



Human Resources *Illuminator*

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

- Human Resources Training Programs
- Holidays
- Performance Management & Performance Development Reviews
- Five-part Benefits Series – Pre-retirement Planning
- TIAA-CREF Seminar – Brett Hammond
- Academic Appointment Schedules for 2010-2011
- Health Insurance for Employees with Graduating Dependents
- Summer Hours Policy for Administrative Staff

Refer to the Administrative Handbook for details at
<http://www.wellesley.edu/HR/Adminhandbook>

Human Resources Training and Development Programs Continue!

The Stresses of Caring for Elder Relatives

April 27th, Academic Council Room, 12:30 – 2pm

Many employees are responsible for elder care for their aging parents. This workshop provides an overview of the aging process and the varieties of resources available for the elderly. It will also help participants identify and manage the complex emotional issues and stresses associated with providing elder care while managing other parts of their lives.

Expressing Yourself: The Art of Being Understood

May 19th, Library Lecture Room, 12:30 – 2pm

This program teaches the skills of effective communication such as: thinking before speaking, planning the message, knowing the audience, using feedback for clarification, enhancing visual effectiveness, and coping with difficult situations.

Please contact Sandra Murga @ smurgazu@wellesley.edu or x3202 to register for any of the programs above.

April 2010

2010-2011 Holidays for Administrative Staff

The holidays for administrative staff for the 2010-2011 academic year are:

Labor Day

Monday, September 6, 2010

Columbus Day

Monday, October 11, 2010

Thanksgiving

Thursday, November 25, 2010

Friday, November 26, 2010

Christmas (Observed)

Friday, December 24, 2010

New Year's Day (Observed)

Friday December 31, 2010

Martin Luther King, Jr. Day

Monday, January 17, 2011

Presidents' Day

Monday, February 21, 2011

Patriots' Day

Monday, April 18, 2011

Memorial Day

Monday, May 30, 2011

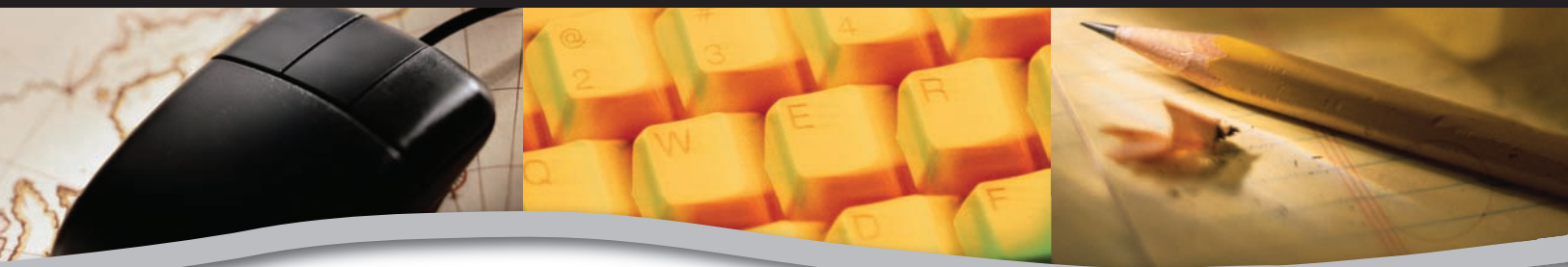
Independence Day

Friday, July 4, 2011

The President's Discretionary Time Off is as follows:

- Full year (12 mo.) employees – December 27th through December 30th
- Benefits eligible academic year employees working > 10 mo. but < 12 mo. – 2 additional days
- Benefits eligible academic year employees working > 9 mo. but < 10 mo. – 1 additional day

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 benefit.



A Note from Eloise See McGaw,

Assistant Vice-President and Director of Human Resources & Equal Opportunity:

Performance Development Reviews

Every employee is entitled to an annual formal performance review and we expect these to be completed by June 4th for academic departments and by June 30th for others. This annual discussion should focus on the challenges and opportunities prescribed by changes in the employee's role over the past year, the ways the employee's skills and knowledge has developed, and discussions about ways to learn and develop in the year ahead. Performance Evaluation guidelines, suggestions for preparation for these meetings, and forms are available on the website and can be adapted. www.wellesley.edu/HR/new/VWSite/valuingwork.html

There will be merit increases and a bonus program this year and more information about these will be provided later this month.

I hope you will take advantage of the training programs being offered and feel free to contact us if you need individual advice or support. Please do not hesitate to contact me or members of my staff if you have any questions about this program or suggestions about how to strengthen it.

Performance Management

Valuing Work @ Wellesley is our comprehensive compensation, classification, and performance management program for administrative employees. This program emphasizes above all the importance of communication between employees and their supervisors about their work. In a time of continuous change, clear communication is key to motivating our employees to perform effectively in their jobs and to support one another in the challenges ahead. In a time of continuous change, our growth and development in our jobs becomes paramount.

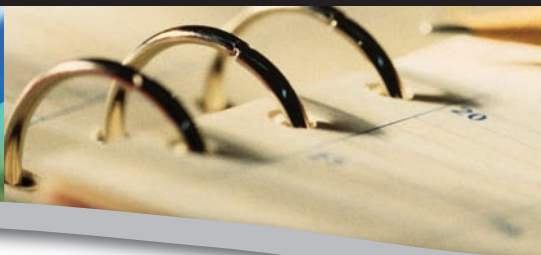
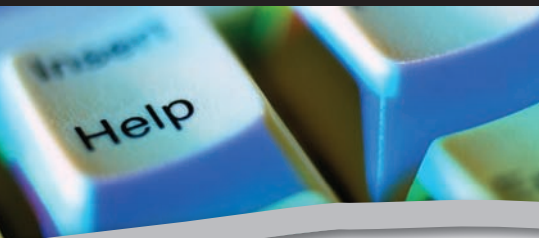
This year we have been facing exciting transformative challenges in our work at Wellesley College. We have hired a number of new employees into new and existing roles. Some work is being done or will be done differently and some may be eliminated – or postponed. The budget challenges are ongoing and all of us are being asked to continue to examine ways to reduce our financial costs and seek efficiencies.

Last year many of our goals changed abruptly due to the financial challenges we faced, and most employees did not have a performance review at the end of the year to summarize their accomplishments and provide feedback on their performance during this particularly challenging year. This year the importance of the Valuing Work @ Wellesley program has been reaffirmed by the President and senior staff, in department heads and chairs meetings, and at Administrative Council, and has been a major focus of the organizational change subgroup.

Our goal this spring is to reinvigorate this program. A critical first step is to assure that we understand our roles:

Role Documents – Clarifying our work responsibilities: We all know things just aren't as they were! Although our roles will continue to evolve in the coming years, I would encourage every employee to review their role documents and be sure that it accurately reflects the responsibilities which may have been shifted to their role. If you do not have a current role document, please check with Human Resources and we will give you a copy of the one we have on file.

- Does your role doc reflect what you are doing – or has it changed?
- What kinds of skills do you need in order to perform this role effectively?
- Review this with your manager to be sure that any changes are updated and approved.
- The Role Document template has been simplified and can be accessed through the HR website at <http://www.wellesley.edu/HR/new/VWSite/valuingwork.html>
- HR will be requesting department heads to submit updated copies of all role documents within their department by September 1, 2010.



Performance Development for Managers

**Tuesday, April 13th, Tishman Commons,
12:30 – 1:30pm**

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

Performance Development for Staff

**Wednesday, April 14th, Tishman Commons,
12:30 – 1:30pm**

Please join us as you prepare for your own evaluation. Do you need assistance on what questions to ask yourself prior to the meeting with your supervisor? Do you need guidance with goal setting? How do you give or ask for feedback on your own performance? We will be prepared to answer your questions, provide a self-assessment tool and help you with any step of the process.

A New Pilot – Human Resource Program for Faculty & Staff: Transitioning to the Next Phase – a Pre-retirement Planning Program (a Five-part Benefits Series)

Human Resources is pleased to present a brown bag lunchtime series focusing on benefits related to retirement. The series, presented by experts in their field, is geared toward faculty, administrative and union staff who are considering retirement within the next several years. The programs are free – bring a spouse or guest and a brown bag lunch. (Note: some sessions include lunch)

Space is limited – **please RSVP to Sandra Murga @ smurgazu@wellesley.edu or x3289**, if you wish to attend. Choose the session(s) that you are interested in – or attend the full series.

**I. Social Security Retirement Income
and Medicare Plus Wellesley College
Benefits in Retirement**
*Thursday, April 15th,
Library Lecture Room, 12:30 – 1:30pm*

Presenter – Kurt Czarnowski –
Regional Communications Director
for Social Security

II. Distribution Options – TIAA-CREF
*Wednesday, April 21st,
Library Lecture Room, 12:30 – 1:30pm*

Presenter – Tammy Kayata,
TIAA-CREF Consultant

Lunch provided by TIAA-CREF

III. Retirement is Not All About the Money
*Thursday, April 29th,
Library Lecture Room, 12:30 – 1:30pm*
Presenter – William C. Barron, LICSW
the Wellness Program

IV. Medicare & Medigap Programs
*Tuesday, May 4th,
Pendleton Room 239, 12:30 – 1:30pm*
Presenter – Sonja E. Hicks, SHINE

**V. Retirement Income Planning and
Distribution Options - Fidelity**
*Wednesday, May 5th,
Library Lecture Room, 12:30 – 1:30pm*
Presenter – Richard A. Vandermass, CFP,
Planning and Guidance Consultant
Lunch provided by Fidelity

FIRST TIME OFFERING: TIAA SEMINAR

The New Rules of Investing

*Thursday, May 6th, Library Lecture
Room, 12:00 – 1:30pm (session
begins at 12:30pm – boxed lunch
will be provided by TIAA-CREF)*

**Brett Hammond, TIAA-CREF
Managing Director and Chief
Investment Strategist**, is a member
of the Forbes.com Intelligent In-
vesting Channel's All-Star Investor
Panel. He has been quoted by media
outlets such as The New York
Times, Washington Post, Associated
Press and CNNMoney and has ap-
peared on CNBC and Bloomberg
Television. He will address how the
New Rules to Investing can help you:

- Save for retirement and other long-term financial goals
- Choose investments wisely
- Maintain an appropriate risk tolerance for your individual needs and goals
- Tune out distractions that may tempt you away from your long-term plan
- Achieve a safe and secure retirement

**PLEASE RSVP TO
Marian Morgante (TIAA-CREF)
(866) 904-7802 or
(781) 314-2400 or online at
<http://events.SignUp4.com/>
Wellesley**

Academic Year Appointments for 2010-2011*

Labor Day 2010 will be celebrated on Monday, September 6. The schedule outlined below applies for most academic year employees.*

39 Week (9 month) Appointments

8/30/2010 through 5/27/2011

41 Week (9 ½ month) Appointments

8/23/2010 through 6/3/2011

43 Week (10 month) Appointments

8/30/2010 through 6/24/2011

Commencement is Friday, May 28, 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, let Human Resources know, to ensure the Payroll Office has the appropriate adjustments to the pay cycle.*

Faculty Not Returning in 2010-2011

Faculty who will not be returning in Academic Year 2010-2011 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, 2010 for any faculty member not returning in the next academic year.

Reminder to Employees With May/June Graduates

At this time, employees with students graduating from College are reminded that health and dental coverage may continue under the provisions of the Massachusetts Health Care Reform law until the earlier of (a) the child reaching age 26 or (b) 2 years after the end of the calendar year in which the child last qualifies as a "qualified child" or "qualified relative" under the Internal Revenue Code.

Dependent Certification: Dependent certification forms were sent out in the fall with open enrollment materials. We will be requesting all employees with dependents over age 19 complete this form annually at open enrollment. It is also your responsibility to notify Human Resources of any changes to your dependent's status.

2010 Summer Hours for Administrative Staff

We are pleased to announce the work schedule for administrative staff for summer 2010. While parts of the College will be open all five days in the summer, Friday will normally be a flexible day. 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 7th and end on Friday, August 20th. The flexible summer work week for full-time employees is 34 hours or four 8.5 hour days. (Example: 8a.m. – 5p.m. less one-half hour for lunch = 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 with no lunch.) 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 ½, 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.

NEW – Fidelity on Campus!

One-on-one financial planning appointments are now available with our Fidelity Representative, Richard Vander Mass. Richard is a Planning and Guidance Consultant and a Certified Financial Planner with Fidelity Investments. He will be on campus monthly in HR Green Hall. To set up your appointment, call or visit 1-800-642-7131, www.fidelity.com/atwork/reservations

Frequently Asked Questions About Vacation and Time Off

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:

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

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 exempt staff:

ANNUAL (FISCAL YEAR) VACATION:

10 days* (15 days after 10 years)

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: Does the Presidents' Discretionary Time Off apply to all employees?

A: This year the time applies to all full year employees. In addition, benefits eligible academic year employees working 10 months but less than 12 months, receive an additional 2 days, (with Supervisors approval) to be taken by July 31, 2011. Benefits eligible academic year employees working more than 9 but less than 10 months - receive an additional day, (with Supervisors approval) again, to be taken by July 31, 2011.

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. This payout is prorated for less than full-time employees.

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

A: Part-time administrative and staff employees who work at least 17.5 hours per week and part-time union employees who work at least 20 hours per week are automatically entitled to pro-rated holiday pay.

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

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