

The Whole You Human Resources Highlights

Fall 2019



Welcome New Employees to Wellesley College

Starting July 2019, we will be introducing our new employees to the Wellesley College community in our quarterly newsletter. Please join us in welcoming our newly hired faculty, administrative, and union staff who joined Wellesley College in July and August 2019.

[View Recently Hired Employees](#)

Wellesley SEED

The Wellesley SEED (Seeking Educational Equity and Diversity) group is open to faculty and staff who want to engage across roles and responsibilities in order to better understand how aspects of identity (gender, class, sexual orientation, ability, age, race/ethnicity, religion, nationality, etc.) interact with systems to promote equitable learning spaces and to explore ways to create more inclusive campus environments for every member of the Wellesley community.

SEED seminars will run for three hours the first Thursday of the month (October – May, with two exceptions at the end) from 2:30 p.m. – 5:30 p.m. (with refreshments). An information session will be held Thursday, September 19th, 3:30-4:30 p.m. in LWC 413 conference room.

SEED Information Session

Date: Thursday, September 19, 2019 – 3:30 p.m. – 4:30 p.m.

Location: LWC 413

If you are interested in participating in SEED, please [fill out this form](#) by Thursday, September 26th, or visit www.wellesley.edu/SEED for more information.

Give Thanks at HR Open House

You are invited to stop by Human Resources for coffee and light refreshments and take the opportunity to write a thank you note (or a few) to your fellow colleagues. We are grateful for all the contributions of this wonderful community.

Date: Monday, November 25th, 9:00 a.m. to 12:00 p.m.

Location: Human Resources Conference Room, Green Hall 141

The Human Resources Office will partner with Daniels Table food pantry in Framingham, MA, to provide canned goods to families in need. All employees are welcome to drop off nonperishable canned goods to the Office of Human Resources from Monday, November 18th to Monday, November 25th.



Benefits Fair – Join Us October 22, 2019 in Tishman Commons

Join us at the annual Benefits Fair on Tuesday, October 22, 2019, 12:00 p.m. – 4:00 p.m. in Tishman Commons to meet with our various Benefits vendors and to participate in some of the following activities:

- 2020 Onsite Vision *
- Spice of Life Table – *Harvard Pilgrim Health Care***
- Flu Shots
- Chair Massages
- Healthy Snacks
- Tour our Keohane Sports Center

* Visit the 2020 Mobile Vision Suite - we'll bring the optometrist to you – get a vision exam, your prescription via email and the opportunity to purchase glasses or sunglasses – stay tuned for details. Exam co-pays may apply.

**Explore and learn about the health benefits of a variety of spices and herbs and how to incorporate them into everyday cooking. Stop by this interactive table and pick up a spice blend sample to take home.

Date: Tuesday, October 22, 2019

Time: 12:00 p.m. – 4:00 p.m.

Location: Tishman Commons

The NEW Whole You Ongoing Initiatives 2019-2020

For 2019-2020, you will be able to earn points towards the Whole You incentive by participating in some Healthy You, Develop You, Engage You, and Prosperous You programs.

The Whole You programs at Wellesley College are designed to support and inspire you to take care of your physical, emotional and financial wellbeing as well as support your professional development and engagement goals. Participation is optional, and the programs are designed to offer a variety of wellness activities to help you achieve your goals. The 2019-2020 incentive program begins on October 1, 2019 and ends on December 15, 2020.

By taking steps toward improved well-being and development you'll accumulate points, reach goals and earn incentives. All benefits eligible employees have the opportunity to earn the incentives described below. Spouses of benefits eligible employees covered on our medical plan will be eligible to earn a \$50 Amazon gift card beginning in January 2020. Additional details will follow.

Level 1: 100 Points = \$25 Amazon Gift Card & Wellesley College Travel Lunch Container

Level 2: 200 Points = \$50 Amazon Gift Card

Level 3: 300 Points = \$100 Amazon Gift Card

Log into your wellness account or create one by visiting www.harvardpilgrim.org/wellnessaccount. You will be able to track participation in all of the activities that count towards the incentives on this portal. Activities include on-campus workshops, on-campus fitness classes, meQuilibrium activities and online activities through this portal. Check out the Other Things to Do section of the site for activities throughout the year. You will see points reflected in your account once you complete an activity and select the red track button.

Healthy You Fall Programs

This fall, we will be running Healthy You on-campus programs on mindfulness, nutrition, skin health, and managing stress. **Earn points towards the Whole You incentive above by participation in these workshops.** Visit www.wellesley.edu/HealthyYou to learn more about the seminar offerings and to [sign up](#).

SEMINAR	DATE	LOCATION	SIGN UP
Mindfulness Workshop	September 27, 2019 12:30 p.m. – 1:30 p.m.	Library Lecture Room	Sign Up
At Peace with Food	October 4, 2019 12:45 p.m. – 1:45 p.m.	LWC 413	Sign Up
UV Protection – Sun Damage Screening	November 15, 2019 12:30 p.m. – 2:00 p.m.	Library Lecture Room	Sign Up
Busy? Here’s How to Find Peace of Mind	December 19, 2019 12:00 p.m. – 12:30 p.m.	Library Lecture Room	Sign Up

Employee On-Campus Wellness Class Schedule

All instructor led wellness classes will be drop-in and free for employees and their spouses/partners. **Earn points towards the Whole You incentive above by participation in these classes.** Classes are scheduled throughout the academic year through June 21. [View more information about On-site Wellness Classes](#)

Class	Location	Date / Time
Barre with Monica	KSC Studio 202	Monday, 12:45-1:30 PM
Yoga with Susie	KSC Studio 202	Tuesday, 12:45-1:45 PM
Pilates Fusion with Jan	KSC Studio 201	Wednesday, 12:45-1:30 PM
Spinning with Neal	KSC Spin Room (Field House)	Thursday, 12:45-1:30 PM
Yoga with Susie	KSC Studio 202	Friday, 12:45-1:45 PM



DEVELOP & RECOGNIZE YOU
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

Administrative Performance Management: Goal Setting Now Open

Performance Management Goal Setting for administrative staff is now open in Workday through **October 15, 2019**.

During this period, supervisors and administrative employees should meet to discuss performance and professional development goals and enter FY20 goals in Workday. Please check your Workday inbox for a message about setting your goals.

Our performance management program is designed to promote clear communication and aligned expectations between employees and their supervisors throughout the year.

Staff Recognition Program

We are so thankful for the expertise and contributions of our incredibly dedicated staff who play a critical role in Wellesley's success. We celebrate and honor the achievements of our colleagues to foster and inspire innovation and collaboration.

Nominate a colleague for the Staff Recognition Program. The program recognizes administrative and union staff who go above and beyond, excelling through innovation, collaboration, and teamwork.

Nominations are due November 1, 2019.

- **Agent of Innovation Award** – awarded to an individual who has used innovative ideas, approaches, or techniques in their work.
- **Champions of Innovation and Collaboration Award** – given to a team who has used innovation and collaboration to meet a goal or objective.

For more information on the recognition program, to become a part of the nomination committee, or to view last year's winners and nominees, please go to: www.wellesley.edu/recognition.

Discretionary Holiday Time

All benefits-eligible administrative employees, regularly scheduled to work, will receive the following additional paid holiday time off: December 26, 27, 30, 31. 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.

- 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.

Develop You FY20 Series

This academic year, we will be running our on-campus Develop You series focusing on professional development. **Earn points towards the Whole You incentive above by participating in these on-campus seminars.** Visit www.wellesley.edu/DevelopYou to learn more about the seminar offerings and to [sign up](#).

SEMINAR	DATE	LOCATION	SIGN UP
Managing Up	September 25, 2019 10:30 a.m. – 12:00 p.m.	Library Lecture Room	Sign Up
Riding the Waves of Workplace Uncertainty and Change	October 24, 2019 10:30 a.m. – 12:00 p.m.	LWC 413	Sign Up
Email/Electronic Communication Etiquette	November 19, 2019 10:30 a.m. – 12:00 p.m.	Library Lecture Room	Sign Up
Being a Thought Leader	December 17, 2019 10:30 a.m. – 12:00 p.m.	Library Lecture Room	Sign Up

Career Development Lunch Series – Bring Your Lunch, Grow Your Career

Wellesley College will be offering the It's Your Career program in a 3-part brown-bag lunch series this October. The series will meet Friday October 11th, October 18th, and October 25th, and will run 12:00 p.m. – 1:30 p.m.

It's Your Career helps employees gain clarity on their own career drivers, strengths, and differentiators, and improves understanding of the conditions under which they do their best work. The session will provide ideas for exploring opportunities within Wellesley and a discussion plan and tools to enlist support for career development.

[Sign Up for the It's You Career Lunch Series.](#)



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. Visit our website for more information at www.wellesley.edu/ProsperousYou

Plan for Retirement

Our certified financial planners can help you plan for retirement. To make an appointment, call Human Resources at ext. 3202.

To meet with a TIAA representative on campus, call 1-800-732-8353 or go to <https://www.tiaa.org/public/support/contact-us/consultations-seminars>

Prosperous You On-Campus Programs

This year, we will be running on-campus Prosperous You seminars to help you invest your money in an uncertain market, set up a budget to save for retirement, and gain insight in the mortgage lending process. **Earn points towards the Whole You incentive above by participating in these on-campus seminars.** Visit www.wellesley.edu/ProsperousYou to learn more about the seminar offerings and to [sign up](#).

SEMINAR	DATE	LOCATION	SIGN UP
Market Volatility	November 6, 2019 12:45 p.m.	Library Lecture Room	Sign Up
The Startling line	January 29, 2020 12:45 p.m.	Library Lecture Room	Sign Up
Gaining Insight	February 12, 2020 12:45 p.m.	Library Lecture Room	Sign Up

TIAA Special Webinars

TIAA presents special topic webinars to help you plan for retirement. Sign up: <http://tiaa.org/webinars>

SEMINAR	DATE	LOCATION	SIGN UP
Market-Proof Your Retirement	September 12, 2019	3:00 p.m.	Sign Up
Market-Proof Your Retirement	October 16, 2019	3:00 p.m.	Sign Up
Planning for retirement – the why, what and how	October 31, 2019	3:00 p.m.	Sign Up