

Williams

Welcome to

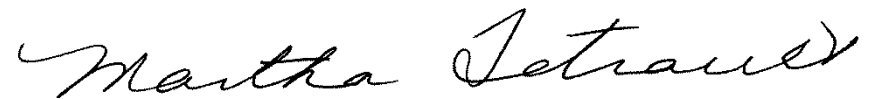


New Employee Orientation

Welcome

This orientation is designed to introduce you to some of the policies and practices that you need to know about, particularly in these first days as a Williams employee. The orientation presentation takes you on a virtual tour of the College's Policies, Procedures, Campus Community, and Benefits.

We wish you the very best in your new position and hope your employment experience will be rewarding.



Martha Tetrault, Director of Human Resources

What's an Eph?

Eph is short for Ephraim Williams, whose will and determination led to the founding of the college.

Purple Cows is also a term that is used to refer to Eph teams, but Ephs is the more commonly used reference.



Orientation Period

Newly hired staff are provided a six-month orientation period. During this time, the College provides opportunities for new staff to learn about Williams culture and history.

We have created a [New Hire Employee Checklist](#) to make it easier for you to get up and running as a new employee. This information will help you before your first day and carry you through your first 6 months. You can get started by simply clicking on the “Before Starting” link.

Within The Next 90 Days

We will provide you with opportunities to learn about Williams culture & history. Within the next 90 days, you will attend a “**Getting Connected**” Orientation to better acquaint you with the college and its community. Please mark your calendars for the following dates depending on your hire date:

- March 16 – 1:00 – 3:30 pm (Oct, Nov, Dec, Jan, Feb)
- June 20 – 9:00 – 11:30 am (Mar, Apr, May)
- September 19 - 9:00 – 11:30 am (Jun, Jul, Aug)
- December 14 - 9:00 – 11:30 am (Sep, Oct, Nov)

What to expect

This presentation will guide you through the four sections outlined below, and direct you to more detailed resources on the Williams website.

Section 1: Introduction to College Policies

Section 2: New Hire Forms and Payroll Procedures

Section 3: Campus Community

Section 4: Benefits

Employee Handbooks

Williams' employee handbooks contain the most current information about employee policies and procedures, and are available online on the Human Resources website.

By their nature, handbooks are works in progress and as policies are revised from time to time, employees are notified via email and daily messages. You are encouraged to familiarize yourself with the entire handbook and use it as a reference tool.

If you have any questions regarding policies, please ask your supervisor or any member of Human Resources for help.

To view administrative and support staff handbooks visit: [College Policies and Handbooks](#)

Code of Conduct

Our mission to provide the finest possible liberal arts education requires the support, financial and otherwise, of alumni, parents, friends of the College, and various levels of government.

- Maintaining Trust
- Confidentiality and Privacy
- Conflicts of Interest
- Business Ethics
- Use of College Property and Resources
- Gifts and Gratuities
- Compliance with Law, Regulations, and Policies
- Contractual and Grant Obligations
- Healthy Learning and Work Environments
- Consequences
- Obligation to Report Suspected Violations (“Whistleblower Policy”)

For additional information please visit: [Williams College Employee Handbook: Code of Conduct](#)

Confidentiality

Williams College is committed to maintaining appropriate protection for all confidential and sensitive information in our custody.

Data owned, used, created or maintained by the College is classified in the following three categories:

1. Legally protected
 - FERPA
 - HIPAA
2. Need to know
3. Public

For additional information please visit: [Williams College Employee Handbook: Confidentiality Policy](#)

Computing and Privacy

Technology users at Williams College have a right to privacy. The Office for Information Technology (OIT) respects and protects your privacy, but may be required to release information if we receive a legal subpoena or we are contacted by Senior Staff that you have violated College policy.


In order to help ensure privacy for all users, OIT employs passwords associated with user accounts. As users of technology at Williams, you also have a responsibility to guard your account and keep your password to yourself.

Within your first week at Williams, you will receive an email from Norma Miller in OIT with instructions on how to complete the Williams College Security Awareness Training.

For additional information please visit: [Williams College Employee Handbook: Computing & Privacy](#)

Security Awareness Training

Welcome to your Williams College Security Awareness Training Account Inbox x

 **Norma Miller** <noreply@securingthehuman.org> to me  

Dear _____,

A new Williams College information security awareness training program account has been created for you.

Why are we asking you to go through this program?

The Massachusetts Identity Theft law requires that employees receive training in how to prevent identity theft. Email phishing and other online risks are a fact of life these days for students, faculty and staff and it's in all of our best interests to be careful when responding to email and using the internet.

How does the program work?

The program consists of a series of short videos, each followed by 3 multiple-choice questions. In some cases, there's a link to additional information on the OIT web site. The entire program should take less than an hour to complete. You can do it all at once or in sections, whichever works best for you.

Thanks for helping us keep Williams safe!

Your login information is as follows:

username: _____@williams.edu
password: _____

Note: You'll need to change your password when you log in the first time. Please do NOT use your Williams email password for the Security Awareness account.

To start using your security awareness training account, log in at <https://ie.securingthehuman.org>

In most mail programs, this should appear as a blue link which you can just click on. If that does not work, then cut and paste the address into the address line at the top of your web browser window.

Once you have changed your password, please click on Manual to receive instructions.

Please contact me if you have any questions.

Thank You,

Norma Miller, Training Administrator
Office for Information Technology

Sexual Misconduct Policy

Williams College is committed to maintaining a learning and working environment that is free from sexual assault, sexual harassment and other sexual misconduct, remedying the effects of such misconduct when it occurs, and preventing its re-occurrence. The term “sexual misconduct” includes sexual assault, sexual harassment, sexual exploitation, stalking, dating violence and domestic violence, all of which have more complete definitions.

Williams College encourages all members of the College community to report any concerns or complaints of sexual misconduct. Faculty and staff are required to report promptly and appropriately all allegations of sexual misconduct that are brought to their attention.

The College also prohibits and has established procedures to address sexual discrimination that does not involve sexual misconduct. These issues are addressed in the College’s Non-Discrimination Policy, and Discrimination Grievance Procedures.

Please refer to resources and options that are available to all members of the Williams community who have been subjected to sexual misconduct by another member of the community.

For additional information please visit: Williams College Employee Handbook: Sexual Misconduct Policy

Diversity and Inclusion

Equal Employment Opportunity (EEO) Policy

In order to provide equal employment and advancement opportunities for all individuals, employment decisions at the College will be based on qualifications and ability. Decisions regarding appointments, promotions, and conditions of employment comply with applicable federal or state law prohibiting discrimination based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service.

Affirmative Action Policy

This policy is designed to increase the proportion of women and members of minority groups within the various categories of employment at the College, the Williams affirmative action program specifies procedures and objectives for the appointment of new personnel.

For additional information, please visit [Equal Employment Opportunity \(EEO\) and Affirmative Action Policy](#).

Employee Records

Human Resources retains employees' official files. These files includes information related to hiring, transfers, promotions, salary adjustments, disciplinary actions, grievances, and termination of employment, as well as other formal correspondence regarding employment at Williams are kept in these files.

Current employees may review their files upon request with advance notice. Please call the HR office to schedule a convenient time.

For additional information please visit: [Williams College Employee Handbook: Employee Records](#)

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities amendments of 1989, Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

Additional information at: [Williams College Employee Handbook: Drug & Alcohol Policy](#)

Non-Smoking Policy

All members of the community and visitors are expected to comply with the College's regulations on smoking. The College prohibits smoking in all buildings, including student rooms, offices, and indoor facilities of the College or within 25 feet of a College building. The one exception is in College-owned faculty/staff rental housing. Smoking is not permitted in College vehicles.

Additional information at: [Williams College Employee Handbook: Non-Smoking Policy](#)

Safety Policy

The College is committed to ensuring the health and safety of students, faculty, and staff, and to protecting the environment both on and off-campus. It promotes the creation of a safe working environment at the College through employee involvement in a variety of safety committees such as:

Safety Committee

Human Subjects Review Committee (HSRC)

Institutional Biosafety Committee

Institutional Animal Care and Use Committee (IACUC)

Radiation Safety Committee

Bloodborne Pathogens

To find out more about the safety policy and these committees, please take a minute or two to familiarize yourself with information on [Safety Policies](#).

What to expect

Section 1: Introduction to College Policies

Section 2: New Hire Forms and Payroll Procedures

Section 3: Campus Community

Section 4: Benefits

PeopleSoft Self-Service

PeopleSoft is our Human Resources and Payroll system. Please review the [PeopleSoft Self-Service Getting Started](#) page for instructions on how to log in.

Your Employee Self-Service User ID is the letter 'W' plus your 7-digit Employee ID which can be found on your pay statement, example: W1234567.

Under My System Profile, click Change or set up forgotten password help to change your reminder question and response. Select *Change password* to change your password whenever desired.

Personal Information

Under My System Profile, select Personal Information and update the following information:

- Williams Online Directory Management
- Home and Mailing Address
- Phone Numbers
 - Add Campus Emergency cell phone number
- Emergency Contacts

Payroll Tax Forms

You can enter and update your Federal and Massachusetts Tax Withholding:

Main Menu > Self Service > Payroll and Compensation > W-4/Massachusetts Tax Information

- **Federal (W-4) Tax Information:** Enter and update your Federal tax withholding. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. For assistance, use the [IRS Withholding Calculator](#).
- **Massachusetts (M-4) Tax Withholding:** Enter and update your MA State tax withholding. State income tax is withheld from your wages based on the number of allowances claimed on this form. For assistance, use the [W-4 Withholding Calculator](#).

Direct Deposit Authorization

You can enter and update your Direct Deposit Authorization

Main Menu > Self Service > Payroll and Compensation > Direct Deposit

The College encourages faculty and staff to set up Direct Deposit and use self-service as the primary way to view their paycheck and to opt out of printing whenever possible.

The first account entered will be your Primary account (Deposit order 999). You can have your checks deposited in additional accounts, at the same or different banks, specifying either a dollar amount or percentage of net pay.

What to expect

Section 1: Introduction to College Policies

Section 2: New Hire Forms and Payroll Procedures

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Identification Card

Employees are required to obtain a Williams College ID card issued by Campus Safety and Security at no charge to the employee. Employee spouses and dependent children are also eligible to receive an ID at a cost of \$15 per dependent. To replace a lost ID, it cost \$15.00 (cash or check).

The ID card is encoded with information that allows employees access to various buildings as appropriate, borrowing privileges in the libraries, and access to athletic and cultural events on campus.

Additional information at:

<http://wiki.williams.edu/display/handbooks/ID+Cards>

Library Privileges

Your College ID serves as a library card for faculty and staff. Spouses and dependent children are also granted library borrowing privileges. You will need to go to Sawyer Library to have your ID cards validated for use in the libraries. The Libraries' collections include more than:

- 879,000 books
- 1,300 print magazine and journal subscriptions
- 394,000 government documents
- 30,000 sound recordings
- 10,700 video recordings

While the collections focus on materials needed to support courses, they also contain books and magazines for leisure reading, music CDs, and feature films.

Parking on Campus

A parking sticker is required for all employees to park their vehicles on campus. Vehicles must be registered for a parking sticker with Campus Safety and Security. Officers enforce parking rules and regulations and issue parking tickets for violations.

Your supervisor will highlight the designated parking areas most convenient to your office location.

The Campus Map

Printed maps are available at various locations on campus; the most up-to-date version can be viewed online at: [Online Campus Map](#)



Daily Messages

Daily messages are a compilation of a 65-character headline followed by a brief message pertaining to important news, events, and information concerning Williams College sent Monday through Friday to your Williams email address.

To view previous messages or submit a Daily Message visit the [Daily Message Homepage](#).

Daily Messages

Williams

Daily Messages Login

Log-in with your Williams username and password to post messages.

Username:

Password:

The **deadline** for submitting a message is **3 p.m. Monday through Friday**. *Messages for Monday's Daily Messages must be submitted by 3 p.m. on Friday.*

Daily Messages are e-mailed on weekdays only. *Daily Messages are not e-mailed on Saturday or Sunday.*

Messages may be **edited** for **clarity** or **acceptability**.

The **Daily Messages** system enables the efficient distribution of notices of campus-wide interest - news, events, and information for and about the Williams community. *Messages for or from outside groups, lost and found notices, or attempts to sell goods and services are forbidden.*

For more information, contact Daily Messages editors at dailymessage@williams.edu or call (413) 597-4277.

For technical assistance, call the Help Desk at 597-4090 (faculty & staff) or 597-3088 (students).

[Daily Messages Home](#)

Campus Directory

The College publishes multiple online directories including people, departments and programs, and alumni.

The People Directory, featured here, includes your name, title, department and campus phone number.





You can also choose to display your home mailing address, phone number, and/or spouse/partner's name via PeopleSoft Self-Service.

People

Search & Directories (all+) GO A-Z Index

Search by name... Development

Development

	<p>Darlene Alderman 50th Reunion Program Assistant Development Office Vogt House 413-597-4284 Darlene.J.Alderman@williams.edu</p>		<p>Daryle L. Bost Senior Development Officer for Special Initiatives Development Office Vogt House 413-597-3109 Daryle.L.Bost@williams.edu More »</p>
	<p>Emily Bourguignon Assistant to the Director of Development Development Office Vogt House 413-597-4544 Emily.T.Bourguignon@williams.edu More »</p>		<p>Cheryl Brigley Assistant to the Director of Gift Planning Development Office Vogt House 413-597-3538 Cheryl.M.Brigley@williams.edu More »</p>

HR Communication

Communication is a key HR function. Effective communication will lead to a smoother job transition and greater job satisfaction.

Check out the [“The Udder News & Announcements”](#) on HR website homepage where we share our new initiatives, important resources, critical updates and more, with staff and faculty.

Look up our [Staff Development](#) page to learn more about resources to help individuals and groups to thrive and reach their full potential by providing rich learning and development opportunities. Click on [Upcoming Programs](#) to find out more about specific programs!

Weather-Related Leave

Williams is concerned with the safety of its employees in extreme weather conditions. It relies on each person's discretion in determining whether to come to work or leave early in bad weather. In these circumstances, time taken must be charged to vacation, unpaid time, or work from home where possible, with manager's approval.

In extreme cases, the college may decide to close administrative offices not associated with the essential functions of the college. In this event employees who are sent home or are not required to report to work will continue to be paid.

The college communicates weather delays or closing on:

1. HR Website
2. Campus-wide email
3. ICEY line: 413-597-4239 (ICEY)
4. Local Television Stations

What to expect

Section 1: *Introduction to College Policies*

Section 2: *New Hire Forms and Payroll Procedures*

Section 3: *Campus Communications*

Section 4: Benefits

Wellness at Williams

Available benefits include the Lasell Fitness Center, Pool, and Lansing-Chapman Ice Rink.

Fitness Classes run year round and qualify for \$150 Blue Cross Blue Shield reimbursement after the first four months of club/class membership and BCBS membership. Classes include Cardio/Aerobics, Yoga, Pilates, Spinning, Personal Training and Swimming instruction. You can also register for Aerobics, Pilates, Yoga, Spinning and more.

Check out the current activity challenge
and the wellness incentive!!



Discounts for Williams Employees

Various local vendors offer discounts to Williams employees. To obtain a discount, you must let the vendor know you are an employee of the College by providing a valid, current College identification card.

For a complete list of vendors and available discounts please visit the [Discounts for Williams Employee](#) on the HR Website.



Employee Assistance Program

An Employee Assistance Program (EAP) provides confidential and voluntary counseling referral services free of charge to employees and members of their family household.

Please click on [overview of services](#) to see the e4health services provided for our employees. For more information visit www.helloe4.com. Enter williams college as the Username and guest as the Password.



Leave Policies

Some of the leave policies listed are the following: College Holidays, Vacation, Sick Leave, Bereavement Leave, Jury Duty, Family Medical Leave Act (FMLA), Parental Leave, Short-term Disability, Unpaid Leave, and Workers' Compensation.

Please note that staff in the Children's Center, Dining Services, Health Center, Library, Heating Plant, and Campus Safety and Security should contact their supervisors about the specific holidays taken within their departments.

Details of our various leave policies can be found on the HR website in the [Employee Handbooks](#).

Types of Employment

Each employee is designated as either exempt or non-exempt in compliance with the Fair Labor Standards Act (FLSA). The Act is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

- **Non-exempt** employees are entitled to overtime pay and are referred to as support staff.
- **Exempt** employees do not receive overtime pay and are referred to as administrative staff.

Time Reporting for Non-Exempt

All hourly paid employees are required by law to complete and submit their time reports to record and report all hours worked, paid leave used, and any unpaid leave time used during a bi-weekly pay period.

Vacation leave is credited as follows based on a full-time, twelve month appointment and prorated for appointments less than that:

Years of Service	Vacation days per year
0-2 years	10 days
3-6 years	15 days
7 or more years	20 days

Time Reporting for Exempt

All salaried employees need to enter their vacation and sick time taken.

Vacation and sick leave must be taken in half-day (4 hours) or full-day (8 hours) increments based on an individual's standard hours. The annual vacation accrual for full-time administrative staff remains 22 days or 176 hours, prorated for part-time staff (see the [policy](#) for details).

FTE Range	Annual Accrual (hours)	Maximum Balance (hours)
.84 FTE - 1.0 FTE	176	264
.76 FTE – 0.83 FTE	146	219
0.51 FTE - 0.75 FTE	132	198
0.50 FTE	88	132

Other Additional Benefits

- [Tuition Reimbursement](#)
- [Tuition Grant](#)
- [Reduced Fees for Williams Courses](#)

For additional information please click on the benefit or contact the Benefits Office.

Long-Term Care Insurance

Policies may be available to parents, in-laws, grandparents, grandparents in-law, and adult children.

Tucker & Shepley Benefits and Insurance helps to administer the Williams College Voluntary Long Term Care Insurance Benefit program with MetLife as the insurance carrier.

For more information and to schedule an appointment, click on [MetLife](#).

Retirement Plan

Service Credit at Other College/University

Retirement Plan (CORE Benefit)

Retirement Annuity (Match)

Supplemental Retirement Plan (Unmatched)

For additional information please visit the [Retirement Plan](#) or contact the Benefits Office.

bswift

Eligible faculty and staff will be covered immediately upon employment for all plan benefits except long term disability insurance which is after 1 month.

Williams College offers the following benefits through the bswift online portal:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-term Disability
- Medical Reimbursement Accounts (MERA)
- Dependent Care Reimbursement Accounts (DCRA)

The bswift logo, with "b" in orange and "swift" in grey.

To enroll in your benefits, click [here](#)

Eph^{essentials}

Again, welcome to the Williams community. If at any time you have questions about policies and procedures, feel free to contact any one of the Human Resources staff for assistance:

Simone Anderson, HRIS Manager

Megan Bates, Benefits Specialist

Janine Burt, Student Employment Manager

Yolanda Galbreath, HR Assistant

Danielle Gonzalez, Associate Director

Kris Maloney, Benefits Administrator

Marybeth Mitts, Spouse/Partner Resources Mgr.

Tapi Nhundu, Employment Manager

Carol Rand, Payroll Specialist

Vishakha Sheoran, HR Coordinator

Debra Stawarz, HRIS Specialist

Martha Tetrault, Director

Kevin Thomas, Training & Development Manager

Christa Waryas, Payroll Systems Manager