

The Whole You Human Resources Highlights

Spring 2018



DEVELOP & RECOGNIZE YOU
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

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.



PROSPEROUS YOU
WORKING TOGETHER FOR FINANCIAL WELLNESS

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





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

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

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

Labor Day-

Monday, September 3, 2018.

Classes start-

Tuesday, September 4, 2018.

Spring Break-

Thursday, March 21, 2019-Friday, March 29, 2019.

Last day of exams for spring 2019 semester-

Tuesday, May 21, 2019.

Commencement-

Friday, May 31, 2019.