



THE WHOLE YOU



DEVELOP & RECOGNIZE YOU **ENGAGE YOU** **HEALTHY YOU** **PROSPEROUS YOU**
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT WORKING TOGETHER FOR INSPIRATION WORKING TOGETHER FOR WELLNESS WORKING TOGETHER FOR FINANCIAL WELLNESS

WELLESLEY COLLEGE 2017 – 2018 WHOLE YOU PROGRAM

Introducing our new platform to inform you about the upcoming Whole You Program. This pamphlet provides a clear and comprehensive guide to the components within this extensive program.

Included in this edition is:

HEALTHY YOU – PAGE 2

- Healthy You - Participate to earn \$200!
- HPHC Health Coach, Fitness & Weight Loss Programs, Doctor on Demand
- Employee Wellness Classes through P.E.R.A. – Yoga, Pilates and Tai Chi!
- ESI Wellness, Care.com, Health Advocate

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- Discretionary Holiday Time
- Staff Recognition Program
- AllOne Onsite Seminars and Webinars

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- Community Conversations: Ready, Set, Go
- Community Conversations: Exploring Immigration in the Context of Brave Spaces and Hope-filled Outcomes

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- TIAA – Webinars and contact info. to schedule individual appointment
- Certified Financial Planning
- Metro Credit Union



HEALTHY YOU

WORKING TOGETHER FOR WELLNESS

Wellesley College is committed to your overall wellbeing. To support this effort, we proudly present the 2017-2018 Healthy You Program.

- See all of the programs available to you on www.wellesley.edu/hr/benefits/healthyyou
- Visit the Harvard Pilgrim Health Care (HPCH) Wellness portal which offers personalized content, healthy lifestyle tips, meal plans, exercise plans, articles, recipes and more. Visit the following URL: <https://www.harvardpilgrim.org/wellnessaccount> Login using your HPHConnect username and password. If you are not a Harvard Pilgrim member, simply create a guest account using the following code: C10177

2017-2018 INCENTIVE PROGRAM — PARTICIPATE TO EARN \$200!

To support your wellness journey, Harvard Pilgrim Online offers a robust wellness site for you to participate in a variety of activities to earn points. As a benefits-eligible employee, your goal is to earn 200 points. Once you have earned 200 points you will be eligible for a **\$200 Amazon gift e-card**.

ALL Benefits-Eligible Faculty & Staff are eligible to participate in these activities and earn the incentive. You do not have to be enrolled in a Wellesley College Health Plan. Completing the Health Assessment is required to earn the incentive. Reminder – your goal is to earn 200 points.

Spouses of Faculty & Staff enrolled in Wellesley College's health plan are eligible to participate to earn the incentive. Spouses are required to complete the Health Assessment to earn 50 points and a \$50 Amazon gift e-card.

Amazon Gift E-Card

The Healthy You program incentive for 2017 – 2018 will be administered through Harvard Pilgrim. Eligible participants have the opportunity to earn an Amazon gift card by participating in a variety of activities. Incentives will be processed on a monthly basis electronically. The month after you have earned your point goal you will receive an email notification with a link to redeem your Amazon gift e-card. For instance, if you earn 200 points in January, you will receive your redemption link in February. There will be no partial payouts for the incentive, you must earn the full point goal in order to receive any incentive.

Please be sure your email address is accurate on your wellness account (www.harvardpilgrim.org/wellnessaccount) as that is the email used to send the Amazon gift e-card redemption link.

The Amazon redemption email will appear in your email inbox as sent from an Amazon.com email address such as "gc-orders@gc.email.amazon.com" with the Subject line: Wellesley College Healthy You Incentive.

Need assistance?

Email HPWellness@HarvardPilgrim.org or contact the HPCH Wellness Service Line at 1-877-594-7183 Monday through Friday, between 9 a.m. and 5 p.m..



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From your HPHC Wellness Portal Dashboard click Program Details where you will find a variety of activities to earn points. See chart below for details about how to earn your \$200 Amazon Gift Card!

ACTIVITY	POINTS
Complete online HPHC Health Assessment (REQUIRED to earn full incentive)	50
Faculty & Staff must complete at least ONE activity from each section below:	
Choose ONE activity from this section	
<input type="checkbox"/> Attend an Onsite Wellness Seminar – Options Include: <ul style="list-style-type: none"> • Asthma Awareness and Management on 12/6/2017, 12:30pm • Balancing Work & Family on 2/28/2018, 12:30pm • Daily Habits That Keep You Happy & Healthy on 4/11/2018, 12:30pm 	75
OR	
<input type="checkbox"/> Successfully complete the Spring 2018 Walking Challenge (3/26/2018 - 5/7/2018)	75
AND choose ONE activity from this section	
<input type="checkbox"/> Earn a Gold Badge for completing activities on meQuilibrium online	75
OR	
<input type="checkbox"/> Complete a HPHC Online Workshop – Options Include: <ul style="list-style-type: none"> • Fitting Fitness In • Healthy Aging • Managing Your Allergies • Personality and Stress 	75

Stay tuned for more information about how to sign-up for these events. Following are details about these activities:

HARVARD PILGRIM HEALTH CARE (HPHC) ONSITE SEMINAR DESCRIPTIONS

Asthma Awareness and Management - Asthma affects more than 15 million people in the United States, many of whom are children. This one-hour onsite workshop provides knowledge to asthmatics and caregivers to help manage their disease and minimize its interference with their quality of life. This workshop will help participants to control the things that trigger their asthma, understand their medications and how to use them, and recognize early warning signs of an asthma flare-up and know how to handle them.

December 6, 2017 at 12:30 p.m.

Wang Campus Center Room 413



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Balancing Work & Family - Juggling the demands of children, home, a partner, work, and community can be overwhelming. Topics covered in this workshop include examining our expectations and personality dynamics that interfere with reducing our stress and managing our time. You will learn how to achieve a better life balance with a focus on managing responsibilities by reducing stress level, learning how to set priorities, delegate, and manage time more efficiently.

February 28, 2018 at 12:30 p.m. Library Lecture Room

Daily Habits That Keep You Happy & Healthy- A healthy diet matched with adequate exercise, sleep and stress management are important to keeping you happy and healthy. Learn how these four key components can affect your overall health in this onsite workshop and identify the simple things you can do every day to stay healthy.

April 11, 2018 at 12:30 p.m. Library Lecture Room

ACTIVE YOU WALKING CHALLENGE

March, 2018 (Details to follow in early 2018)

We'll be on the move again next spring! This time we will incorporate a Mindfulness Meditation series into our Challenge. Stay tuned for more details!

meQUILIBRIUM – EARN A GOLD BADGE

Go for gold on any **meQuilibrium skill between November 1, 2017 and June 15, 2018**. Covering over 50 topics—such as anxiety, clutter, anger, sleep, and more—skills are the foundation of the meQuilibrium program, where you build your resilience and learn new strategies for dealing with stress. Each skill is comprised of two components: Learn (videos and interactive lessons) and Practice (related blog posts and resilience-boosting activities). You earn a gold badge by completing the Learn and Practice steps. Log on or register to access your free, personalized program at mymeq.com/wellesley

HARVARD PILGRIM HEALTH CARE (HPHC) ONLINE WORKSHOP DESCRIPTIONS

Fitting Fitness In - During this four week online workshop participants will find ways to make fitness and exercise part of their daily life in order to improve and maintain health.

Healthy Aging - This four week online workshop is designed to provide healthy living choices for the aging population. This health promotion workshop includes information on routine screenings, vaccines that are specific to the aging population, tips for exercise and healthy eating as well as a few tips on some of the more common conditions associated with aging.

Managing Your Allergies - Identify what may trigger common allergies, and what you can do to control your symptoms in this two week online workshop.

Personality and Stress - This four week workshop will show you how you can cultivate mindfulness, positivity, and simple techniques to become more resilient to stress.



HEALTHY YOU
WORKING TOGETHER FOR WELLNESS

ADDITIONAL RESOURCES OFFERED THROUGH HARVARD PILGRIM HEALTH CARE

HEALTH COACH

Available to all HPHC members, HPHC offers personal health coaching. Whatever the challenges you face, your HPHC health coach will support, educate and motivate you to achieve your own health goals. Whether you want to control your blood pressure, manage your weight, increase your physical activity, eat better, reduce stress or deal with back pain, they're in your court. One-on-one phone coaching sessions will help you identify barriers to becoming healthier, collaborate with you to set realistic goals, refer you to appropriate resources and monitor your progress toward the goals you set.

To Get Started Go to: www.harvardpilgrim.org/wellnessaccount and log into your Connect account. From there, you will need to access the Healthy You wellness platform and complete the Personal Health Assessment. Once you have logged into the wellness platform, the Personal Health Assessment can be found under the Health tab.

FITNESS AND WEIGHT LOSS PROGRAMS

Available to all HPHC members, you may receive up to \$150 reimbursement for certain fitness and \$150 for weight loss programs if you're covered by one of our HPHC medical plans – for a total of \$300 per year:

Fitness reimbursement

If you belong to a qualified health and fitness facility for four months in a calendar year, HPHC will reimburse you (and your covered dependents) up to \$150. This reimbursement applies to monthly fees paid to a facility that provides cardiovascular and strength-training equipment for exercising and fitness centers, YMCAs and YWCAs, Jewish Community Centers and municipal fitness centers.

Weight loss programs

HPHC will also reimburse you and your covered dependents for fees paid for qualified weight loss programs. Approved programs include Weight Watchers® traditional or Weight Watchers at-work programs as well as hospital-based weight loss programs.

For More Information. You may call HPHC's Member Services Department at 1-888-333-4742 with any questions about the Fitness or Weight Loss Programs.

Receiving Reimbursement

These programs are based on a calendar year, so make sure to submit your form(s). You may download the forms from <https://www.wellesley.edu/hr/benefits/healthyyou>.



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DOCTOR ON DEMAND

Available to HPHC Members, Doctor on Demand allows you to video chat with a doctor from your phone, tablet or computer. If you're in the HMO or PPO plan, you pay a \$25 copay. Under the PPO Plus HSA plan, the deductible applies. No referral from your PCP is required. You will be connected with doctor who is Board-certified and licensed in your state. These doctors can diagnose, treat and write prescriptions for many conditions, including:

Coughs, colds and sore/strep throat	Women's health, including UTIs and yeast infections
Flu, sinus issues and allergies	Sports injuries
Pediatric concerns	Eye issues
Nausea and diarrhea	Rashes and skin issues

To Get Started: Go to <https://www.doctorondemand.com/> or look for the Doctor on Demand app in your App Store or on Google Play. First create an account within the Doctor on Demand (DoD) app, or on the DoD website -click Join Now and follow the steps.

EMPLOYEE WELLNESS CLASS OFFERINGS THROUGH PERA

All wellness courses offered through PERA are free to Wellesley College faculty & staff.

Pilates

Pilates focuses on strengthening your body's "anatomical center" – your abdomen, lower body and buttocks. Each movement stretches and strengthens the muscles, while opening the joints and releasing tension.

Thursdays: 12:30 TO 1:15 P.M.

KSC202

Yoga

Yoga classes are offered focusing on standing poses, simple forward and back bends, twists and strengthening work. Restorative poses, breathing techniques and meditation are also part of the class.

Tuesdays and Fridays: 12:30-1:30 p.m.

KSC 201

NEW: Basic Element of Tai Chi

This course is based on Peter Wayne's book The Harvard Medical School Guide to Tai Chi. Our aim is to improve balance and strengthen bones, learn to ease aches and pains, strengthen the heart, deepen and enrich breathing, sharpen the mind, and enhance psychological well-being and sleep quality. You will become familiar with the basic elements of Tai Chi and how to include them in our everyday activities at home and at work, integrating meditative and mindful motion into our lives.

Wednesdays: 12:30-1:15 p.m.

**Academic quad in the fall (fair weather),
KSC 201 - winter and inclement weather**

There is no need to register – just drop in. For class questions, contact the instructors directly at: pmagill@wellesley.edu, smasters@wellesley.edu or jbailes@wellesley.edu (Tai Chi).



HEALTHY YOU
WORKING TOGETHER FOR WELLNESS

OTHER HEALTHY YOU RESOURCES

ESI WELLNESS EARLY SYMPTOM INTERVENTION

This free Healthy You program (paid for by the College) is for anyone with aches and pains. Clinicians use a special type of physical therapy to help relax your muscles, realign your body and help prevent these conditions in the future. Contact Cynthia Cox at 781-283-3496 or ccox@wellesley.edu to schedule your 20-minute appointment (at the Physical Plant).

CARE.COM

The Wellesley College Care.com benefits include access to daycare and in-home back-up childcare and adult care. This includes up to 10 days of child or adult back-up care per benefits eligible faculty/staff per academic year.

- In-home care: \$8 per hour
- Select child-care centers: \$25 per child

CARE.COM ALSO OFFERS ALL TYPES OF CARE TO HELP YOU MANAGE YOUR LIFE AT HOME

- Child care: Find babysitters, nannies and tutors
- Adult care: Help your parents stay independent with inhome providers and transportation assistance
- Pet care: Search out dog walkers, pet sitters and groomers
- Housekeeping: Hire housekeepers, house sitters and errand runners

For More Information. Visit www.care.com/edu/wellesley-college or call 1-855-781-1303.

HEALTH ADVOCATE

The Health Advocate is a resource to help you find the right doctors, get cost estimates, resolve insurance claims and assist with elder care. You may go to <http://healthadvocate.com/members>, call 1-866-695-8622 or email answers@healthadvocate.com at any time. Also, look for the free mobile app by searching "Health Advocate Lifeline".



DEVELOP & RECOGNIZE YOU

WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

DISCRETIONARY HOLIDAY TIME

All benefit-eligible administrative employees will receive the following additional paid holiday time off:

- December 26, 27, 28 and 29.

While many administrative offices may participate in the Discretionary Holiday Time, some offices may need to be open given the nature of their work. In these cases, office hours and staffing needs will be determined at the discretion of the department/division head.

Employees with academic schedules no longer need to utilize vacation time for this paid discretionary holiday time.

- Weekly (non-exempt) employees need to enter this time as holiday pay.
- Monthly (exempt) employees do not need to enter time for these days.

Union employees are governed by their collective bargaining agreements.

STAFF RECOGNITION PROGRAM

Wellesley College is a vibrant community of bright students, leading scholars, and high-performing and dedicated staff. With the entire community working together, motivated by purpose, an amazing living and learning environment is created. Administrative and Union staff have a critical role in Wellesley's success, and this Staff Recognition Program provides an opportunity to acknowledge extraordinary effort.

- Recognizes employees who excel through collaboration and teamwork.
- Showcases employees who have been innovative in eliminating ineffective or outdated practices and programs and have developed alternative, more effective methods.

Do you know of an individual who has showcased innovative ideas, approaches, or techniques in their work or a team that has excelled through collaboration? If so, nominate them for the Fall 2017 Staff Recognition Award! It is as important to recognize the work of others as it is to be recognized.

Nominations are due by **November 3, 2017**.

Awards will be distributed during the Winter Solstice Celebration on **December 13, 2017!**

Please contact Human Resources with any questions or go to the Human Resources website for more information.

Staff Recognition Committee:

John Brown, Susan Daganhardt, Christie Kim, Pierre Osias, Karen Ossen, Kelly Robinson

ALLONE HEALTH — OUR EMPLOYEE ASSISTANCE PROGRAM (EAP)

AllOne Health, Wellesley College's Employee Assistance Program (EAP) can provide a variety of training programs for departments about topics such as team building, communication, innovation and motivation. The EAP can make individualized department training programs to address specific areas of need. Invite the EAP to your next staff meeting! Contact Human Resources at ext. 2215 to learn more.



DEVELOP & RECOGNIZE YOU

WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

Join us for the following onsite seminars by AllOne Health, our Employee Assistance Program. These programs are open to all faculty and staff and may help us grow and learn as individuals and colleagues.

Embracing Stress: The New Science of Stress

What if stress makes you smarter, stronger, happier, and more resilient? What if stress is just like a muscle and the more you use it, the better it becomes? The latest science finds that it is not the stressor we experience that makes us sick, but our stress mindset. Rather than trying to reduce, avoid or escape our stress, understanding and embracing it may be the secret to resilience and longevity. Attend this seminar to learn about the latest science and strategies regarding stress.

November 15, 2017 at 12:30 p.m. Library Lecture Room

Emotional Intelligence

Emotional Intelligence (EI) refers to skills that define how effectively we perceive, understand, reason with, and manage our own feelings and those of others. Recent studies indicate that EI is a powerful key to effective leadership, enhanced communication, and greater collaboration in the workplace. Through interactive exercises, this workshop explores the foundations of emotional intelligence, and how you can enhance your EI to dramatically improve workplace relationships, job satisfaction, and job performance.

March 6, 2018 at 12:30 p.m. Library Lecture Room

Creative and Innovative Thinking

Grow, tone, and stretch your creativity. You, your department, and your organization all benefit from exercising innovation. Come and explore how to overcome creative blocks and generate new ideas. As a result of attending this seminar, you will be able to tap your creativity while helping others to access their innovative side.

April 3, 2018 at 12:30 p.m. Wang Campus Center Room 413

ON DEMAND WEBINARS BY ALLONE HEALTH our Employee Assistance Program

AllOne Health offers regular webinars on a variety of topics. You can join on the day (or listen to them later). Visit www.AllOneHealthEAP.com Username: wellesley Password: employee

Upcoming webinars include:

October - Available on demand starting on October 17, 2017

- **Improve Your Health With Ergonomics and Frequent Movement** - Learn to incorporate frequent desk exercises and movement into your day. Additionally, learn proper ergonomic tips to help ease job stress and reduce chronic injury.

November - Available on demand starting on November 21, 2017

- **The Mind-Body Connection** - Keeping the body relatively calm is crucial to well-being and optimal health. Becoming aware of how your body feels when it is under stress is important to maintain a relaxed and calm state.

December - Available on demand starting on December 19, 2017

- **Diversity in the Workplace: Maintaining an Inclusive Environment**- Each member of the workforce brings unique skills, background, and experience vital to the successful organization. A diverse workforce is a rich source of creativity and problem solving.



ENGAGE YOU

COMMUNITY CONVERSATIONS

COMMUNITY CONVERSATION SESSION # 5: READY, SET, GO – MAKING PLANS AND TAKING ACTION

This session will focus on strategies for taking action. Each person will develop a goal for action and a plan for how they will get there. Come ready to see how you can make a difference in whatever your area of your concern and interest might be. Together we will look at a spectrum of possibilities and develop a plan to suit your interests and the time you have available to invest in your strategy.

Wednesday, October 25, from 11:30 a.m. to 1:30 p.m.

Library Lecture Room

Light refreshments will be served.

COMMUNITY CONVERSATION SESSION #4 (RESCHEDULED): EXPLORING IMMIGRATION IN THE CONTEXT OF BRAVE SPACES AND HOPE-FILLED OUTCOMES

More information will be provided about this program closer to the date. This will be a campus wide event. Stay tuned!

Wednesday, November 29, from 12:30 p.m. to 2:15 p.m.

Library Lecture Room

Light refreshments will be served.



PROSPEROUS YOU

WORKING TOGETHER FOR FINANCIAL WELLNESS

Our Prosperous You programs give you financial and retirement planning guidance – to help you make wise decisions now and for the future.

FINANCIAL AND RETIREMENT PLANNING

To schedule an individual session with a TIAA representative, call 1-800-732-8353 or go to www.tiaa.org/schedulenow.

Stay tuned for our upcoming onsite TIAA events.

WEBINARS

TIAA offers regular webinars on financial education topics. You can join on the day (or listen to them later). All you do is register at www.tiaa.org/VE. Upcoming webinars include:

November

- SPECIAL TOPIC: Demystifying life insurance, 11/14, 12-1 p.m.
- Paying Yourself: Income options for retirement, 11/14, 3-4 p.m.
- SPECIAL TOPIC: Estate planning - taxing matters, 11/15, 12-1 p.m.
- Start to Finish: The early career woman's guide to financial wisdom, 11/15, 3-4 p.m.
- SPECIAL TOPIC: The 411 on 529 college savings plans, 11/16, 12-1 p.m.
- Within Reach: Transitioning from career to retirement, 11/16, 3-4 p.m.

December

- Healthy Numbers: Integrating healthcare into your retirement plan, 12/5, 12-1 p.m.
- Gaining Insight: Navigating debt consolidation & understanding the mortgage process, 12/5, 3-4 p.m.
- SPECIAL TOPIC: Gifting with an educational focus, 12/6, 12-1 p.m.
- Halfway There: A retirement checkpoint, 12/7, 12-1 p.m.
- Charting Your Course: A financial guide for women, 12/7, 3-4 p.m.

CERTIFIED FINANCIAL PLANNING

Our Certified Financial Planners can help you understand contribution options and plan for retirement. This benefit is paid for by the College. Make an individual campus appointment by calling Ext. 3202

METRO CREDIT UNION PROGRAMS

Open an account, obtain a loan or take out a mortgage through the Metro Credit Union. To learn about their services, go to <https://www.metrocu.org> or call 1-877-696-3876.