

Human Resources ILLUMINATOR



WELLESLEY
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Information for your health and prosperity

March 2016

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A Note from Carolyn Slaboden

Assistant Vice President for Human Resources

As you have likely heard, Wellesley College is transitioning from the Banner system to WorkDay. This is an exciting initiative as it will integrate our administrative procedures and provide a more intuitive and user-friendly interface to our faculty, staff and students. Once implemented, WorkDay will streamline all aspects of our employee and student records including payroll, benefits administration, financial management and course registration.

The Human Resources module will be the first one implemented so our department will be heavily involved. We are dedicated to making the transition as seamless as possible for the College community. We look forward to continuing to meet community needs throughout the transition – and to sharing all the benefits that WorkDay will bring us in the future.

Carolyn Slaboden

Wellesley College – A BBJ Finalist Again!

Wellesley College has been named one of the Healthiest Employers by the **Boston Business Journal** for the second year in a row. This is a significant accomplishment, especially in the greater Boston area – and **you** played a large part in this nomination. Organizations are evaluated based on responses to 75 questions in six different categories. For us, employee engagement and community involvement were key in getting to the finalist round.



Walking Challenge Registration opens on March 28.

To register for this year's Walking Challenge, go to the new wellness portal (<https://harvardpilgrim.cernerwellness.com>), then:

1. Select "Register New Account"
2. Answer all the registration questions
3. Review and accept the Terms of Use and Privacy Policy
4. Select "Next" and then select "Dashboard" (in the upper right corner of the screen) to go to your home page
5. If you're signing up as an individual, click on the "Individual Challenge" box
6. If you're signing up as a team, your Team Captain will create the team first and send all team members an e-mail with a direct link to the portal. When you register, you'll click on the "Team Challenge" box.

If you want to be on a team and don't have a group, sign up for either the "**Wellesley Warriors**" team or the "**Step It Up**" team.

If you need help signing up or using the portal, call Customer Service at **1-877-594-7183** between 9:00 a.m. and 5 p.m.



OUR 2016 WALKING CHALLENGE BEGINS APRIL 7

You're invited to the 3rd annual Active You Walking Challenge beginning on **April 7** and ending on **May 12**: a five-week event. Benefits-eligible faculty and staff may participate – whether or not you have Harvard Pilgrim medical coverage with us. This year, we've updated the Challenge, based on the feedback you provided. You have:

- the choice to participate as a team or an individual
- the chance to set up a team of any size (to a 23-person maximum)
- the ability to use different trackers (including Misfit Flash, FitBit, FitBug, Garmin Connect, iHealth, Jawbone Up, Moves App)
- prizes for teams and individuals and
- an all-new wellness portal with many features to support you during the Challenge and throughout the year.

Pick up a Misfit Flash (if you don't already have one) at any of the demos or at the Launch Party! Note that supplies are limited.

For more about the Walking Challenge, go to:

www.wellesley.edu/hr/benefits/healthyyou.



Learn more, start walking and join the fun:

- Watch for your postcard invitation
- Come to the Launch Party on **April 5** in the Alumnae Ballroom: drop in between 3 and 5 p.m.
 - Join us for food, fun and to **register for the Challenge**
 - See a demo of the new wellness portal
 - Get your biometric screening done between 2 and 4 p.m. (and be one step ahead for the \$150 Healthy You reimbursement)
- See a demo of the new wellness portal (and register for the Walking Challenge at the same time) in the Library Lecture Room (call Ext. 2211 to RSVP for any of these sessions):
 - On **March 29** from 12:30 to 1:30 p.m.
 - On **March 31** from 12:30 to 1:30 p.m.
 - On **April 6** from noon to 1 p.m. or 1 to 2 p.m.
- Sign up early
- Go to the portal to watch videos, review the user guide, upload your steps, see how you (and others) are doing, get additional wellness information and send messages to Challenge participants
- Celebrate at the Award Party on **May 20** in the Alumnae Ballroom: drop in between 3:30 and 5 p.m.



We've Got Prizes!

CATEGORY	PRIZE
Top 2 Walkers (most steps)	Kayaks (delivered to your home)
Unsung Hero (nominated by your peers)	Healthy basket (\$100 value)
Best Individual Video	Healthy basket (\$100 value)
Top 2 Teams (most steps)	Beach towel and infusion water bottle/each
Best Team Name	\$25 gift certificate/each
Best Team Video	\$25 gift certificate/each

**PRIZE
BREAKDOWN**

Visit www.wellesley.edu/hr/benefits/healthyyou to find out more.



MEDITATION SESSIONS



As part of Wellesley's Mindfulness initiative, you are encouraged to come to the meditation sessions offered to promote the health of your mind, body and soul:

- Monday through Friday from 8 to 8:20 a.m. (guided small group meditation, in the MFC Meditation Room, ground floor, Houghton Chapel)
- Mondays from 5 to 6 p.m. (longer meditations in the MFC Meditation Room)
- Tuesdays at 4 p.m. (Zen meditation in the MFC Meditation Room)
- Tuesdays at 7:30 p.m. (Nichiren Buddhist Chanting in the MFC Meditation Room)
- Wednesdays at 12:30 (at the Greenhouses in the farthest back corner)

If you have questions, contact: Tiffany Steinwert at tsteinwe@wellesley.edu.

UPCOMING PRESENTATIONS



THE WHOLE YOU



PROSPEROUS YOU
WORKING TOGETHER FOR FINANCIAL WELLNESS

Please RSVP to Ext. 3289 or <https://goo.gl/F7xgSa>

Medical Coverage in Retirement **April 18 from 5 to 6:30 p.m. at the College Club**

Bring a guest and enjoy a light dinner while you learn about Medicare and health plan options.

This educational seminar will review the benefits that Medicare and retiree health care plans and Social Security can provide. Eligibility rules and choices will be covered so you have the knowledge you need to make informed decisions before retirement. Gather information for yourself, a friend or family member.

Social Security: Learn from the Expert **April 25 from 5 to 6:30 p.m. at the College Club**

Bring a guest and enjoy a light dinner while you hear about Social Security and all it offers.

Our presenter, Francine Kollias, spent her career with the Social Security Administration and is an expert at explaining how to navigate the Social Security process. She will talk about the retiree, survivor and disability benefits available through Social Security as well as Medicare options. She'll also review filing options, discuss pre-retirement planning strategies and answer any questions you may have.

Lunch and Learn: Administrative Staff Compensation Program **April 28 from noon to 1:00 p.m. in the Library Lecture Room**

Bring your lunch and learn about the administrative staff compensation program at Wellesley College.

In a recent CPPAC survey, administrative staff said they had questions about how pay decisions are made. Carolyn Slaboden, the Assistant Vice President for Human Resources, and other HR staff will be available to share information and answer questions about compensation, such as how initial salary offers are made and how the annual increase budget is determined.

ID Theft Presentation **May 4 from 12:30 to 1:30 p.m. in the Library Lecture Room**

Bring your lunch and hear about your Sun Life SecurAssist Identity Protection program.

Sun Life, our life insurance provider, offers a comprehensive Identity Theft Protection program. The program provides 24/7 telephone support and step-by-step guidance from anti-fraud experts. You'll hear how the case worker assigned to you can help you notify credit bureaus, file paperwork to correct your credit reports, notify financial institutions and government agencies, cancel stolen cards and obtain new cards. You are automatically enrolled under this program and the College pays the cost.

About Your Credit Report and Credit Score **June 8 from 12:30 to 1:30 p.m. in the Library Lecture Room**

Lunch will be provided by the Metro Credit Union while you learn about the ins and outs of your credit score and reports.

Our Metro Credit Union representative will provide information about credit reports, including how information is collected, how long it remains on your record and who has access to your reports. You will also learn how to use and manage your credit to build a positive history for yourself.

WHOLE YOU PROGRAM OFFERINGS



THE WHOLE YOU

Human Resources recently introduced *The Whole You Initiative* as a way to provide resources in support of our Healthy You, Prosperous You, Develop & Reward You and Engage You programs. As part of this initiative, we developed a series of programs, webinars and tools that are available to all faculty and staff while also targeting specific audiences at different times: Gen-Y, Millennials, Mid-Career, Pre-Retirement, Managers/Supervisors.

Future events (color-coded by program and potential audience) are listed below. Visit www.wellesley.edu/hr/events often to see the latest updates, download a PDF version and click on a program to see more details. To RSVP for an event, go to: <https://goo.gl/F7xgSa>.

	April	May	June
Prosperous You	(WT) Square up Your Savings Challenge All Month	(P) Paying for College 101 5/10, 12:30-1:30 Library Lecture Rm	(P) About Your Credit Report & Credit Score 6/8, 12:30-1:30 Library Lecture Rm, Lunch Provided
	(P) Medical Coverage in Retirement 4/18, 5:00-6:30 College Club, Dinner Provided	(P) ID Theft Presentation 5/4, 12:30-1:30 Library Lecture Rm	(W) AllOne: Retirement Ready Available From 6/21
	(W) AllOne: Home Buying 101 Available from 4/19		
	(P) Social Security: Learn from the Expert 4/25, 5:00-6:30 College Club		
	(P/WT) It's My Budget and I'm Sticking to it! 4/26, 12:30-1:30 Wang Center 413		
	(P) Administrative Staff Compensation Program 4/28, 12:00-1:00 Library Lecture Rm		
Develop You	HERS Application Deadline 4/1		
	Vogt Application Deadline 4/24		
Healthy You	(E) meQuilibrium: Being a Family Caregiver	(E) meQuilibrium: Managing Body Image and Weight	(E) meQuilibrium: Improving Your Focus
	Walking Challenge Launch Party 4/5, Biometrics 2:00-4:00 Registration 3:00-5:00 Alumnae Ballroom	(P) Get Motivated, Get Moving 5/3, 12:30-1:30 Wang Center 413	
	(P) Active You Walking Challenge Portal Demo 4/6, 12:00-1:00 or 1:00-2:00 Library Lecture Rm	(W) AllOne: Dealing With Depression Available from 5/17	
		Active You Walking Challenge Award Party 5/20, 3:30-5:00 Alumnae Ballroom	

Audience Key	Gen-Y/Millennials	Mid-Career	Pre-Retirement	All	Managers/Supervisors
Information Format	E: E-mail	M: Mailing	P: Live Presentation	W: Webinar/ Live Chat	WT: Web Tool

The sessions listed above identify the specific target audience(s) by color. However, all employees are welcome to attend any session.

REMINDER: Healthy You \$150 Incentive



You can earn \$150 by being part of this year's Healthy You program. (Your spouse can earn an additional \$50.) Complete the following steps by **June 30, 2016**. Go to: www.wellesley.edu/hr/benefits/healthyyou.

For Faculty and Staff Who Are Enrolled in a Wellesley College Medical Plan

Complete the online Health Questionnaire through Harvard Pilgrim's HPHConnect by visiting www.harvardpilgrim.org/wellesleycollege.

OR

Complete your biometrics on **April 5 from 2 to 4 p.m. in the Alumnae Ballroom**.

AND Complete **ONE** of the following:

1. Download the mobile App for AllOne Health or meQuilibrium (see page 13 for the QR codes) or
2. Visit *the Whole You* events calendar on the HR home page, www.wellesley.edu/hr/events, and register for a presentation or web event.

For Faculty and Staff Who are NOT Enrolled in a College Medical Plan

Complete your biometrics on **April 5 from 2 to 4 p.m. in the Alumnae Ballroom**.

OR Complete **BOTH** of the following:

1. Download the mobile App for AllOne Health or meQuilibrium (see page 13 for the QR code) or
2. Visit *the Whole You* events calendar on the HR home page, www.wellesley.edu/hr/events, and register for a presentation or web event.

For Spouses Enrolled in a Wellesley College Medical Plan

Complete the online Health Questionnaire at www.harvardpilgrim.org/wellesleycollege and earn \$50 (in addition to anything your spouse earns).

Important Tax Note. The Healthy You initiative is provided to benefits-eligible faculty and staff. Incentives earned are taxable as ordinary income. Harvard Pilgrim will send a file to the College with the amount of any gift card you receive through the Healthy You program. Federal, state and Social Security income taxes may apply to your incentive amount.

HEALTHY YOU

Learn about Harvard Pilgrim Member Savings and Discounts: www.harvardpilgrim.org/wellesleycollege or call 1-888-333-HPHC.



EXPANDED

Weight Loss Discount

Get up to \$150 reimbursement for a qualified weight loss program.

Whether you're trying to lose weight or maintain a healthy weight, Healthy You and Harvard Pilgrim want to help you reach your goal. You and your covered dependents can be reimbursed up to a total of \$150 for fees paid to qualified weight loss programs. **Approved programs now include Weight Watchers® traditional or Weight Watchers at-work programs, and hospital-based weight loss programs.**

EXPANDED

HPHC Fitness Reimbursement

There's a financial benefit to having a gym membership. If you (or a family member) is covered by our Harvard Pilgrim plan – and you belong to a qualified health and fitness club for at least four months in a calendar year – you can be reimbursed up to \$150. For 2016, HPHC is **expanding the fitness facilities that qualify** you for this benefit. Qualifying fitness facilities now include full-service health clubs and fitness studios/facilities that offer: Pilates, yoga, Zumba, aerobic group classes, cycling/spinning classes, kickboxing, Crossfit, strength training, tennis, indoor rock climbing, and personal training (taught by a certified instructor).

Note: The following **do not** qualify for the reimbursement program: Group classes and fees for personal trainers offered outside of a fitness facility/studio, martial arts, gymnastic facilities, dance studios, country clubs, pool-only facilities, road race fees, sport camps, ski passes, town sports programs, and school sports athletic user fees.

Once you have completed four months of participation, apply for your reimbursement online via your HPHConnect account (or via mail). Reimbursements take six weeks to process; one \$150 reimbursement is provided per family.

For More Details:

www.harvardpilgrim.org/fitnessreimbursement



HEALTHY YOU (cont'd)

meQuilibrium

The meQuilibrium program is paid for by the College and offers a digital coaching platform that gives you a confidential and individualized experience. You complete an assessment to get a resilience score, profile and tailored plan to address your areas of greatest vulnerability. This personalized program allows you to master techniques to organize your thoughts, understand your emotions, and reframe any setbacks. It's truly a "whenever-you-need-it, 24/7 stress and life coach" that fits in your pocket.

Almost 25% of our faculty and staff are enrolled in the program and use it regularly. It helps you understand what the source of your stress is and builds skills to fight these stress influences and reduce anxiety. By incorporating this program into your daily life, you become more resilient, feel less stress and are better equipped to face adversity.

Results are impressive. Two years after implementation, meQuilibrium has helped reduce the anxiety of participating employees by 15%. In addition, overall stress decreased by 3.9%. It is clear that meQuilibrium is changing behaviors and has contributed to our culture of health.



There's a meQuilibrium App. Go to www.meQuilibrium.com/Wellesley to create an account if you don't already have one, then download the free App to watch skill building videos, build awareness around your thoughts and emotions, schedule fun and easy activities to keep yourself on track and synch everything with your calendar.

Here's how:

1. With your QR reader, scan the EAP QR code here and select your appropriate App store (Google Play, iTunes App Store)
2. Download the App and log in with your e-mail and password



ESI (Early Symptom Intervention) Program

Our ESI program is offered on campus and is paid for by the College. This program is designed to address your aches and pains. You can schedule an individual 30-minute appointment on Tuesdays or Wednesdays between 7:30 and 11:30 a.m. through June 30. Call Ext. 3496 or e-mail ccox@wellesley.edu.

Many Wellesley College employees have taken advantage of this program and experienced great results. See below for some of the feedback received.

"Judy does an excellent job. [She] gave me specific suggestions [and] it really helped!"

"I started [going to] ESI because of a knee injury. I now have more motion, less pain and swelling and have been able to get back to my normal exercise routine!"

"It amazes me how the light pressure and movement applied during this therapy eases the pain and helps with range of motion. One of the best programs for employee wellness!"

Health Advocate

Our Health Advocate program is also paid for by the College. By contacting the program, you have your own personal health advocate to help you find the right doctors, get cost estimates, resolve insurance claims and assist with elder care. Your personal health advocate can address a full range of clinical and insurance-related issues. Employees, their spouses, dependent children, parents and parents-in-law can all use this benefit.

Sign up for the Health Advocate Health and Wellness Blog at

<http://blog.healthadvocate.com/>.

For More Information. Go to <http://healthadvocate.com/members> or call 1-866-695-8622.

There's a Health Advocate App.

You can download the free mobile App for convenient, on-the-go help.

AppStore (for iPhone and iPad)

1. Tap the AppStore icon on the home screen
2. Tap the magnifier search icon at the bottom of the screen and type "Health Advocate Lifeline" in the search bar
3. Tap "FREE" and then "INSTALL APP"

Google Play (for Android)

1. Tap the Google Play icon on the home screen
2. Tap the magnifier search icon in the top right corner and type "Health Advocate Lifeline" in the search bar
3. Tap "FREE" and then "INSTALL APP"

HEALTHY YOU (cont'd)

AllOne Health (Employee Assistance Program)

Life brings us challenges and opportunities. It's comforting to know you have the resources to guide you along the way through Wellesley College's Employee Assistance Program (EAP): AllOne Health. Our EAP is paid for by the College and offers work/life services for such needs as child care, elder care and other daily living issues. With AllOne Health, you and your dependent household members receive five free in-person counseling services. You also have access to free 30-minute consultations with an attorney or financial professional and the option of retaining their services at a discount.

For More Information. Go to www.allonehealth.com (User ID: wellesley Password: employee) or call 1-800-451-1834. This program is confidential and available 24/7.

There's an AllOne Health App. This App allows you to access EAP services on your smartphone. There are self-help articles, videos, assessments and social media integration. EAP services are available in the palm of your hand – by downloading the App:

1. If you have a QR reader, scan the EAP QR code here, or go to your App store (Google Play, iTunes App Store) and search for "AllOne Health Employee Assistance Program"
2. Download the App and log in with your Passcode: "wellesley"
3. Select your demographics
4. Take the "App Tour," a quick showcase of features and
5. Access EAP services by tapping "Submit"



PROSPEROUS YOU



Wellesley College is committed to providing financial and retirement planning information and resources as part of Prosperous You.

TIAA

TIAA provides easy-to-use online resources to help you develop an investment strategy. TIAA is available to talk with you about your investment choices, allocation mix and overall strategy for your retirement goals. To schedule an individual session with our TIAA representative, call **1-800-732-8353** or go to www.tiaa-cref.org/letstalk.

Certified Financial Planners

The College pays the cost of our certified financial planner (CFP) benefit through our Retirement Education Fund so you get one-on-one guidance on financial, investment and retirement concerns – right on campus. Our CFPs are not tied to an investment fund or vendor and, therefore, provide an independent perspective.

Our financial planners provide confidential, independent counseling on all aspects of your financial life including taxes, insurance, budgeting, debt management, home purchase, college savings, retirement savings and income strategies, investment strategies, and wills and estate planning. They can help with a specific issue or create a comprehensive plan. You can use this benefit at any age. It's never too early to plan.

Typically, the first session involves collecting information about your current situation. Additional sessions give you specific guidance and, ultimately, recommendations to help you achieve your financial goals. Appointments are available on campus with either Harry Friedman or Mary Koenig. You can bring a family member or friend. See below for recent comments from evaluations of this program.

"Mary was wonderful! She explained the complex information in friendly, everyday terms."

"[Harry] was a very good listener and adjusted his planning advice to what I currently need. He is calm and patient and I appreciated the time he spent looking at my pension portfolio."

"The advice I received was very clear. All of my questions were answered in a thorough and helpful way; I understand both what I should do going forward with retirement contributions and the reasons that justify these recommendations."

"[Harry] was quick to understand our questions and very knowledgeable. He not only advised us but also explained the reasoning for his advice in terms that were easy to follow and seemed grounded in experience and common sense – very helpful to have the opportunity to talk through our situation with someone who was so well informed and also impartial."

"[Mary] de-mystified a potentially overwhelming set of tasks."

"Very useful! My husband and I were able to cover all [of our] questions and concerns without being rushed."

"They both have been extremely helpful. Tell more people [about this] option."

"I hope the College will continue to offer this valuable benefit to faculty and staff."

Make an Appointment. Call Ext. 2212 or 2215 to meet with Harry or Mary.

MORE PROGRAMS

You have access to many other benefits and services.

Pre-tax Transportation Benefit

With this program, you save money by paying for transit and parking expenses with pre-tax dollars through payroll deductions. Train, subway, bus, ferry, trolley or vanpool services are all eligible.

For More Information. Go to www.WageWorks.com/mycommute.

Sign up at any time during the year by contacting Human Resources at Ext. 3202.

Care.com

Care.com helps you find the extra set of hands you need. Whether you're looking for a babysitter or to kick start your spring cleaning, you can use your Care.com benefits to hire help. With Care.com, you have 24/7 access to local dog-walkers, errand-runners, housekeepers and tutors – as well as babysitters, nannies and senior care providers.

For More Information. Visit www.care.com or www.care.com/backupcare.

Liberty Mutual Auto and Home Insurance

Liberty Mutual partners with us to offer exclusive savings on auto and home insurance tailored for the way you live. You enjoy valuable discounts: New to Liberty, Newly Married, New Move, and Hybrid Vehicle. Call your Liberty Mutual Representative, Monica Archer, at **(781) 861-8750 Ext. 50311** or visit <https://www.libertymutual.com/wellesleycollegeemployees>.

Live Webinars from TIAA

You can register and log in at: www.tiaa.org/ve



Join your colleagues for live webinars designed for the real world...now in real time



Miss a seminar?

You can register for upcoming titles at tiaa.org/VE.

- Spending
- Saving
- Planning
- Investing
- Living

All live webinar times are (ET).

April

- **SPECIAL TOPIC:** All About IRAs 4/12, 12-1 p.m. | 4/19, 3-4 p.m.
- **Money at Work 1:** Foundations of investing 4/12, 3-4 p.m. | 4/21, 12-1 p.m.
- **SPECIAL TOPIC:** Demystifying Life Insurance 4/13, 12-1 p.m.
- **Gaining Insight:** Navigating debt consolidation & understanding the mortgage process 4/14, 12-1 p.m. | 4/20, 3-4 p.m.
- **Inside Money:** Managing income and debt 4/14, 3-4 p.m. | 4/19, 12-1 p.m.
- **SPECIAL TOPIC:** Economic Update with TIAA Chief Economist, Tim Hopper 4/26, 12-1 p.m.

May

- **Equally Prepared:** Financial planning for the LGBT community 5/17, 12-1 p.m.
- **Tomorrow in Focus:** Saving for your ideal retirement 5/17, 3-4 p.m.
- **SPECIAL TOPIC:** Why do you need an estate plan? 5/18, 12 p.m.
- **Your Next Great Adventure:** Living well in retirement 5/18, 3-4 p.m.
- **SPECIAL TOPIC:** The 411 on 529 college savings plans 5/19, 12-1 p.m.

June

- **Charting Your Course:** A financial guide for women 6/14, 12-1 p.m.
- **SPECIAL TOPIC:** Understanding Social Security 6/14, 3-4 p.m.
- **The Starting Line:** Why and how retirement saving should begin now 6/15, 12-1 p.m.
- **Paying Yourself:** Income options in retirement 6/16, 12-1 p.m.
- **Halfway There:** A retirement checkpoint 6/16, 3-4 p.m.

SERVICE AWARD RECEPTION – NEW LOCATION

Wellesley College is pleased to honor our long-service faculty and staff at the annual Service Award Reception on **May 10**. We are excited to recognize their commitment to our community – and thrilled to be able to host the Reception at the Davis Museum this year. After the Reception, honorees and guest will have an opportunity to browse the museum.

Congratulations to Our Retirees

We want to send a heartfelt thank you – and congratulations – to the 30+ faculty and staff retiring this fiscal year. Each has contributed significantly to our Wellesley College community.

On **May 9**, those retiring are invited to President Bottomly's home for a reception including beverages and hors d'oeuvres on the patio overlooking the lake. Guests, supervisors and department heads will be invited to share in the celebration.

TIME OFF/SUMMER HOURS

This section includes information about work schedules, holidays and paid time off for 2016-2017.

2016 Summer Hours for Administrative Staff*

**While many administrative offices may participate in flexible summer hour schedules, some offices may need to be open Monday through Friday given the nature of the work. In these cases, office hours and staffing will be determined by the department/division head.*

This is the work schedule for administrative staff for summer 2016. While parts of the College will be open all five days in the summer, the intent is that as many staff as possible have the opportunity to participate in this flexible work schedule.

Flexible summer hours begin on Monday, June 6 and end on Friday, August 19.

The flexible work week for full-time employees is 34 hours or four 8.5 hour days. For example, working from 8 a.m. to 5 p.m. minus one-half hour for lunch equals one 8.5 hour day. Schedules for less than full-time employees are prorated. For example, a 17.5 hour employee would work 17 hours in four days or 4 1/4 hours per day, assuming no lunch break.

Monday, July 4 is a College holiday. If a department decides to continue summer hours for the week of July 4, full-time employees will work three 9.0 hour days. Alternatively, if the department decides to suspend summer hours for the week due to staffing requirements, full-time employees would work four 7.0 hour days in addition to the holiday (7.0 hours) for a total of 35 hours. Employees should check with their manager concerning the work schedule for the week of July 4th.

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

The summer work week is 34 hours or 8.5 hours per day. A full-time employee who takes a vacation during the summer hour period should use 34 hours of vacation time. If a single vacation day is taken, the time entered should reflect 8.5 hours of vacation time.

2016-2017 Holidays for Administrative Employees

Independence Day

Monday, July 4, 2016

Labor Day

Monday, September 5, 2016

Columbus Day

Monday, October 10, 2016

Thanksgiving

Thursday, November 24, 2016

Friday, November 25, 2016

Christmas (observed)

Monday, December 26, 2016

New Year's Day (observed)

Monday, January 2, 2017

Martin Luther King, Jr. Day

Monday, January 16, 2017

Presidents' Day

Monday, February 20, 2017

Patriots' Day

Monday, April 17, 2017

Memorial Day

Monday, May 29, 2017

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.

2016-2017 SCHEDULES FOR ACADEMIC YEAR STAFF

Academic Administrative Assistants in the Provost's area typically work 41 weeks, starting a week before classes and ending a week after Commencement. The typical start date will be August 22, 2016 and the end date will be June 2, 2017. Employees in the Student Life Division should confirm start and end dates with their managers.

Typical schedules include:

39-week (9-month) Appointments: 8/22/2016 through 5/19/2017

41-week (9-1/2-month) Appointments: 8/22/2016 through 6/02/2017

43-Week (10-month) Appointments: 8/22/2016 through 6/16/2017

Scheduled vacation for Academic Year Staff:

(9-, 9-1/2-, and 10-month employees) is:

- Winter Vacation (the working days between Christmas and New Year's Day): December 26 (Christmas holiday observed), 27, 28, 29 and 30
- Spring Vacation (the week of Spring Break): March 27, 28, 29, 30 and 31

Monthly employees with schedules that differ from the above dates should contact Susan Daganhardt in Human Resources at Ext. 2248.

Important Dates

- Labor Day will be celebrated on Monday, September 5.
- Classes start on Thursday, September 1.
- The last day of exams for the Spring 2017 Semester is Monday, May 15.
- Commencement is Friday, May 26.

PRESIDENT'S DISCRETIONARY TIME OFF

While many administrative offices may participate in the President's Discretionary Time Off, 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.

The President's Discretionary Time Off for benefits-eligible administrative employees is as follows:

- Full year and 11-month employees are off December 27, 28, 29 and 30.
- Academic year employees (9- and 10-month schedules) are scheduled to be off for winter vacation (the working days between Christmas and New Year's Day) on December 26 (Christmas holiday observed), 27, 28, 29 and 30. In addition, academic year employees receive two bonus discretionary days: Friday, December 23 and Tuesday, January 3.

Union employees are governed by their collective bargaining agreements.

PROVIDERS AND WEBSITES

A list of our providers' websites and phone numbers is available at www.wellesley.edu/hr/benefits/benefitproviders. Use your smartphone for quick access to information. Below are the QR codes that will link you to our providers and their programs.

BENEFIT PROVIDERS	
HEALTH AND WELFARE BENEFITS	RETIREMENT BENEFITS/PROSPEROUS YOU
Medical (Harvard Pilgrim Health Care) www.harvardpilgrim.org 	403(b) Retirement Plan (TIAA) www.tiaa-cref.org/wellesleycollege 
Health Advocate http://www.healthadvocate.com/members 	TIAA Individual Appointments www.tiaa-cref.org/letstalk 
Dental (Delta Dental) www.deltadentalma.com 	Retiree Medical Guidance (ExtendHealth) https://extendhealth.com/retireebenefits 
Vision (EyeMed) www.eyemedvisioncare.com 	WORK/LIFE BENEFITS
Flexible Spending Accounts and Health Savings Account (WageWorks) www.WageWorks.com 	Auto and Car Insurance (Liberty Mutual) http://www.libertymutual.com 
Life Insurance (Sun Life) www.sunlife.com/us 	Pre-tax Transportation Benefits www.WageWorks.com/mycommute 
Employee Assistance Program (EAP) www.allonehealthheap.com User ID: wellesley Password: employee 	Metropolitan Credit Union www.metrocu.org 
HEALTHY YOU PROGRAMS	In-home Child and Adult Care (Care.com) www.Wellesley.care.com 
ESI Wellness https://www.mequilibrium.com/wellesley 	Wellesley Community Children's Center (WCCC) www.wccc.wellesley.edu 
meQuilibrium www.meQuilibrium.com/Wellesley 	

WEBSITES TO BOOKMARK

Human Resources Main Page	www.wellesley.edu/hr
What's New in HR	http://new.wellesley.edu/hr/whatsnew
Benefits Information	http://new.wellesley.edu/hr/benefits
Whole You Program Calendar	www.wellesley.edu/hr/events
Whole You Registration/RSVP Page	https://goo.gl/F7xgSa
Healthy You	www.wellesley.edu/hr/benefits/healthyyou
Active You Walking Challenge	www.wellesley.edu/hr/benefits/healthyyou/walkingchallenge
Prosperous You	www.wellesley.edu/hr/benefits/prosperous-you
Wellesley Wellness	www.wellesley.edu/wellness
Work/Life Resources	www.wellesley.edu/hr/worklife
Training and Employee Development	www.wellesley.edu/hr/empdev/signup

Disclosure

This newsletter presents basic information about the benefits provided to you by the College. In the event that this content conflicts with or is inconsistent with the plan documents, the provisions of the plan documents and/or other related insurance contracts are controlling and will govern.



REQUIRED NOTICE

Important Notice from Wellesley College About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Wellesley College and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. Wellesley College has determined that the prescription drug coverage offered by the Wellesley College HMO and PPO Plans are, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join a Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th through December 7th. However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two-month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens to Your Current Coverage If You Decide to Join a Medicare Drug Plan?

If you decide to join a Medicare drug plan and you drop your current Wellesley College coverage, be aware that you and your dependents will be able to get this coverage back only during open enrollment or with a mid-year qualified change.

When Will You Pay a Higher Premium (penalty) to Join a Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Wellesley College and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go 19 months without creditable coverage, your

premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice or Your Current Prescription Drug Coverage...

Contact information is listed below for more details.

NOTE: You will get this notice each year. You will also get it before the next period you can join a Medicare drug plan and if this coverage through Wellesley College changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans. For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov,
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help or
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Date: October 15, 2015

Name of Entity/Sender: Wellesley College

Contact Person: Marymichele Delaney, Human Resources

Phone Number: 781-283-3202