Performance Management Announcement

The annual fiscal year-end performance review period will be from April 15th to June 30th. Supervisors, now is a good time to start scheduling these conversations. During this period, supervisors and administrative employees should have an in-person review discussion about progress on goals set for FY18 and complete the review portion of the performance module on Workday. In preparation for this period, be sure to look back and make sure that your goals are entered and approved in Workday. Stay tuned for more information about the performance review period later this month and contact Sarah Staley, Associate Director of Talent Management and Development sstaley2@wellesley.edu, with questions.

Leadership Development Program

There are a variety of leadership development programs available to administrative staff who are interested in improving their leadership skills. The Wellesley College Leadership Development Program is for emerging leaders at Wellesley interested in strengthening supervisory and management skills as well as developing leadership skills through cross-functional learning projects. The Susan Vogt Fellowship Program is available for functional leaders and administrative employees in supervisory roles and connects, develops, and supports emerging leaders within the schools of The Boston Consortium. The HERS (Higher Education Resource Services) Program focuses on leadership and management development for women in higher education administration. Please apply for these programs by 5/15/18 and find applications and information at http://www.wellesley.edu/hr/empdev/othertraining. Feel free to contact Sarah Staley, sstaley2@wellesley.edu, with questions.

Wellesley College Service and Staff Recognition Awards

Administrative and Union staff have a critical role in Wellesley’s success, and the Staff Recognition Program provides an opportunity to acknowledge extraordinary effort. There are two awards that will be given: the Agent of Innovation Award provided to an individual who has used innovative ideas, approaches, or techniques in their work, and the Champion of Collaboration Award given to a team who has excelled in the use of collaboration to meet a goal or objective. For more information on the program please go to: http://www.wellesley.edu/hr/recognition. The deadline to nominate your staff members is April 20th. The nomination form can be found at: http://www.wellesley.edu/hr/recognition/form. Recognize your colleagues who make a difference at Wellesley College!

The Spring 2018 Employee Service and Staff Recognition celebration recognizing recipients of the Staff Recognition program and celebrating Milestone Years of Service will be May 14, 2018 from 3:30-5:00pm in the Alumnae Ballroom.

Onsite TIAA Seminar- Halfway There- A Retirement Check-up. Tuesday May 8th, 12:30pm-1:30pm. Click here to sign up

Our certified financial planners can help you plan for retirement:
To make an appointment click here (use code:1234) or call Human Resources at ext. 3202

Meet with a TIAA representative on campus - Call 800-732-8353 or Visit TIAA.org/schedulenow

Enjoy a variety of informative webinars by TIAA to help you with your financial planning
To view the full list of webinars click here or call Human Resources at ext. 3202
Healthy You Incentive Reminder

In 2018, all faculty and staff enrolled or not enrolled in a Harvard Pilgrim Health Plan can earn a $200 amazon e-gift card by completing the 2017/2018 Healthy You activities. Spouses of faculty and staff enrolled in a plan are eligible to receive a $50 e-gift card for completing their Online Personal Health Assessment.

Please visit: https://www.wellesley.edu/hr/benefits/healthyyou for more information

2018 Summer and Holiday Hours for Administrative Staff

Flexible summer hours begin on Monday, June 11 and end on Friday, August 17

The flexible summer work week for full-time administrative employees is 34 hours or four 8.5 hour days. For example, working from 8:00 AM to 5:00 PM minus one-half hour for lunch equals one 8.5 hour day. This is the work schedule for administrative staff for summer 2018.

Given the nature of work in some offices, they may decide to be open and fully staffed Monday through Friday. Some offices may decide to participate in summer hours by remaining open 5 days per week with staggered staff. In both of these cases, office hours and staffing needs will be determined at the discretion of the department/division head.

Visit https://www.wellesley.edu/hr/whatsnew for more detailed information about employees who work less than full time and about the July 4th Holiday week.

2018/2019 Holidays for Administrative Staff

Patriot's Day- Monday April 16 2018
Memorial Day- Monday May 28th 2018
Independence Day- Wednesday, July 4, 2018
Labor Day- Monday, September 3, 2018
Columbus Day- Monday, October 8, 2018
Thanksgiving- Thurs, Nov 22, 2018 & Fri, Nov 23, 2018
Christmas- Tuesday, December 25, 2018
New Year's Day- Tuesday, January 1, 2019
Martin Luther King, Jr. Day- Monday, January 21, 2019
Presidents' Day- Monday, February 18, 2019
Patriots' Day- Monday, April 15, 2019
Memorial Day- Monday, May 27, 2019

The Walking Challenge runs April 3rd-May 15th - You could win a Fitbit or an Aria Scale just for participating!
Visit: https://www.wellesley.edu/hr/benefits/healthyyou/2018-annual-active-you-walking-challenge to learn more

Walking Meditation - Thursdays April 5th-May 10th 12:30-1:30pm, meet in front of Clapp Library
These weekly walks will feature instruction on the basics of walking meditation, including breathing techniques and how to practice moment to moment awareness. Walks are brought to you by Harvard Pilgrim.
Visit our website listed above or click here for more details

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2018/2019 Academic Year Schedule for Administrative Employees

Typical schedules include:

- 39 Week (9 month) appts: 8/27/2018 through 5/24/2019
- 41 Week (9 1/2 month) appts: 8/27/2018 through 6/07/2019
- 43 Week (10 month) appts: 8/27/2018 through 6/21/2019

Employees should confirm their start and end dates with their supervisors.

Important Dates:

New student orientation start- Sunday, August 26, 2018
Classes start- Tuesday, September 4, 2018.
Last day of exams for spring 2019 semester- Tuesday, May 21, 2019.
Commencement- Friday, May 31, 2019.