



Human Resources Illuminator

April 2009

This annual issue of the HR Illuminator includes important information for all administrative staff and faculty. Included in this issue are the following:

Summer Hours Policy for Administrative Staff
Holidays for 2009-2010
Academic Year Appointment Schedules for 2009-2010
Information on Health Insurance for Employees with Graduating Dependents
Frequently Asked Questions about Vacation

2009 SUMMER HOURS FOR ADMINISTRATIVE STAFF

We are pleased to announce the work schedule for administrative staff for summer 2009. While parts of the College will be open all five days in the summer, Friday will normally be a flexible day. It is hoped that as many staff as possible will have the opportunity to participate in this flexible summer work schedule.*

Flexible summer hours will begin on Monday, June 8th and end on Friday, August 21st. The flexible summer work week for full-time employees is 34 hours or four 8.5 hour days. (Example: 8 a.m. - 5 p.m. minus one-half hour for lunch equals one 8.5 hour day; schedules for less than full-time employees are prorated; example: 17.5 hour employees work 17 hours in four days or 4 1/4 hours per day, no lunches) 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 supervisor. Some staff members may prefer to continue to work their usual schedule; such preferences will be respected.

Please remember that the summer hours work week is 34 hours per week or 8.5 hours per day. A full-time employee who takes a vacation week during the summer hours period should utilize 34 hours of vacation time. However, if a single vacation day is taken, the time entered should reflect 8.5 hours vacation time.

**Note: 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.*

NOTES RELATED TO SUMMER PAYROLL

Benefit deductions for health, dental and contributory life insurance will be put in "arrears" for those employees who work 9, 9 1/2, 10 or 11 months per year. That means that when you return to work at the beginning of the following academic year, your deductions will be doubled until you are current.

Employees who are paid on a weekly basis and who work the Summer Hours schedule must include the additional 1 hour under summer hours when entering their hours on web time entry so that their paychecks will be correct.

HOLIDAYS FOR ADMINISTRATIVE STAFF FOR 2009-2010

The holidays for administrative staff for the 2009-2010 academic year are:

Labor Day

Monday, September 7, 2009

Columbus Day

Monday, October 12, 2009

Thanksgiving

Thursday, November 26, 2009

Friday, November 27, 2009

Christmas *

Friday, December 25, 2009

New Year's Day Holiday

Friday, January 1, 2010

Martin Luther King, Jr. Day

Monday, January 18, 2010

Presidents' Day

Monday, February 15, 2010

Patriots' Day

Monday, April 19, 2010

Memorial Day

Monday, May 31, 2010

Independence Day

Monday, July 5, 2010

*This year, the special time off at Christmas will be one full day on Thursday, December 24.

Holidays for union employees are governed by their collective bargaining agreements.

FOURTH OF JULY HOLIDAY

This year (2009) the Independence Day holiday will be observed on Friday, July 3rd. Therefore, the usual 34 hour summer work week for full-time administrative staff will be 27 hours that week.. These hours may be worked, with the approval of your supervisor, as a three-day work schedule of 9 hours each day for this week only. Hours are prorated for less than full-time staff, as described under Summer Hours above.

An example, if a full-time employee uses Friday as a summer hours day, with Thursday, July 3rd as their holiday, the time recorded will be:

| | |
|-------------|-----------------------|
| Monday - | 9 hours regular |
| Tuesday - | 9 hours regular |
| Wednesday - | 9 hours vacation |
| Thursday - | 7 hours holiday |
| Friday - | summer hours day |
| Total - | 34 hours for the week |

ACADEMIC YEAR APPOINTMENTS FOR 2009-2010*

Labor Day 2009 will be celebrated on Monday, September 7. Therefore, the schedule outlined below applies for most academic year employees.*

39 Week (9 month) Appointments
8/31/2009 through 5/28/2010

41 Week (9 1/2 month) Appointments
8/24/2009 through 6/4/2010

43 Week (10 month) Appointments
8/31/2009 through 6/25/2009

Commencement will be Friday, June 4, 2010

Union employees are governed by their collective bargaining agreements.

****If any academic year administrative employee has a different start and end date due to departmental needs, please be sure to let The Human Resources Office know so that the Payroll Office may be notified of the appropriate adjustments to the payroll cycle.***

FACULTY NOT RETURNING IN 2009-2010

Faculty who will not be returning in Academic Year 2009-2010 will receive benefits termination information through Campus Mail which will include information about the provisions of COBRA continuation for health and dental insurance. Those who have questions about their benefits termination may call x2212 or e-mail Eva Bedrick (ebedrick@wellesley.edu). Benefits terminate on June 30, 2009 for any faculty member not returning in the next academic year.

REMINDER TO EMPLOYEES WITH MAY/JUNE GRADUATES*

Employees with students graduating from College are reminded that **health and dental coverage** under their Harvard Pilgrim Health Care HMO or PPO and Delta Dental **may** continue after September 30th under the provisions of the Massachusetts Health Care Reform law if the dependent meets the new definition of dependent under that law. **See article below about that definition.**

****Note:** High school graduates who will be going on to College full-time will have continuous coverage. Forms for verification of full-time student status or eligibility as a dependent under Massachusetts Health Care Reform will be sent out to employees by Harvard Pilgrim in August. **Be sure to complete and return this form to Harvard Pilgrim Health Care in a timely fashion in order to document your dependent's IRS status and/or to ensure continuation of coverage.***

Effective January 1, 2007, the State of Massachusetts implemented a law requiring insured health plans to allow unmarried dependent children of eligible, enrolled employees to be eligible for coverage up to the earlier of the date on which they turn age 26 or 2 years following loss of dependent status under the Internal Revenue Code, **whichever occurs first.**

This means that Wellesley College employees enrolled in the Harvard Pilgrim Health Care HMO or PPO Plans for 2009 will be able to keep their enrolled unmarried dependent children on the plan up to their 26th birthday or up to 2 years following loss of dependent status under the Internal Revenue Code, **whichever occurs first.** As a result of the difference in federal and state definitions of dependent, there may be tax implications for those employees covering dependents as a result of this regulatory change (please contact the Human Resources Office for more information).

If your dependent does not meet the criteria, as detailed below, or if they have employment and coverage elsewhere, they will be removed from your group coverage and offered COBRA continuation at 102% premium.

Definition and Verification of Dependent Status from Harvard Pilgrim Health Care

Massachusetts Health Care Reform Act, Chapter 58 of the Acts of 2006, requires fully insured employer groups in Massachusetts to cover dependents:

- (a) through the day before a child's 26th birthday or
- (b) two years after the child loses federal tax dependent status, whichever occurs first. Under Harvard Pilgrim's policy:
 - Full-time students and/or child federal tax dependents are eligible for family coverage until the day before their 26th birthday
 - Children who lose tax dependent status before their 26th birthday or who stop attending school on a full-time basis are eligible for a two-year (tax year) coverage extension under a family policy
 - The two-year extension begins on January 1 of the year in which the dependent child is no longer claimed as a federal tax dependent or stops attending school on a full-time basis. It will last through the earlier of:
 - December 31 of the second tax year **or**
 - The day before a dependent's 26th birthday

Frequently Asked Questions About Vacation

Q. I know that the vacation accumulations are detailed in the Administrative Handbook on the HR Website, but could you provide a brief summary?

A. Yes, this information is available to administrative staff in the Administrative Handbook on the Human Resources Office website at www.wellesley.edu/HR. We are happy, however, to provide the following summary:

FULL YEAR STAFF:

ANNUAL (FISCAL YEAR) VACATION:

Full year non-exempt staff:

15 days (105 hours); then 20 days (140 hours) after 10 years

Full year exempt staff:

20 days (140 hours); no change regardless of years of service

If you work less than full-time, your vacation leave is accrued in direct proportion to the number of hours you are scheduled to work. For example, someone working 17.5 hours per week in a non-exempt full-year position earns 15 days at 3.5 hours per day, or 3 weeks at 17.5 hours.

ACADEMIC YEAR STAFF:

ANNUAL (FISCAL YEAR) VACATION:

Academic year non-exempt staff:

10 days* (15 days after 10 years)

Academic year exempt staff:

15 days* (20 days after 10 years)

* Five days at Christmas and five days at Spring Break. Vacation time for academic year employees working less than full-time is in direct proportion to the number of hours scheduled to work per week.

(Note: Because all academic year employees earn and use vacation leave within the same academic year, vacation accruals do not appear on the pay stubs.)

Q. The time that shows on my pay stub or in Web for Employees doesn't seem to be right. How can I verify my vacation balance?

A. Your supervisor/and or designated department member responsible for completing the time roster each payroll should be able to explain your vacation and sick time accruals/reporting that is reflected on your pay stub. The

information on your pay stub is a reflection of the time that is reported by your office for each payroll period. Information is updated by Payroll during each payroll run. It is always a good idea to keep track of your own time in the event that a discrepancy does occur.

Q. I am a full-time, exempt employee. What is the maximum vacation time that I may have as of July 1?

A. As a full-time exempt employee, you are entitled to four weeks (140 hours) vacation each fiscal year. Only one week of your accumulated vacation from a prior fiscal year may be carried over to the next fiscal year so that the maximum time you may have as of July 1 each year is five weeks (175 hours).

Q. I am a non-exempt employee who works full-time, full year. I have been employed five years. How much vacation will I have on July 1, 2009? How about July 1, 2010?

A. During the fiscal year 2008/2009 you will have accrued 15 days (105 hours). This, of course, is reduced by any time taken as reported on your departmental timesheets. The maximum unused time you may have as of 7/1/2008 will be 140 hours, or one week carryover from 2007/2008, if that time wasn't used, and 3 weeks from the 2008/2009 fiscal year accrual. During the 2009/2010 fiscal year you will again accumulate 15 days (105 hours) of vacation time. The maximum unused time you may have as of 7/1/2010 will be 140 hours, or one week carryover from 2008/2009 and 3 weeks from the 2009/2010 fiscal year accrual. Generally vacation time is earned in one year to be used in the next. Your available vacation is subject to time reporting submitted each payroll by your supervisor/department payroll representative. You should consult that individual with any questions you may have.

Q. What happens to my vacation time if I terminate employment?

A. You will be paid for any unused, accrued vacation, up to the maximum of 5 weeks. This payout is prorated for less than full-time employees. For example, if you work 21 hours per week, at the time of termination the maximum you may receive for unused, accrued vacation will be 105 hours (depending upon years of service, where applicable).