be billed for the facilities fee; if they wish to use the Keohane Sports Center for services requiring membership, they may purchase membership at regular employee rates. If an employee is a degree candidate, s/he may complete Physical Education

requirements for her/his degree at a rate of not more than 2 physical education "credit points" per term without paying the facilities fee. Dependents of College employees eligible for these tuition benefits will be charged for both the student activities fee and the facilities fee (even if they might otherwise be eligible to use the Keohane Sports Center on a family or individual membership).

To obtain these benefits for themselves or for dependents, an employee must complete an Application for Tuition Remission each term and submit it to the Human Resources Office prior to the start of the semester for which the benefit is to apply. Forms are available in the Human Resources Office. Student Financial Services will automatically bill for every course registration; the charge may be satisfied by timely filing of the form.

C. Auditing Courses

Eligibility and Benefit: Regular full-time employees and their spouses may each audit one course per semester at Wellesley College without charge, provided space is available. Half-time employees may audit one course without charge. Those employees who retire at age 60 and over with at least ten years of continuous service may audit courses free of charge.

Courses open to auditors are determined by the professor of the course. If you wish to audit a course you must get permission from the professor of the course.

Employees who wish to audit a course, must also obtain permission from their supervisor. If you audit a course that meets during work hours you must arrange with your supervisor to make up the time missed.

An auditor does not participate in class discussions and does not take quizzes or final examinations.

The College's email system and library access will not be available to those who do not already have a BANNER ID.

D. Tuition Reimbursement

The Tuition Reimbursement program provides tuition benefits to eligible employees taking courses at institutions other than Wellesley College.

Eligibility: Employees who work at least half-time for at least nine months per year are eligible for tuition reimbursement, in accordance with this policy, after completion of one year of continuous employment.

Benefit: Eligible full-time, full-year employees can be reimbursed for tuition for academic courses taken at an accredited institution. The maximum reimbursement in any fiscal year

(July 1 to June 30) will be the actual tuition paid or the cost of one Wellesley College course, whichever is less. If you work less than 35 hours a week, 52 weeks a year, the benefit will be prorated based on your budgeted Full Time Equivalence (FTE). You determine your FTE as follows:

For 35-hour positions, multiply your hours per week by your weeks per year and divide by 1820.

For 40-hour positions, multiply your hours per week by your weeks per year and divide by 2080.

Example:

The 2008/2009 cost of one Wellesley College course is \$4,551; therefore, this is the maximum reimbursement a full-time, full-year employee could receive in 2008/2009.

Eligible full-time, academic year and half-time employees can be reimbursed for tuition for academic courses taken at an accredited institution. The maximum reimbursement is an amount equivalent to the budgeted FTE of the employee applied either to the tuition paid or the current cost of one Wellesley College course, whichever is less.

Examples:

- If you work 35 hours a week (in a 35 hour position) for 39 weeks, your FTE is 0.75 (using the formula explained above for 35-hour positions). The maximum reimbursement you would be eligible to receive in 2008/2009 would be 75% of \$4,551.
- If you work 17.5 hours a week (in a 35 hour position) for 43 weeks, your FTE is 0.41 (using the formula explained above for 35-hour positions). The maximum reimbursement you would be eligible to receive in 2008/2009 would be 41% of \$4,551.
- If you work 20 hours a week (in a 40 hour position) for 39 weeks, your FTE is 0.38 (using the formula explained above for 40-hour positions). The maximum reimbursement you would be eligible to receive in 2008/2009 would be 38% of \$4,551.

Courses Covered Under Tuition Reimbursement: The tuition reimbursement benefit applies to tuition only; fees and other related costs are not covered. If you are matriculated in an undergraduate degree program, evidence of matriculation must be supplied. Individual courses taken as part of an undergraduate degree program do not have to be job related in order to qualify for tuition reimbursement. If you are not matriculated in a degree program, however, the course must be job related and must be taken for credit.

Workshops, seminars, and other non-academic programs are not covered by this benefit. Departments may use their training budgets to send employees to such job-related training programs.

Application Procedure: It is expected that courses covered by tuition reimbursement are taken in the evening or on weekends, not during your regular working hours. In order to be eligible for reimbursement, an application for this benefit, including a course description, must be approved by the Human Resources Office prior to enrollment in the course. You will be eligible to receive a tuition reimbursement upon successful completion of the course (grade C or better). Evidence of successful course completion must be submitted within 60 days after completion or reimbursement will not be made. This evidence must be in the form of a transcript or other official documentation plus the itemized, receipted bill or invoice.

Employees eligible for other assistance, e.g., Veterans' benefits, must notify the College in advance. The College would then reimburse the employee, up to the amount of original eligibility, for the tuition remaining, if any, after all other assistance has been applied.

Section 10. General Information and Services

ATM

Automated Teller Machine for Bank of America is located on the first floor of the Lulu Wang Campus Center.

Administrative Council

The Administrative Council, established in 1984 under the auspices of the President's Office, provides Wellesley College administrative staff with a forum to discuss and make recommendations on issues of concern. Serving in an advisory capacity to the President, Council represents administrative staff views and its recommendations are brought to the President, Senior Staff, and the Board of Trustees.

Membership is open to all full-time and part-time administrative staff. There are ordinarily eight meetings annually, chaired by the President of the College or her/his delegate.

Bookstore

The college bookstore is located on the 4th floor in the Lulu Wang Campus Center. Bookstore hours during the academic year are 9:00am to 5:00pm Monday through Friday, 12:00pm - 4:00 pm on the weekends.

The bookstore also has extended hours during rush periods during which the bookstore remains open one hour later. During the summer months the bookstore is open from 9:00am until 4:00pm Monday through Friday for your convenience. Employees who present their I.D. will receive a 10% discount on all clothing, supplies and gift merchandise. You can contact the bookstore at ext. 2136 or via fax at 781-283-3966.

All office supplies can be ordered through individual departments. Text order forms are also available in the departments. More order forms can be picked up at the bookstore at any time. Book orders for the fall semester are due April 15th and for the spring semester on October 15th. This is to ensure expedient ordering and prompt arrival of all of your text. We thank you for your support and hope to see you soon.

Campus Police

- Police-Safety and Security

The Wellesley College Police Department is a full-service, professional public safety agency committed to creating a safe campus environment for all students, staff, faculty and visitors.

The department is staffed 24 hours each day, 365 days per year. The Police Department is located in the Service Building, adjacent to the Physical Plant building, immediately off College Road.

Employees in need of routine assistance can call extension 2121. The on-campus police emergency number is extension 5555. Individuals can use the emergency number for any police, fire, or medical emergency.

- **Crime Prevention**

Crime prevention is the essence of a safe campus and is everyone's business. The Wellesley College Police Department relies on members of the community to be actively involved in observing and reporting unusual or suspicious activities.

The department encourages everyone to follow their intuition when deciding whether to report an incident or situation. If something looks out of place or unusual, refer it to the police, who can investigate the situation.

If you or your colleagues would like a crime prevention program for your department, we ask you to contact the Police Department at extension 2121. If you have any questions about safety and security on the Wellesley College campus, please feel free to contact us at any time.

The Center for Work and Service

The Center for Work and Service will provide counseling for employees on career exploration and résumé writing. Advance appointments are necessary.

Charitable Giving Campaigns

The college community supports United Way, Oxfam America, Rosie's Place, and Community Works through an annual charitable giving campaign each fall.

Copying and Printing Facilities

- **Copying:** The Copy Center is located on the first floor of Green Hall by the elevator, open Monday - Friday, 8:30-4:30. The Copy Center is part of the College's Auxiliary Services Group.

Services Include: High-speed, high-volume quick printing of academic, research and administrative materials, completed in one to four hours. While-you-wait "on demand" copying for work needed immediately. Color copying.

Copy orders should be processed by using a Copy Center request form available at the Copy Center front counter. For small copy jobs, there are convenience copiers located on the 2nd and 3rd floors of Founders, at the Science Center, and in most academic areas.

Consult your department for your unique access code. There are also self-service copiers in the walk-up area of the Copy Center.

The Copy Center also will do personal work on a non-priority basis for a fee.

You may request a copy card for use in Clapp Library, the Science Library and Jewett Music Library. These cards are available at the Copy Center using your department budget number or academic research number on a Copy Center request form.

Please direct your copying questions or requests for assistance on copying issues to the Copy Center Staff at Ext. 2395

- **Printing Services:** Printing Services is located in the Distribution Center and can be reached by phone, (ext. 2033), campus mail or personal delivery for the more complicated jobs.

Printing Services provides on campus desktop publishing services, printing, bindery, mail house operations as well as coordination with outside vendors. Be it a major publication targeted to increase the College's profile with an external constituency or an internal flyer to announce your latest hire, we can help with everything from business cards, letterheads and envelopes to special projects, banners and event signage.

Printing Services is open from 8:30 - 4:30 (closed 12:00 - 1:00) Monday through Friday.

Child Care

There are two facilities for younger children on campus. The Day Care Center, operated by the Wellesley Community Children's Center, Inc., a private, nonprofit agency, was built jointly by Wellesley College, Babson College, and the Wellesley Community Children's Center, and is located on the Wellesley campus near the Child Study Center. The Day Care Center, which opened in March 1988, provides care for 94 children from 3 months to 5 years both part and full time on a year-round basis. One-third of the openings are reserved for Wellesley faculty and staff children. The Wellesley Community Children's Center is located on the Wellesley College campus. Children age three months through five years are eligible to participate in the program which offers full-time care. The Center is closed Christmas Week, (week between Christmas Day and New Year's Day), the week preceding Labor Day and all legal holidays. More information, application forms, tuition information, and hours of operation is available by calling 237-7667.

The Wellesley College Child Study Center is a laboratory nursery school for the Department of Psychology. Housed in the historic Anne L. Page building, which was designed in 1913 specifically as a school for young children, the Center is spacious and well-equipped. Within it, the staff provides a secure, creative environment in which to encourage each child's self-development, including relationships with peers and adults.

The program is designed to meet the diverse social, physical, emotional and cognitive needs of individual children, and to foster independence, self-respect, concern for others, and age-appropriate competencies.

The Center also has a research laboratory in the Science Center. The three classrooms serve forty-four children ages two to five. The Center follows the College calendar. Faculty and staff have priority for enrollment and receive a tuition reduction. Hours and enrollment are limited. For additional information, call the Child Study Center directly, Ext. 2695.

AllOne Health, Parent Resource Center

AllOne Health provides counseling, consultation, and education to staff and faculty to help with the stresses of life and work--including personal and family issues, drug or alcohol problems, budget and debt counseling, and job-related tensions. AllOne Health also offers child care and elder care resources and referral, parent education, informational publications, and linkage to community resources. The College has contracted with AllOne Health to provide these services. In conjunction with the Human Resources Office sponsors 2 seminars per year on elder care and child care issues. For more information, please call AllOne Health at 1-800-451-1834.

Credit Union

Through payroll deductions, all employees may participate in Metropolitan Credit Union payroll savings plan. Brochures and applications are available in Human Resources Office.

Dining Facilities - On Campus

- Lulu Wang Campus Center - Cafeteria- Style food open during the academic year.
- College Club - No annual membership fee. Banquet hall/Restaurant facility, overnight facilities available.
- Collins Cafe - Located in the Davis Museum and Cultural Center. Menus posted daily on the Faculty/Staff bulletin of FirstClass.

- Student Run Facilities:

El Table - Located in basement of Founders Hall - snacks, sandwiches, drinks, candy, etc.

Cafe Hoop - Coffee house located on 1st floor of the Lulu Wang Campus Center.

Punch's Alley - 1st floor of the Lulu Wang Campus Center.

Meal Tickets: Employees are welcome in the student dining halls at meal time. However, tickets are necessary. A book of ten lunch tickets or ten dinner tickets may be purchased at a reduced rate from the Dining Service Office, located at the College Club or single tickets may be purchased from the dining hall checker.

Emergencies

Wellesley College Police are trained to handle most emergencies. They are also in direct contact with the fire department, and ambulance services. Emergency phone numbers that employees need to know are:

Wellesley College Police...ext 5555

Wellesley Fire Department...235-1616

Police Department/Ambulance Services...235-1212

[Health and Safety Office](#)...ext 3882

Greenhouses

The Margaret C. Ferguson Greenhouses, combined with the 22 acres of the Hunnewell Arboretum and the Alexandra Botanic Gardens, are an outstanding teaching facility and are a horticultural resource visited by thousands each year.

The 15 glasshouses contain a remarkable diverse collection of over 1000 kinds of plants, while providing botanical research facilities for faculty and students. Members of the college community may tour the Greenhouses located in the Science Center. For information contact the Friends of Horticulture, Extension 3094.

Harambee House

Harambee House is the cultural and social center for the Black community at Wellesley.

Diverse program offerings, which highlight various aspects of African, African-American, and African-Caribbean culture, are open to the College community. Harambee has a growing library of the history and culture of African and African-American peoples and also contains offices for the staff as well as rooms for seminars, meetings, and social gatherings.

Information Services

All information services of the College are integrated into one division. Included are computing, library, media, and telecommunications.

- College Web Site: The first place to look for information, including more detail on services listed below.
- E-mail and Conferences: E-mail and electronic conferences are available through accounts on FirstClass. Employees may request accounts by calling the Help Desk, ext. 3333. Establishing a FirstClass conference can be expedited by opening the Wellesley Conferences folder on the FirstClass desktop; post your request in the Conference Requests folder.
- Computer Software and Hardware Support: Users can expect support for any College-standard hardware or software. Documentation is available from the [Computing web site](#).

For computer questions or problems call the Help Desk, ext. 3333, or stop by; the Help Desk is located on the main floor of Clapp Library and is open weekdays between 8:30 and 4:30. After hours, a voicemail message may be left; staff will return the call the following morning or as soon as possible.

You can also get community support for technology questions through the "Computing Questions & IS Alerts" conference in FirstClass.

- Training: The [Information Services Training](#) page lists options for on- and off-campus classes, conferences, and online training (Element K). [Element K](#) is a web-based training resource available to students, faculty and staff that includes self-paced and instructor-led courses on the most popular software programs, as well as an online library of how-to books for computer users.

Library

The [Wellesley College Library](#) holds 1.3 million volumes, with more than 2500 current periodical subscriptions and a growing multimedia collection. The Library also subscribes to many electronic resources and databases, which are identified in the [online catalog](#).

[Interlibrary Loan and Document Delivery](#) services, together with membership in the Boston Library Consortium and NExpress, ensure access to a wide range of off-campus resources.

Clapp Library (the main library) houses humanities and social sciences materials, an outstanding rare books collection ([Special Collections](#)), the [College archives](#), and the [Book Arts Lab](#). The Library is a U.S. government document depository and also collects international documents. Besides Clapp, there are the [Art](#), Astronomy, [Music](#), and [Science](#) libraries.

All staff members with a College One Card have borrowing privileges at the College Libraries.

- Knapp Media and Technology Center: [The Knapp Media and Technology Center](#) is located on the ground floor of Clapp Library. It consolidates Course Support Services (including Reserves) and Media Services. It provides instructional technology and multimedia support through numerous workstations, project rooms, and specially equipped rooms for video production, sound recording, digital editing, and video conferencing.

Laptops, digital cameras, digital video camcorders, LCD projectors, tape recorders, and laser pointers are among the many pieces of equipment available at the Knapp Center for Wellesley faculty and staff to borrow.

[Videoconferencing](#) is available in Project Room 113 in the Knapp Media and Technology Center and Room 127 Pendleton East.

- Computing Labs and Classrooms: Computers and printers for College community use are available in the Science Center Mini Focus, the Social Science Research Center and the Media Lab in Pendleton East, and in Clapp Library. Academic work has priority in all shared facilities, and multimedia assignments have priority in the Pendleton Media Lab and the Knapp Media and Technology Center.

A wide variety of computer and A/V equipment is installed throughout the campus; see details on what is available in [classrooms, labs, and resource rooms](#). Additional audiovisual equipment is available through the Knapp.

- Telephone and Voicemail Systems; Online Directory: Audio-conferencing, voicemail system distribution lists and broadcast messaging are available through [Telecommunications](#). All telephone or voicemail problems should be reported to the repair line, ext. 4357.

Department listings, commonly-called numbers, and key contacts can be found in the online Directory pages. Wellesley's Voice Recognition Directory is available 24 hours/day, 7 days/week, ext. 4000.

- Administrative Applications and Databases: Staff may access a variety of specific administrative information online through Banner. Specific accounts are required, depending on need. For assistance in determining these requirements and acquiring accounts, contact the Technical Support person for your department. The Help Desk, ext. 3333, can identify the appropriate person.
- Computer Purchase Information: Discounts on software and hardware are available through the [Computer Purchase Program](#).

Lost and Found

The Lost and Found Office for the College is located at the Wellesley College Police Office. Any article(s) that are found on campus should be taken there.

If you find someone's personal property, or lose your own, you should contact the Wellesley College Police Department to report the incident. The department maintains an extensive database of all found property and property reported lost to aid in its return to the proper owner.

Museum

The [Davis Museum and Cultural Center](#) includes galleries for painting, sculpture, and works on paper, a gallery for temporary exhibitions, a study gallery, print room, cinema, and cafe. The museum presents from eight to ten exhibitions annually and offers informal lunchtime lectures on these exhibitions.

Members of the college community may visit exhibitions and attend lectures. The Museum is open Tuesday through Sunday during the following hours:

Tuesday, Friday, and Saturday...11:00 - 5:00

Wednesday and Thursday...11:00 - 8:00

Sunday...1:00 - 5:00

Parking and Traffic Safety

The Wellesley College Police Department manages parking and traffic safety on campus. To ensure pedestrian safety, the Police Department strictly enforces posted speed limits and parking restrictions. Individuals illegally parking on campus face monetary fines, possible towing or booting, and revocation of parking privileges. Individuals exceeding posted speed limits or driving recklessly on campus face College and State of Massachusetts fines. Anyone receiving a traffic citation may appeal the citation within 14 days after receiving the ticket.

Instructions for appealing citations are found on the reverse of the ticket.

PARKING AUTHORIZATION. Parking on campus is extremely limited. All Wellesley College members must register their vehicles with the Police Department. The department assigns parking based on seniority, place of work, and available parking. Every effort will be made to assign you to a lot adjacent to your office building, but as a new employee you may be assigned to a lot some distance away. If this occurs, your name will be placed on a waiting list, and when space is available, you will be reassigned a space in the closer lot.

Very few spaces are reserved; so most parking is on a "first-come, first-served" basis.

New employees should present their Wellesley OneCard (link OneCard II.7) at the Police Station to register their vehicle and obtain a parking permit.

Employees who illegally park their cars will be ticketed by the Wellesley College Police. Cars blocking fire lanes or obstructing traffic may be towed at the owners' expense.

Perks @ Work

The [Perks @ Work](#) program is for faculty and staff. This program offers special discounts at local businesses.

President's Club

Employees who have at least 25 years of continuous service become life members of the President's Club. Fees associated with the College Club, Golf Course, and Keohane Sports Center are waived for the employee and spouse. Free memberships are available for eligible dependent children (up to age 23) living at home. Free theatre tickets for campus production and discount at bookstore.

Publications

H R Illuminator - HR news and updates

Wellesley News - Student newspaper

Wellesley - Published 4 times a year; Alumnae Magazine

The Wellness Newsletter - Published periodically by the Wellness Planning and Advisory Committee.

Recreational Facilities

Wellesley College offers members of the college community an abundant variety of recreational activities.

The Keohane Keohane Sports Center, Boat House, Nehoiden Golf Club, outdoor tennis courts, and playing fields are available for your use in accordance with published rules and schedules. Employees wishing to join the Keohane Sports Center or the Golf Club must be employed seventeen and one-half hours or more.

Keohane Keohane Sports Center membership is available to employees, their spouses or domestic partners and dependents living in the same household between the ages of 5 and 22. The employee must be a member for the spouse or partner to join.

Nehoiden Golf Club membership is available to employees, their spouses or domestic partners, and dependent children over 16 residing in the same household. Memberships are for one season and are cancelled if an employee leaves College employment. Retired members of the College with at least 10 years of service who retired at age 60 or older may continue to apply for membership.

Information on the use of Lake Waban for swimming and the tennis facilities in the summer is sent to the college community each spring.

Wellness

Wellesley College is committed to the good health and well-being of all members of the college community. Faculty and staff may choose from a comprehensive offering of low-cost wellness programs taught at the Keohane Sports Center. For descriptions of on-going programs and special events visit the [wellness website](#).

Acknowledgement of Receipt of Employee Handbook

I have reviewed the Wellesley College Employee Handbook. I agree to read the Handbook and abide by the policies and procedures contained therein. I understand that the policies, procedures and benefits contained in this employee handbook may be changed at the sole discretion of the College at any time. I understand that the most current version of this handbook replaces any and all prior handbooks and policies of the company. I understand that Wellesley College is an "at-will" employer and as such my employment with the College is not for a fixed term or definite period and may be terminated at the will of either me as the employee or the College as the employer, with or without cause, and with or without notice. I understand that nothing contained in this handbook or any other statement of policy or procedure may be construed as creating a contract of employment, or a promise of future benefits, with Wellesley College.

If I have questions regarding this handbook, I will bring them to the attention of my supervisor.

¹Of course, non-consensual relationships are strictly prohibited by the College and are also subject to legal prohibitions.

²Examples of supervisory relations between faculty and students would include, but not be limited to: (a) individuals involved, or likely to be involved, in a classroom situation; (b) individuals involved, or likely to be involved, in a tutorial such

as a 350, 360, 370, or other independent work; (c) any situation wherein a student is majoring in a professor's department; (d) any situation wherein a student is a member of a group under the professor's supervision, such as a junior year abroad program, or other group activities. In addition, other kinds of academic supervisory roles come under this definition (e.g. class deans and students).

Examples of supervisory relations between staff and students would include, but not be limited to: (a) relations involving the heads of any division, and/or the managers of any department within the college; (b) relations between students and student life staff, including Resident Directors, counseling and medical staff; (c) relations between members of the Wellesley College Campus Police and any student; (d) students working for and/or reporting to any staff member as part of their employment; (e) students and staff serving on College committees together; or (f) any formal or informal advising relationship between staff and students.

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