



Human Resources *Illuminator*

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

- Human Resources Training Programs
- Performance Management
- Academic Appointment Schedules
- Summer Hours Policy for Administrative Staff
- Holidays
- Year Two of Healthy You
- Websites
- FAQ's

Upcoming Human Resources Training and Development Programs

Performance Development Programs (see p.2)

April 23, 2012 – for Managers and Supervisors, 12-1:00pm, Library Lecture Room
May 1, 2012 – for staff, 12-1:00pm, Library Lecture Room

Estate Planning, Wills & Trusts

Thursday, April 26th Library Lecture Room, 12-1:00pm

Estate Planning, wills and trusts go hand in hand. This presentation covers the fundamentals of each topic. Topics covered include: (1) *Identifying Reasons for the Importance of Estate Planning*, (2) *Identifying Assets to Consider for Estate Planning*, (3) *Defining Key Estate Planning Tools (Wills/Trusts, and Their Differences)*, (4) *Learning the Process of Estate Planning*, and (5) *Developing Strategies for Communicating About Estate Planning with Older Relatives and Other Family*

Money Basics: Spending, Borrowing & Savings

Thursday, May 3rd, Newhouse Conference Room 240, 12-1:00pm

Money is what makes your financial world go around. Learn how to make it work for you! Topics covered include: (1) *Creating a Workable Monthly Budget*, (2) *Techniques for Building Savings*, (3) *Setting Financial Goals*, and (4) *Managing Debt*.

TIAA-CREF Sessions

Asset Allocation - the key to a successful retirement

Monday, June 4th, Library Lecture Room 12:30-1:30pm

TIAA-CREF presents an informative session about understanding and achieving your Long Term financial goals. This session will help you prepare for retirement and address conflicting savings needs.

Manage your Wellesley Retirement Accounts with the updated TIAA-CREF website

Wednesday, June 13th, Lulu Wang Center, Room 413, 12:30-1:30pm -

Lunch provided for all who attend

Join us for this informative session that will provide a comprehensive overview of the new TIAA-CREF secure site features including: New visual aids, including interactive charts, a 360 degree view to help you create a consolidated financial picture and Retirement Advisor, that provides you with online Advice to help manage your account.

To enroll in any of the programs:

go to <https://socrates.wellesley.edu/stafftraining/registration.cfm>

or call Sue Daganhardt at x2248

April 2012

2012-2013 Holidays for Administrative Staff

Independence Day

Wednesday, July 4, 2012

Labor Day

Monday, September 3, 2012

Columbus Day

Monday, October 8, 2012

Thanksgiving

Thursday, November 22, 2012

Friday, November 23, 2012

Christmas (observed)

Tuesday, December 25, 2012

New Year's Day (observed)

Tuesday, January 1, 2013

Martin Luther King, Jr. Day

Monday, January 21, 2013

Presidents' Day

Monday, February 18, 2013

Patriots' Day

Monday, April 15, 2013

Memorial Day

Monday, May 27, 2013

Part-time 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, to determine the holiday pay.

Most administrative staff offices will be closed Monday, December 24, 2012 through Tuesday, January 1, 2013. Some offices may need to be open during this time given the nature of their work and the priorities at that point in the cycle. In these cases, office hours and staffing needs will be determined at the discretion of the department/division head.

The President's Discretionary Time Off for benefits eligible administrative staff is as follows: Full year and 11 months employees receive December 24, 26, 27, 28, and 31.

Academic year employees (9 and 10 month schedules) are scheduled to be off December 26, 27, 28, and 31 as the holiday break. These employees receive a bonus discretionary day of December 24.

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



Human Resources Training and Development Programs (continued)

To enroll in any of the programs: go to <https://socrates.wellesley.edu/stafftraining/registration.cfm>
or call Sue Daganhardt at x2248

Persuasive Presentations: Tips and Techniques for Public Speaking

Wednesday, June 6th, Library Lecture Room, 10am-12pm

Public speaking is frequently ranked as the number one fear for adults – coming in higher than fear of death! Yet speaking publicly is increasingly becoming a requirement for many jobs. Luckily, effective public speaking is not magic. There are specific skills that enhance presentation delivery, strategies for program development, and tips for converting speaking anxiety into energy. This interactive workshop provides participants with practical tools for public speaking in any setting.

Coping with Conflict

Thursday, June 14th, Newhouse Conference Room 240, 12-1:00pm

In a recent survey, 28% of polled individuals reported losing work time to avoid a confrontational colleague. Conflict is normal, natural, and to be expected in the workplace. If left to fester, however, it can curtail communication, tear at teams, and decrease productivity. In this seminar, participants will examine common causes of conflict, discuss when to confront or not confront, and learn how to address aggression and prevent conflict with a variety of strategies and conversation starters.

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 by others, unless the division head has requested an alternative deadline. Information regarding the salary increase program will be sent to department heads. Information about the salary increase program will be posted on the HR website in early May.

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/Current/ValuingWork>. 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 will be held in April; 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.

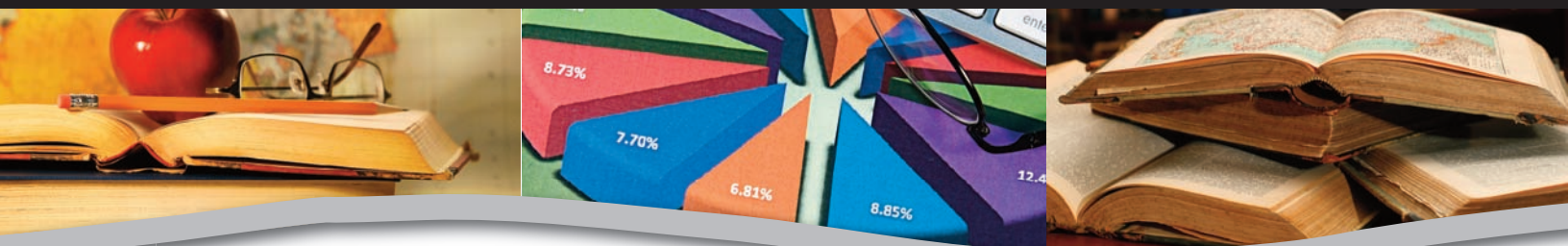
Opportunities for skill development are available through a number of venues: For administrative assistants and supervisory development programs, please refer to http://www.boston-consortium.org/professional_development/description.asp for schedule of programs in the coming months, or contact Kathy Stewart in HR if there are specific programs you are looking for that we might be able to provide at Wellesley.

Performance Development Programs

Join us as you prepare for conducting performance evaluations with your staff or to prepare for your own evaluation. Do you need assistance for what questions to ask yourself prior to the meeting with your employee? Do you need guidance for goal setting? How best to give or ask for feedback? We will be prepared to answer your questions and assist you with each step of the process.

April 23, 2012 – for Managers and Supervisors, 12 to 1:00pm, Library Lecture Room

May 1, 2012 – for staff, 12 to 1pm, Library Lecture Room



Year Two of HEALTHY YOU...remember HEALTHY YOU is for all employees!

We are one year into the **HEALTHY YOU** program and are excited to report continued success! Thank you to everyone who has participated in the Health Questionnaire (HQ), the **Know Your Numbers** biometric screenings and on-campus seminars and programs. In 2011, 471 Wellesley College health plan participants completed a Health Questionnaire. The top three health risks identified in aggregate were body weight, blood pressure and stress. This information has allowed us to tailor the **HEALTHY YOU** programs we offer on campus. The annual Benefits Fair in November had over 300 attendees with 153 employees completing the biometric screenings. These are great participation numbers, our hope is that these numbers increase.

We will be holding two **HEALTHY YOU Fairs** (Tuesday, April 17th and Tuesday, May 1st) which will include the **Know Your Numbers** biometric screenings, a nutrition information table, and the opportunity to speak with a HPHC nurse coach. See below for the details. Once again, employees in the health plan and covered spouses, who complete the online HQ will receive a \$100 VISA gift card, (the IRS requires the value of the gift card be taxed through the payroll system). We encourage health plan members to also take advantage of HPHC's free health coaching service. Say **yes to Question #50** for your own health coach!

New this year is the **Share Your Story promotion**. All employees are invited to send in a short video or written story describing their journey toward health. All participants will receive a \$25 VISA gift card, (which is taxable based on IRS regulations). Nothing fancy – a brief video or descriptive note. See page 4 for more details.

Wellesley College remains committed to the **HEALTHY YOU** initiative as a way to address the rising cost of health care while enhancing the health of the College's employees and their families. As always, please share your feedback or questions with the HR benefits team at healthyu@wellesley.edu

Here is a summary of the components of the **HEALTHY YOU** initiatives and who is eligible to participate:

All Fair attendees will receive a pedometer!

HEALTHY YOU Programs	Open to all employees	Open to health plan members and covered spouses
Brown bag lunchtime programs	X	
iPad2 drawing for attendance at 3 or more programs – drawing is on June 1st	X	
Know Your Numbers biometric screenings at the Health Fairs April 17th and May 1st	X	
Online HQ at the Fairs – receive a \$100 Visa gift		X
Engage a Coach (say yes to # 50)		X
Nutrition Information table at the Fairs	X	
Share Your Story promotion - receive a \$25 VISA gift card for all who participate	X	



Online Health Questionnaire (for health plan participants and covered spouses)

The College is again providing health plan participants with a \$100 VISA gift card (which is taxable based on IRS regulations) for completing the **confidential online HQ** with the required biometrics. Covered spouses are also encouraged to complete a HQ and the VISA card will be re-loaded with an additional \$100. In order to receive the gift card, enter your biometric numbers. These include your *height, weight, blood pressure, total and HDL cholesterol levels, and glucose level*. Without these numeric answers in the HQ, you will not receive the gift card. If you do not know these numbers, take advantage of one of the two upcoming biometric screening fairs on campus, or ask your doctor for the numbers from your last visit.

Computers will be available at the Fairs for those who want to complete their HQ at the event. The HQ is available online at: www.harvardpilgrim.org/wellesleycollege

Questions? The FAQ can be found at:
<http://web.wellesley.edu/web/Dept/HR/healthyu.psml>

Know Your Numbers Biometric Screenings (for all employees and spouses)

Knowing your numbers is an important part of taking control of your health. The on-site biometric screenings measure cholesterol, blood pressure, blood sugar and body mass index, all of which are key indicators of your risk for illness.

- This is a great opportunity for those who did participate last year, to compare their numbers.
- For those who did not participate – knowledge is power; this is an opportunity to take control of your health and do these screenings.
- If you are in the College health plan, enter your numbers in the online HQ to receive the VISA gift card.

“I already knew I should be going on medication but I didn’t pay much attention to it until I went to one of those biometric type screenings... I realized I needed to step it up. To work on it. To exercise. To really watch my salt intake.” Wellesley College employee, 2011

Nutrition Information table

Speak to a dietician to see what an actual portion size is (you might be surprised!), to learn simple tips for making health-related changes and to receive personalized recommendations.

Turn in your Passport to Wellness Raffle Ticket to HR by May 31st for the chance to win an iPad2!

The **HEALTHY YOU** Fairs are the last of a series of programs offered since November, 2011. If you have attended at least three programs, return your stamped Raffle Ticket to Human Resources (Green Hall, Room 136) before May 31st, or turn it in at a Fair. The drawing for the iPad2 will be June 1st.

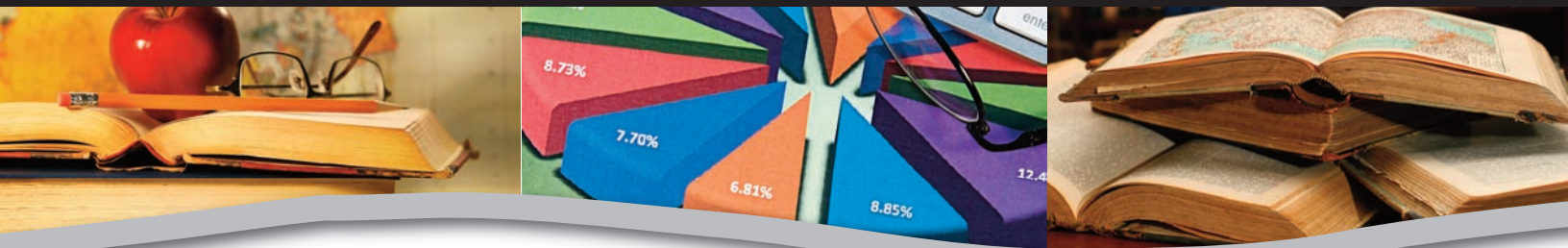
Share Your Story Promotion & \$25 VISA Gift (for all employees)

We want to hear about the things you’re doing to understand your health and lead a healthier life, because your story can serve as powerful inspiration for those around you. With this in mind, we encourage you to submit your own video (or written story). **If you participate, you’ll receive a \$25 VISA gift card.**

It’s easy to submit your video or written story: go to the **HEALTHY YOU website** (www.healthyyouhmi.org) to get started. You’ll find guidelines for capturing your story and the easy-to-use upload process.

Check out the videos from Wellesley College employees’ experiences with **HEALTHY YOU!**

<http://web.wellesley.edu/web/Dept/HR/healthyu.psml>



Health Coach (health plan participants and covered spouses)

It's not easy to make healthy changes on your own. That's why HPHC offers Personal Health Coaches to help you set and achieve your goals. HPHC Health Coaches are nurses that are ready to help you achieve a range of health goals, including:

- Managing weight
- Increasing physical activity and exercise
- Reducing stress and finding life balance
- Lowering cholesterol
- Eating better
- Smoking cessation
- Controlling blood pressure
- Dealing with back pain

When you complete the Harvard Pilgrim Health Questionnaire (HQ) make sure to **say yes to Question #50 and a certified Harvard Pilgrim Personal Health Coach will reach out** to support, educate, and motivate you on your way to better health. You can also call Member Services at 888-333-4742 any time to be put in touch with a health coach. A health coach will be at each of the Fairs.

"It's great. She's lovely. We talk for about a half hour once a month on the phone. And you know she commends me when I reach my goal and when I haven't she says, 'well that's okay we can start again.' So that's really been helpful." Wellesley College employee, 2011

All **HEALTHY YOU** programs are completely voluntary and confidential. Additional information including Frequently Asked Questions can be found at:
<http://web.wellesley.edu/web/Dept/HR/healthyu.psml>

Spring into Shape (May 4th-13th)

Wellesley is celebrating the 22nd anniversary of Spring into Shape on May 4-13. 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 17.

For more details, access the Wellness website:
<http://web.wellesley.edu/Athletics/Recreation/facilities.html>

Questions? Contact Connie Bauman (cbauman@wellesley.edu)

Benefit Reminders

No Copay for Preventive Care

Effective January 1, 2012, the office visit copay was waived for preventive office visits such as annual physicals and well child visits. A number of preventive services and tests are also covered in full. For a full listing please refer to the HPHC benefit summaries which can be found at <http://web.wellesley.edu/web/Dept/HR/Benefits>

Health coverage for dependents to age 26

Wellesley College's medical and dental plans allow for coverage of dependents to age 26 (if they do not have access to coverage elsewhere) regardless of tax status or residency. It is important to note that **coverage in these plans ends on the dependent's 26th birthday**. At that time, they will be offered COBRA.

Dependents residing outside of the HMO service area

Only urgent and emergent care is covered outside of the HMO service area. Preventive care (such as an annual physical) and routine care (such as physical therapy visits) is not covered. If you have dependents residing outside of the HMO service area, make sure they do not obtain non-emergency services until they have returned home. Of course, if it is a true emergency they should go to the nearest emergency room.



Academic Year Appointments for 2012-2013

Labor Day 2012 will be celebrated on Monday, September 3. Therefore, the schedule outlined below applies for most academic year employees.

39 Week (9 month) Appointments

8/27/2012 through 5/24/2013

41 Week (9 ½ month) Appointments

8/27/2012 through 6/7/2013

43 Week (10 month) Appointments

8/27/2012 through 6/21/2013

Commencement will be Friday, May 31, 2013

Scheduled vacation for Academic Year Staff

The week between Christmas and New Year's Day - December 26, 27, 28, and 31

The week of Spring Break: March 18, 19, 20, 21, 22

Monthly employees with schedules that differ from the above dates should contact Carolyn Slaboden in HR at x2216.

Union employees are governed by their collective bargaining agreements.

Faculty Not Returning in 2012-2013

Faculty who will not be returning in Academic Year 2012-2013 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, 2012 for any faculty member not returning in the next academic year.

Administrative Staff

Below is the work schedule for administrative staff for summer 2012. While parts of the College will be open all five days in the summer, we hope as many staff as possible will participate in this flexible summer work schedule.*

Flexible summer hours will begin on Monday, June 4th and end on Friday, August 17th. The first day of classes is Tuesday, September 4th. 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. less 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 ¼ hours per day, excluding lunch).

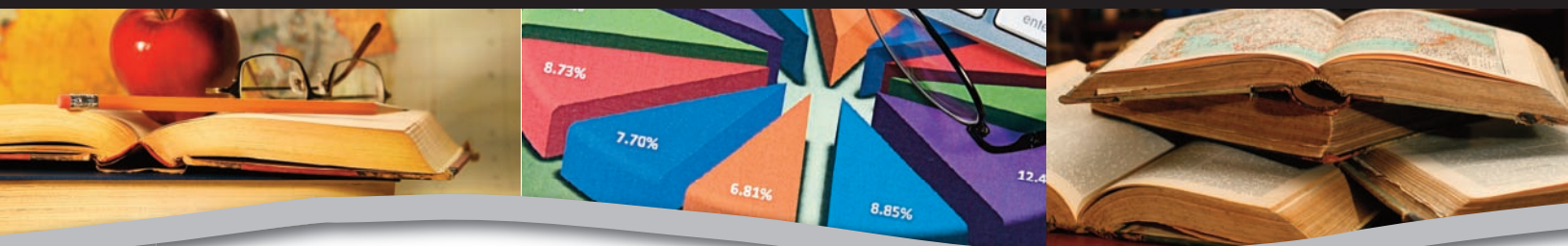
* (Most offices will be fully staffed Monday through Thursday. Staff members participating in the flexible summer schedule who are required to work on a Friday may choose another day off with the approval of their supervisor. Some staff members may prefer to continue to work their usual schedule.)

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. If a single vacation day is taken, the time entered should reflect 8.5 hours of vacation time.

**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. In these cases, office hours and staffing needs will be determined at the discretion of the department/division head.*

Notes Related to Summer Payroll

- Benefit deductions for health, dental and contributory life insurance are put in arrears for 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 paid bi-weekly who work the summer hours schedule, should include the additional 1 hour each week under summer hours, when entering their hours on web time entry to ensure their paycheck is correct.



Websites to Bookmark

Wellesley College Websites:

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

Healthy You Websites:

Healthy You Homepage	www.healthyyouhmi.org
Share Your Story Promotion	www.healthyyouhmi.org
Wellesley College Healthy You site	http://web.wellesley.edu/web/Dept/HR/healthyu.psml
Harvard Pilgrim Healthy You site	www.harvardpilgrim.org/wellesleycollege

Other Benefits Sites:

AllOne Health EAP	www.allonehealthcap.com	(User name: Wellesley/Password: employee)
CNA (Long-Term Care Insurance)	www.ltcbenefits.com	(CNA Note: ID number to gain access is "wellesleyltc")
Crosby Benefit Systems	www.Crosbybenefits.com	(Medical and Dependent Care Reimbursement Accounts)
Delta Dental	www.deltamass.com	
Fidelity Investments	www.fidelity.com	
Harvard Pilgrim Health Care	www.harvardpilgrim.org	
Liberty Mutual Insurance Co.	www.libertymutual.com	(Group Automobile and Homeowners' Insurance)
Metropolitan Credit Union	www.metrocreditunion.org	
Parents in a Pinch	www.parentsinapinch.com	
The Standard	www.standard.com	(Life Insurance, Short & Long Term Disability)
TIAA-CREF	www.tiaa-cref.org	

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. 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: 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.