



## Human Resources *Illuminator*

This edition of the HR Illuminator includes information for all staff, faculty and union employees. Included are:

- Human Resources Training Programs
- Holidays
- Performance Management
- Pre-retirement Programs
- Healthy You Update
- Academic Appointment Schedules for 2011-2012
- Summer Hours Policy for Administrative Staff
- Mail Order Prescription Program
- Know Your Beneficiaries
- Websites to Bookmark

## Upcoming Human Resources Training and Development Programs

### On-line Training — Sexual Harassment and Anti-discrimination

Watch for the announcement

### Financial and Legal Aspects of Elder Care

*April 5th, Library Lecture Room, 12:30 – 1:30pm*

Presented by Parents in a Pinch, financial and legal issues are at the core of many aspects of helping an aging family member. One of the first things families must do to proactively plan for the care of an elder is to determine how the care will be paid for. Learn about the cost of different levels of care and the distinctions between Medicaid, Medicare, long term care insurance, and other funding sources.

**Suggested audience:** All

### Millennials on Board: Understanding and Employing Millennial Generation

*April 13th, Library Lecture Room, 9:00 – 11:00am*

Rachel Reiser, Associate Dean for Academic Services at Babson College, will present a discussion on the Millennial Generation and provide tools and tactics to effectively understand this generation and capitalize on all they bring to the workplace. Rachel will discuss an overview of the general demographics and psychographics of the generation and experiential factors that impact their outlook in the workforce.

**Suggested audience:** Department Heads/Supervisors

Please contact Sandra Murga at x 3289 or  
<https://socrates.wellesley.edu/stafftraining/registration.cfm>  
to register for any of the programs above.

April 2011

### 2011-2012 Holidays for Administrative Staff

**The holidays for administrative staff for the 2011-2012 academic year are:**

#### **Independence Day**

Monday, July 4, 2011

#### **Labor Day**

Monday, September 5, 2011

#### **Columbus Day**

Monday, October 10, 2011

#### **Thanksgiving**

Thursday, November 24, 2011

Friday, November 25, 2011

#### **Christmas (observed)**

Monday, December 26, 2011

#### **New Year's Day (observed)**

Monday, January 2, 2012

#### **Martin Luther King, Jr. Day**

Monday, January 16, 2012

#### **Presidents' Day**

Monday, February 20, 2012

#### **Patriots' Day**

Monday, April 16, 2012

#### **Memorial Day**

Monday, May 28, 2012

Part-time employees who work at least 17.5 hours per week are entitled to prorated holiday pay based on the authorized hours for the position, divided by 5 days, to determine the holiday pay.

The Presidents Discretionary Time Off for benefits eligible administrative staff is as follows:

Employees working 12 months:  
December 27 – December 30, 2011

Employees working less than a 52 week schedule:

> 11 mos and < 12 mos receive  
3 additional days

> 10 mos and < 11 mos receive  
2 additional days

> 9 mos and < 10 mos receive  
1 additional day

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



## **A Note from Eloise See McGaw, Assistant Vice-President and Director of Human Resources & Equal Opportunity:**

### **Performance Development Reviews**

The annual performance development review is intended to formalize the communication between our employees and their supervisors about the challenges and opportunities the employee has faced in her/his work over the past year. Focusing on the past year's accomplishments can serve as a framework for developing goals for the year ahead. Every employee is entitled to an annual formal review of their work performance and we expect these to be completed by June 3rd for academic departments and by June 30th for others, unless the division head has requested an alternative deadline.

### **Performance Review Resources**

As a result of many requests from departments, we have simplified the performance management form and updated the self-assessment form. Both are available on our newly designed Human Resources website: <http://web.wellesley.edu/web/Dept/HR/Benefits/forms.psm1>. These forms are designed so that you can adapt them in any way that best fits your way of documenting these discussions. Also available on our website are checklists for the supervisor or the employee to consider (including a self assessment form) that can help prepare them and guide the conversation. These can also be customized in ways you may think would be more suitable for you. Programs for employees and supervisors were held in early March; however, we are also available to meet with managers and supervisors on an individual or departmental basis to talk about the process in your area. If you wish to have us come to a departmental meeting or meet with you individually, please contact Carolyn Slaboden or Kathy Stewart.

## **Pre-retirement Planning Program**

*Our Pilot last Spring was successful based on participants' feedback – here it is again!*

### **A Human Resource Program for Faculty & Staff:**

This brown bag lunch-time series will focus on benefits related to retirement. The series, presented by experts in their field, is geared toward faculty, staff and union employees who are considering retirement within the next several years, including those who plan to retire this June.

Space is limited – please RSVP to Sandra Murga @ [smurgazu@wellesley.edu](mailto:smurgazu@wellesley.edu) or x3289, if you wish to attend. Refreshments will be available. Choose the session that interests you – or attend all.

#### **I. Your Retirement Income Options**

**Friday, April 29th, 12:30 – 1:30pm; Library Lecture Room**

**Presenter** – Tammy Kayata, TIAA-CREF Consultant

This session reviews methods to determine your income needs and strategies to protect cash flow from the negative impact of inflation and unplanned expenses. Options to convert your retirement plan account into an income stream will be outlined.

#### **II. Social Security Retirement Income & Medicare**

**Wednesday, May 11th, 12:30 – 1:30pm; Library Lecture Room**

**Presenter** – Steve Richardson, Regional Director for Social Security

Learn how your Social Security benefits are calculated, what you can expect to receive from Social Security in retirement, along with the impact of early retirement versus delayed retirement. Learn how to enroll in Medicare. Ask the expert - bring your questions!

#### **III. Estate Planning**

**Wednesday, May 25th, 12:30 – 1:30pm; Library Lecture Room**

**Presenter** – Coleen Carcone, TIAA-CREF JD, CFP®

This session will review the components of an estate plan, including wills, Revocable Trusts, powers of attorney and health care proxies. A discussion of the importance of coordinating asset ownership and beneficiary designations with your estate plan will be included.

### **Retiree Medical Program Information – one-on-one appointments**

**Monday, April 25th, one hour appointments are  
available between 12:00 and 4:00pm**

**Monday, May 2nd, one hour appointments are  
available between 12:00 and 4:00pm**

Sonja Hicks, a Shine Counselor with the Shine Program (Serving Health Insurance Needs of Elders), is available to meet with employees who are approaching age 65 or over, and planning on retiring. She will provide information and guidance regarding health plans available that work in conjunction with Medicare. Make an appointment for one of the dates/times above, by calling Eva Bedrick at 781-283-2212. Sonja will meet with employees in the Human Resources office.



## Dear Colleagues:

We are pleased to report, the first two months of **Healthy You** have been a great success! As you know, **Healthy You** is a collaborative effort with the Boston Consortium Schools, that addresses the rising cost of health care while enhancing the health of each of us here at the College.

To date, Harvard Pilgrim Health Care (HPHC) has held one biometric screening and four additional wellness programs on topics such as nutrition, sleep health, and back care. We have had 320 faculty, staff and union employees attend the wellness programs so far and we expect the April and May programs to have equal or greater attendance! 120 employees attended the biometric screenings on February 28th and, as of March 20th, HPHC has received 170 completed health questionnaires (HQ) from employees and spouses.

We are encouraged by this participation. We value your input and welcome you to share your feedback at [healthyu@wellesley.edu](mailto:healthyu@wellesley.edu)

## Don't miss out...

### Take the Health Questionnaire (HQ) and earn up to \$200!

Those who participate in Wellesley's Harvard Pilgrim Health Plan can complete a confidential HQ. Spouses who are enrolled in the plan are also encouraged to complete a HQ. **All employees who complete the HQ with the required biometrics will receive a \$100 Visa gift card (which can be used anywhere that accepts Visa), mailed to your home.** The card will be re-loaded with an additional \$100 if your enrolled spouse completes the HQ. We are running a second Health Fair with **biometric screenings on April 28th from 3:00pm – 7:00pm** in Tishman Commons. We have scheduled this for late afternoon/evening specifically to allow Dining Services employees and spouses to attend. The HQ is available online at: [www.harvardpilgrim.org/wellesleycollege](http://www.harvardpilgrim.org/wellesleycollege)

### Healthy You – Health Questionnaire – Last Call! We've extended the date to May 6th

**Thursday, May 5th, 1:00 - 4:00pm, Library Lecture Room**

Harvard Pilgrim Representatives will be on campus Thursday, May 5th to help employees and spouses who are plan participants complete their HQ on-line. Computers will be available. Bring your biometric information.

This is a convenient way to ensure you have done your HQ before **the incentive program ends on May 6th**. The \$100 Visa gift card will be sent to your home within 4 weeks of completing the HQ.

Don't miss out on the incentive, or on learning valuable information about your health.

## Attend 3 or more programs and you're entered to win an iPad2!

There are four programs remaining in the spring which means even if you have not attended a program yet, you still have the opportunity to attend three and be entered into the iPad2 raffle. Make sure to get your Passport stamped at each session. The dates/times for the remaining sessions are below, refreshments will be provided. Also visit: <http://www.healthyyouhmi.org>



### Flex Stretch and Strengthen – presentation

April 25th, 12:30pm – 1:30pm

Cow Room at Tishman Commons



### Know Your Numbers Biometric Screening – drop-in

April 28th, 3:00pm – 7:00pm

Cow Room at Tishman Commons – Spouses welcome!

Computers will be available for those who want to do their HQ on the spot!



### Sleep for Health – presentation

May 3rd, 2:30 – 3:30pm

McAfee Dining Hall at Bates



### Mindfulness Meditation – presentation

May 19th, 12:30pm – 1:30pm

Library Lecture Room

**All Healthy You programs are completely voluntary and confidential.** No one, other than a Harvard Pilgrim medical professional, will have access to your personal health information. Additional information including Frequently Asked Questions can be found at: <http://web.wellesley.edu/web/Dept/HR/healthyu.psmi>





## Academic Year Appointments for 2011-2012\*

Labor Day 2011 will be celebrated on Monday, September 5. Therefore, the schedule outlined below applies for most academic year employees.\*

### 39 Week (9 month) Appointments

8/22/2011 through 5/18/2012

### 41 Week (9 1/2 month) Appointments

8/22/2011 through 6/1/2012

### 43 Week (10 month) Appointments

8/22/2011 through 6/15/2012

Commencement will be Friday, May 27, 2011

Union employees are governed by their collective bargaining agreements.

Monthly employees who's schedule differs from the above dates should contact Carolyn Slaboden in HR at x2216.

*\*If any academic year administrative employee has a different start and end date due to Departmental needs, let Human Resources know, to ensure the Payroll Office has the appropriate adjustments to the pay cycle.*

## Faculty Not Returning in 2011-2012

Faculty who will not be returning in Academic Year 2011-2012 will receive benefits termination information 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](mailto:ebedrick@wellesley.edu)). Benefits terminate on June 30, 2011 for any faculty member not returning in the next academic year.

## 2011 Summer Hours for Administrative Staff

Below is the work schedule for administrative staff for summer 2011. While parts of the College will be open all five days a week, we hope 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 6th and end on Friday, August 19th. The first day of classes is Tuesday, August 30th. The flexible summer work week for full time employees is 34 hours which is four 8.5 hour days. (Example: 8 a.m. - 5 p.m. and less than half an hour for lunch totals 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, excluding lunch).

\*(Most offices will be fully staffed Monday through Thursday. 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, which is 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 of 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 into arrears for those employees who work less than full time. Upon return to work at the beginning of the following academic year, deductions will be doubled until the arrears is satisfied.
- Employees who are paid bi-weekly and work the summer hours schedule must include the additional 1 hour each week under summer hours, when entering their hours on web time entry to ensure a correct paycheck.



## Save Money with the Harvard Pilgrim Mail Order Drug Program!

Our College's medical plans include a mail order prescription program through BioScrip that can help you and your family save money on medications you take monthly. With many medications you receive a 90-day supply for the cost of two retail copays (see below for copay schedule). Medications that fall in Tier 3 do not receive a copay savings, but many members still prefer the convenience of getting a 90-day supply delivered to their doorstep (standard shipping is free). See the savings example below to better understand how the mail order drug program saves you money.



### Member Example

#### Prescription copays (30 day supply):

Tier 1: \$10 / Tier 2: \$25 / Tier 3: \$40

#### Mail Order Prescription copays (90 day supply):

Tier 1: \$20 / Tier 2: \$50 / Tier 3: \$120

**Susan and Paul both take Singulair, a common allergy and asthma medication. Singulair is a Tier 2 medication.**

#### Susan fills her prescription at CVS

\$25 copay for 30-day supply  
x 12 months

**She pays \$300 in copays for the year**

#### Paul fills his prescription using HPHC's mail order program

\$50 copay for 90-day supply  
x 4 (12 months)

**He pays \$200 in copays for the year – a \$100 annual savings!**

### How to participate in Mail Order

You can obtain the mail order form online at: [www.harvardpilgrim.org/wellesleycollege](http://www.harvardpilgrim.org/wellesleycollege) or on the forms page of the HR website <http://web.wellesley.edu/web/Dept/HR/>, or in the Human Resources Office in Green Hall. Mail the form directly to BioScrip with a 90-day prescription from your doctor. Re-fills can be done online (<http://harvardpilgrim.bioscrip.com/>) or by phone.

Harvard Pilgrim plan members who take maintenance medication, will receive a home mailing from HPHC in May – with a \$10 off promotional coupon for use with the mail order program.



## Know Your Beneficiaries

### Take Care of Your Loved Ones

#### *What is a beneficiary?*

A beneficiary is the person or persons, Trust, or Estate that you name on your Life Insurance Plan, and Retirement Plan.

- Under the Life Insurance Plan, if you die, your beneficiaries receive the value of the Plan as a lump sum. The money paid to the beneficiary(ies) is not taxable – which makes this a very valuable benefit when families are in crisis due to a death.
- Under the 403(b) Defined Contribution Retirement Plan for faculty and staff, if you die, your beneficiaries receive the total balance in the Plan – which includes contributions from the College, as well as your voluntary contributions. Union employees may be participants in the Voluntary portion of the 403(b) Plan. It is crucial to have the beneficiary forms completed with your vendors – TIAA-CREF, Fidelity and Calvert.

#### *What College benefit plans require I name a beneficiary?*

You need to name a beneficiary(ies) for your basic Life Insurance and contributory Life Insurance Plan, if enrolled. You need to name a beneficiary(ies) for the 403(b) defined contribution plan if you are a faculty or administrative employee. You also need to name a beneficiary if you contribute to the voluntary Retirement Plan (TDA) through TIAA-CREF, Fidelity or Calvert. You can name different beneficiaries for each of these Plans. You can also name more than one beneficiary for each – see below for additional information.

#### *How do I know who is listed as my beneficiaries now?*

Employees often name beneficiaries when first hired, and never update them based on important life changes, (such as divorce or death of the named beneficiary).

- To determine who you have listed on your Life Insurance Plan – contact Human Resources at x2212 and we will provide you with a copy of the most recent beneficiary form you completed. We can provide you with a new form if you want to update your beneficiary(ies).
- Faculty and administrative employees contact TIAA to determine who you have listed on your Retirement Plan.

#### *What is the difference between a Primary and Contingent beneficiary?*

Your primary beneficiary(ies) is the person or persons you indicate will receive the money upon your death. If your primary beneficiary(ies) is no longer living at the time you die, the money is paid to the contingent beneficiary(ies). If none of the beneficiaries are living at the time of your death, the money will be paid to your Estate.

#### *Can I have more than one beneficiary?*

Yes, you can name more than one primary and/or contingent beneficiary. You will need to allocate a percentage to each (for example, spouse 70%, brother 30%), percentages must total 100%.

#### *Do I have to name my spouse as beneficiary?*

For life insurance, you do not have to name your spouse as your beneficiary.

Based on Federal law under your Retirement Plan, if you do not name your spouse as beneficiary of at least 50% of the benefit value, you must have your spouse's written consent on the form.

#### *Can I designate my children as beneficiaries?*

Note: The state of Massachusetts does not allow Life Insurance or Retirement Plan benefits to be paid directly to a minor, (a child under 18). If, at the time of death a minor is the beneficiary, the money will only be released to a court appointed guardian of the minor.

#### *How do I change my beneficiary?*

To update your beneficiary visit the College HR website:

<http://web.wellesley.edu/configure/Dept/HR/Benefits/forms.psm1> or stop by Human Resources for the forms.

- The Standard's Life Insurance beneficiary forms need to be returned to HR.
- TIAA, Fidelity and Calvert beneficiary forms should be mailed directly to those vendors, (addresses are on the forms). Call the vendors directly to obtain the forms.

## Spring into Shape

Wellesley is celebrating the 21st anniversary of Spring into Shape on May 6-15. Spring into Shape is an employee team-based, 10-day program that jump-starts or reinforces your commitment to health and wellness through offering a wide range of activities. You may participate as an individual or join a team. Team members earn points for increasing their heart rate for each 20-minute session. Additional points are earned for diversity categories. Collective fitness accomplishments are celebrated at the annual Wellness Luncheon on Thursday, May 19. For more details, access the Wellness Web site:

<http://web.wellesley.edu/web/Administration/Committees/wellness.psm1>

**Questions?** Contact Connie Bauman (x2015) or Donna Volpe Strouse (x3425).





## Websites to Bookmark

### Wellesley College Websites:

Human Resources	<a href="http://web.wellesley.edu/web/Dept/HR">http://web.wellesley.edu/web/Dept/HR</a>
Keohane Sports Center	<a href="http://www.wellesley.edu/Athletics/Recreation/facilities.html">www.wellesley.edu/Athletics/Recreation/facilities.html</a>
Wellesley Community Children's Center	<a href="http://www.wccc.wellesley.edu">www.wccc.wellesley.edu</a>

### Healthy You Websites:

Healthy You homepage	<a href="http://www.healthyyouhmi.org">www.healthyyouhmi.org</a>
Wellesley College Healthy You site	<a href="http://web.wellesley.edu/web/Dept/HR/healthyu.psml">http://web.wellesley.edu/web/Dept/HR/healthyu.psml</a>
Harvard Pilgrim Healthy You site	<a href="http://www.harvardpilgrim.org/wellesleycollege">www.harvardpilgrim.org/wellesleycollege</a>

### Other Benefits Sites:

CNA (Long-Term Care Insurance)	<a href="http://www.ltcbenefits.com">www.ltcbenefits.com</a>	(CNA Note: ID number to gain access is "wellesleyltc")
Crosby Benefit Systems	<a href="http://www.Crosbybenefits.com">www.Crosbybenefits.com</a>	(Medical and Dependent Care Reimbursement Accounts)
Delta Dental	<a href="http://www.deltamass.com">www.deltamass.com</a>	
Fidelity Investments	<a href="http://www.fidelity.com">www.fidelity.com</a>	
Harvard Pilgrim Health Care	<a href="http://www.harvardpilgrim.org">www.harvardpilgrim.org</a>	
Liberty Mutual Insurance Co.	<a href="http://www.libertymutual.com">www.libertymutual.com</a>	(Group Automobile and Homeowners' Insurance)
Parents in a Pinch	<a href="http://www.parentsinapinch.com">www.parentsinapinch.com</a>	
The Standard	<a href="http://www.standard.com">www.standard.com</a>	(Life Insurance, Short & Long Term Disability)
TIAA-CREF	<a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a>	
The Wellness Corporation EAP	<a href="http://www.WellnessWorkLife.com">www.WellnessWorkLife.com</a>	(Employee Assistance Program)

# Frequently Asked Questions About Vacation and Time Off

## (For Administrative Staff)

*Questions about these policies should be referred to Human Resources at x3289.*

**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](http://www.wellesley.edu/HR). We are happy, however, to provide the following summary:

### **FULL YEAR STAFF:**

Full year non-exempt staff:

Full year exempt staff:

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:**

Academic year non-exempt staff:

Academic year non-exempt staff after ten years:

Academic year exempt staff:

Academic year exempt staff after ten years:

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.)

### **ANNUAL (FISCAL YEAR) VACATION:**

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

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

### **ANNUAL (FISCAL YEAR) VACATION:**

The week between Christmas and New Year's Day and the week of Spring Break

The week between Christmas and New Year's Day and the week of Spring Break plus one additional week

The week between Christmas and New Year's Day and the week of Spring Break plus one additional week

The week between Christmas and New Year's Day and the week of Spring Break plus two additional weeks

**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:** Does the Presidents' Discretionary Time Off apply to me?

**A:** This year, benefits-eligible employees working a full year schedule (12 months) receive December 27th through December 30th. Benefits-eligible employees working 9 months but less than 10 months, receive 1 additional day. Benefits-eligible employees working 10 months but less than 11 months, receive 2 additional days. Benefits-eligible employees working 11 months but less than 12 months, receive 3 additional days. If you work less than full-time, you are entitled to pro-rated discretionary time based on the authorized hours for the position. Generally, this time should be used around the Christmas break.

**Q:** I am a full year employee. What is the maximum vacation time that I may have as of July 1?

**A:** As of July 1, you may carry over your annual 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.

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

**A:** You will be paid for any unused, accrued vacation.

**Q:** As a part-time employee do I get paid for holidays?

**A:** Part-time benefits eligible employees who work at least 17.5 hours per week are entitled to pro-rated holiday pay based on the authorized hours for the position divided by 5 days.

**Q:** How are religious holidays handled within the time off policy?

**A:** Employees may use vacation or personal days for religious holidays.