New Faculty Orientation 2016

August 22, 2016

Dennis Hopwood, Director Human Resources
Telara McCullough, Assistant Director Human Resources
Krista Garcia and Margret Aquino, Administrative Team
Agenda

• Introductions
• I-9 Form
• Rights/Roles/Responsibilities
• Employment Onboarding
• Life and LTD Insurances
• Medical / Vision / Prescriptions
• Dental
• Flexible Spending Accounts
• Retirement Plan
• Policies
• General FAQ
TELL US ABOUT YOURSELF

- Name
- Position at Whitman
- Where you are coming from
- One recent “find” in Walla Walla that you would recommend
- FAQ Card
I-9 FORM

List A includes US Passport

List B and C include photo ID and employment authorization.
The Whitman Community
Legal and Policy Framework

- Roles and responsibilities
- Basic employee rights
- College policy on discrimination
- Title VII Employment Law
- Sexual Harassment Laws
- Grievance Policy
New Faculty
Roles and Responsibilities

1. Employee
2. Manager
3. Mandatory Reporter
The Court found that Yeshiva’s faculty had pervasive, extensive, and absolute control over academic and personnel decisions, and played a crucial role in determining other central policies of the institution.

“...the faculty of Yeshiva University exercise authority which in any other context unquestionably would be managerial. Their authority in academic matters is absolute.”
Mandatory Reporter

- All employees are **mandatory reporters** of all behaviors and incidents covered by Title IX and the Campus Sexual Violence (SaVE) Act.

- You must report all incidents of which you become **aware**, with full detail, to the Title IX Officer, Juli Dunn.

- When someone starts to make a disclosure to you, you must clarify what you are required to do with the information that is shared with you (**duty to report**).
Basic Employee Rights

- To **privacy**, but note email, Internet limits.
- To freedom from **discrimination and harassment**.
- To a **safe workplace** free of dangerous conditions.
- To freedom from **retaliation** for filing a claim or complaint (‘whistleblower rights’).
- To **fair wages** for work performed.
- To expect the College to follow federal and state employment and **labor laws**.
Whitman College Policy

Discrimination

“Whitman College is committed to providing a learning and working environment characterized by mutual respect and fair treatment among all its constituents. An essential component of this environment is a strong ethic and practice of equality, acceptance and nondiscriminatory interactions. By College policy, harassment and discrimination on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, age, marital status, national origin, physical disability, veteran’s status, or any other basis prohibited by state or federal laws is unacceptable and will not be tolerated.”
Whitman College Policy
Consequences of Discrimination

1. Immediate investigation of all complaints of alleged discrimination.

2. Appropriate action as quickly as possible.

3. Resolution
   - Informal resolution.
   - Disciplinary action up to and including suspension, dismissal or expulsion from the College.
# Title VII – Civil Rights Act (1964)

<table>
<thead>
<tr>
<th>Protections</th>
<th>Protected Classes</th>
<th>Legal Remedies</th>
</tr>
</thead>
<tbody>
<tr>
<td>All terms, conditions, and privileges of employment.</td>
<td>Race, Color, Ethnicity, Religion, Sex, Pregnancy/childbirth, National Origin</td>
<td><strong>For victims</strong>&lt;br&gt;• Reinstatement.&lt;br&gt;• Back pay and benefits.&lt;br&gt;• Compensatory damages.&lt;br&gt;• Punitive damages.&lt;br&gt;• Attorney’s fees.</td>
</tr>
<tr>
<td><strong>Examples</strong>&lt;br&gt;• Recruitment and hiring.&lt;br&gt;• Work assignments.&lt;br&gt;• Pay and fringe benefits.&lt;br&gt;• Transfer and promotion.&lt;br&gt;• Training and evaluation.&lt;br&gt;• Discipline, firing, layoff.</td>
<td></td>
<td><strong>Against the perpetrator</strong>&lt;br&gt;• Personal liability.&lt;br&gt; (court determination)&lt;br&gt;• Termination by the College.</td>
</tr>
<tr>
<td><strong>Also prohibited</strong>&lt;br&gt;Segregation, classification, limiting of opportunities based on protected class.</td>
<td></td>
<td><strong>Against the College</strong>&lt;br&gt;• Fed funding withdrawal.&lt;br&gt;• Contingent liability.</td>
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</tbody>
</table>
# Additional Protections

<table>
<thead>
<tr>
<th>Federal</th>
<th>Washington State</th>
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<tbody>
<tr>
<td>Disability.</td>
<td>HIV/AIDS and Hepatitis-C status.</td>
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<tr>
<td>Familial Status; Marital status.</td>
<td>Gender identity.</td>
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<tr>
<td>Age (40 and older).</td>
<td>Use of service animal.</td>
</tr>
<tr>
<td>Veteran status; Military leave.</td>
<td>Domestic violence victim status.</td>
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<tr>
<td>Association with protected class.</td>
<td></td>
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<tr>
<td>Whistleblower.</td>
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<tr>
<td>Citizenship status.</td>
<td></td>
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<tr>
<td>Genetic information</td>
<td></td>
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<tr>
<td>Equal pay</td>
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</tbody>
</table>
Title VII-Related Concepts

**Disparate Treatment (Intentional)**
Individuals of a protected class are deliberately singled out and treated less favorably than others similarly situated on basis of impermissible criterion.

**Disparate Impact (Unintentional)**
Employment practices may be considered discriminatory and illegal if they have a disproportionate ‘*adverse impact*’ on members of a protected class.

**Retaliation and ‘Whistleblower’**
If the employee has a good faith belief that her employer’s conduct is unlawful, she can challenge that conduct and be protected from retaliation and intimidation. This protection extends to anyone involved in investigation.

**Contingent Liability**
Employers are subject to ‘vicarious liability’ for unlawful harassment conducted by managers who have tangible employment authority over employees.
Harassment Training

Online harassment prevention training and testing

- HR website...Training and Resources tab.
- **Required** within 30 days of hire; every 3 yrs. thereafter.
- 30-45 minutes to complete.

Directions on back
So, What’s This All About?

Liability/Litigation/Government Intervention

Dramatic rise in...

• Sexual harassment and sexual assaults on campuses.
• Filed complaints and ‘hostile work environment’ litigation.

Many colleges have...

• Confusing, unclear policies and procedures.
• Not followed their own policies and procedures.
• Not responded promptly or reasonably to assaults.
• Treated the victim or the perpetrator cruelly or unfairly.
• Responded slowly, with hostility and weak investigations.
• Trained staff inadequately; with poor understanding of laws.
Sexual Harassment

Important Related Laws

**Title IX**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

**Campus Sexual Violence Elimination (SaVE) Act**

Sets standards for institutional disciplinary procedure, reporting, and education regarding domestic violence, dating violence, sexual assault, and stalking.

**Jeanne Clery Act**

Requires colleges and universities to publicly disclose information about crime on and around their campuses (Crime Logs, Statistics, Annual Security Reports).
Whitman’s Grievance Policy*

Overview

• Umbrella policy covering all members of Whitman community.

• Framework for community members to bring forward problems, complaints or grievances, formally or informally.

• Outlines policy and process for investigating all allegations of harassment and discrimination, and resolving conduct prohibited by College policy and federal/state laws.

• Overarching Goals
  ✓ Investigate all allegations.
  ✓ Act to end violations.
  ✓ Prevent their recurrence.
  ✓ Remedy their effects on individuals and community.

*Location: HR website, under ‘Faculty/Staff Information’ tab.
Required Training

All New Staff and Faculty
Grievance, Title IX, Campus SaVE Act, Clery

Sep 8th, 12:00noon, Reid GO-2

Sep 12th, 4:00pm, Reid GO-2
Grievance Policy

Required Training

- Same policy for Faculty, Student and Staff
- Semi-annual training provided
- All new Staff and Faculty should attend the Fall training on Title IX, Campus SaVE Act, Clery Act
Employment Onboarding
List A includes US Passport

List B and C include photo ID and employment authorization.
W-4 (2015)

- The W-4 tells payroll what to withhold for your estimated federal income tax.

- Oregon resident?
Authorization for Electronic Payroll Deposit.

- First payroll check September 30
- Can have up to two accounts

Tip: Check out how to set up direct deposit for reimbursements from Accounts Payable at Business-office/forms under the faculty tab.
Campus Directory Data Sheet

Tip: Use People Search on my.whitman.edu to search for people

<table>
<thead>
<tr>
<th>DATA SHEET FOR THE ON-LINE CAMPUS DIRECTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>POSITION TITLE</td>
</tr>
<tr>
<td>(Building/Room #)</td>
</tr>
<tr>
<td>HOME ADDRESS</td>
</tr>
</tbody>
</table>

*If you want this information included in the Directory, Example: Smith, Robert “Bob”

**NOTE:** If you want home phone number, address, or spouse's name confidential, put a “C” following the information.

The information included in the campus paper directory also appears in the College's on-line Web directory. However, the information is filtered for anyone who accesses the Web directory from off-campus (connecting from a domain other than whitman.edu). Only campus computers can access residence information; all other computers are only able to access your name and e-mail address.

In order to accurately complete reports for federal grants we need to maintain our information on race/ethnicity.

Please check the following ethnicity status.

Are you Hispanic/Latino? yes __ no __

Please check all of the following that apply

- American/Alaskan Native
- Asian
- Black of African American
- Hawaiian/Pacific Islander
- White

![Image of Alzada Tipton, Provost and Dean of the Faculty](image_url)
Campus Alert and Emergency Contacts

Whitman College
Campus Alert System and Emergency Contacts

To check the status and accuracy of your emergency contact numbers, follow the steps below:

1. Sign into CLEO at https://cleo.whitman.edu/
2. Click “Contact” in the gray navigation bar on the left
3. Select the “Emergency Numbers” link
4. Enter your information and click “Update”

Campus Alert System

The Campus Alert System is used to notify faculty, staff, and students of on-campus emergencies that can affect their health and safety. In the event of an emergency, automated text and/or voice messages will be sent to campus and/or cell phones. If warranted, follow-up messages will be sent.

It is recommended that all campus community members provide contact information. Phone numbers provided for the Campus Alert System are NOT linked to other Whitman account information and will not replace your normal contact numbers.

Thank you for your participation. While we hope we never have to use the system, having it in place and ready to go with current phone numbers is an integral component of Whitman’s emergency communications effort, designed to help ensure safety and security.

- Personal Cell Number: □ Receives Text Messages
- Whitman Cell Number: □ Receives Text Messages

Emergency Contacts

The Emergency Contact numbers are who Whitman College will contact in case there is an emergency involving you. It is recommended that all campus community members provide emergency contact information.

Contact One: Relationship to me: Phone Number
Contact Two: Relationship to me: Phone Number

Update
Whitman ID

- Spouse and Dependents (14 – 25 years old). ID process starts with HR.
- Affidavit of marriage or domestic partnership required.
- Other uses
  - Building access
  - Library
  - Fitness facilities
  - Swipe card in cafeteria
  - Bookstore savings
Benefits
Basic Life and Accident policies

- Provided and paid by Whitman College through Lincoln Financial Group to **employees 65%FTE** and greater
- Basic Life Insurance
- AD&D Insurance
- 1 ½ times your salary—each policy
- Optional $5000 dependent life policies—all in at $1.17 paid by employee
Voluntary Term Life Supplemental - paid by employee

Rates and details inside

Employee benefits

Enrollment Kit
Employee Benefits Summary

- .44 - .74 FTE – part time premium formula
- .75 FTE and greater – full time premium
- .65 FTE dental/life and LTD
<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Premera Blue Cross</th>
<th>Web Site for: Premera Medical/Rx/Dental Provider Directory</th>
<th><a href="http://www.premera.com">www.premera.com</a></th>
<th>855.314.2229</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group #1038127</td>
<td>Customer Service: 1.800.722.1471</td>
<td>Maternity Program:</td>
<td><a href="http://www.premera.com/member/stay-healthy/member-discounts/">www.premera.com/member/stay-healthy/member-discounts/</a></td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>See chart on Page 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Start Date</td>
<td>1st of the month coinciding with or next following date of employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Provider/Provider Restrictions</td>
<td>Preferred Provider Organization (PPO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPO Out-of-Area Services</td>
<td>Services rendered in geographic areas where there are no PPO Providers are paid at 80% of allowed amount, subject to the deductible and out-of-pocket maximum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Person</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum per family</td>
<td>$700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coinsurance</td>
<td>After the deductible and any co-payments (if applicable), the plan will pay benefits at the indicated coinsurance levels until the appropriate out-of-pocket maximum is reached, then the plan pays 100% of covered expenses for the remainder of the year.</td>
<td></td>
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<tr>
<td>In-Network (Heritage Plus 1)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Out-of Network</td>
<td></td>
<td></td>
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<tr>
<td>Calendar Year Out-of-Pocket Maximum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Person</td>
<td>$2,350</td>
<td>$4,350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum per family</td>
<td>$4,700</td>
<td>$8,700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>Unlimited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital Services &amp; Supplies</td>
<td>Paid at 80%</td>
<td>Paid at 60%</td>
<td></td>
<td></td>
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<tr>
<td>Room &amp; Board</td>
<td>Paid at 80%</td>
<td></td>
<td></td>
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<tr>
<td>Services</td>
<td>Paid at 80%</td>
<td>Paid at 60%</td>
<td></td>
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<tr>
<td>Emergency Room</td>
<td>Paid at 80%</td>
<td>Paid at 60%</td>
<td></td>
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</tr>
</tbody>
</table>

More information on pages 3 - 6
Dental

### 2016 Employee Benefits Summary

Effective January 1, 2016

#### DENTAL INSURANCE – PREMERA BLUE CROSS

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td></td>
<td>Must work at least 1350 hours per year</td>
</tr>
<tr>
<td>Benefits Start Date</td>
<td></td>
<td>1st of the month coinciding with or next following date of employment</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per person/Family Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applies to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type I: Diagnostic &amp; Preventive</td>
<td>Paid at 100%, deductible waived</td>
<td></td>
</tr>
<tr>
<td>Type II: Basic Procedures</td>
<td>Paid at 80%</td>
<td></td>
</tr>
<tr>
<td>Type III: Major Services</td>
<td>Paid at 50%</td>
<td></td>
</tr>
<tr>
<td>Annual Maximum per calendar year</td>
<td>$1,500 per covered person</td>
<td></td>
</tr>
<tr>
<td>Orthodontia</td>
<td>Not Covered</td>
<td></td>
</tr>
</tbody>
</table>

If you receive care from an out-of-network provider, they may balance bill you for amounts above the allowable charges.
Vision Service Plan

- No separate enrollment
- No insurance card – just use the employees Social Security number
- Confirm the provider is a VSP provider
- Benefit renews in 12 months

https://www.vsp.com/
Medical and Dental premiums

Category 1 – full time premium eligible employee with annual salary < $23,850; Whitman pays 100% of premium

Category 2 – full time premium eligible employee with annual salary >$23,850 pays a monthly premium share equal to 0.55% of their pay.

EXAMPLE  $60,000 * .0055 = $330/yr or $330/12 mo. = $27.50/mo.

Category 3 – Part time employee less than .75 FTE but at least .44 FTE - the college pays a monthly premium share prorated by their FTE and the employee pays the remainder.

EXAMPLE - .6 FTE employee pays 40% of premium.
Enrollment FORMS

- Enrollment Form
  Tip: begin at part 2
- Waiver Form
- Other Coverage Form
Whitman Enrollment Form

## Member Enrollment and Change Application

### 1. Group Information
- **Group ID:** 1038127
- **Group name:** Whitman College
- **Employee class**
- **Employee job title**
- **Employee date of hire**
- **Effective date**
- **Date of event**
- **Reason**
- **Employee enters eligible class**
- **Same as hire date**
- **Other date**
- **Employee eligible coverage period**

### 2. Employee Information
- **Employee name**
- **Home address**
- **City, State, ZIP**
- **Mailing address**
- **City, State, ZIP**
- **Daytime phone**
- **Fax number**
- **Email address (required)**

### 3. Enrollment Information

#### Note:
In order for dependents to qualify for a benefit selection, the employee must select the same benefit.

<table>
<thead>
<tr>
<th>Add</th>
<th>Drop</th>
<th>Relationship to Employee</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Social Security No</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Benefit Selection</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Self</td>
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</table>

- **Does a dependent have a different mailing address?**
- **Dependent’s mailing address:**
- **City, State, ZIP**

### 4. Employee Signature

In applying for enrollment as indicated on this application, I declare that to the best of my knowledge, all of the information on this form is true and complete, and all of the persons for whom I am requesting enrollment are eligible for coverage. I have also read and understand the provisions as stated on the reverse side. The changes on this form supersede all previous forms submitted.

- **Employee signature**
- **Date signed**

Please note: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fine, and denial of insurance benefits.
Other Forms

Affidavit of Marriage / Domestic Partnership

Chip/ACA/COBRA acknowledgement

ACKNOWLEDGMENT OF GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS

I acknowledge that I have received the General Notice of COBRA Continuation Coverage Rights under the Whitman College group health plan as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Signature __________________________

Print Name __________________________

Date __________________________

(please initial) I acknowledge that I have also been provided with CHIP notification for "Medicaid and the Children’s Health Insurance Program (CHIP) Offer of Free or Low-cost Health Coverage to Children and Families."
Flexible Spending Accounts
health and dependent care

• Pre-tax deductions from paycheck to unreimbursed health care and/or dependent care accounts
• Lowers taxable income on each paycheck and on W-2 form for filing taxes.
• Submit claims and reimburse self with pre-tax dollars
• Direct deposit or debit card options
• Annual benefit. Use it or lose it!!
• 2-month Grace period

Decline here
Whitman Retirement Plan

Matching
- 10% employer match on 2% employee contribution
- Qualifying requirement - 1 year and 1000 hours
- Qualifier waived if employee worked for institution of higher education for 12 months immediately preceding employment at Whitman.

Supplemental
- Immediately eligible to participate

Maximum — combined maximum contribution is $18,000 for 2016 (plus age 50 and above catch up)
How can I Enroll?

Select the best answer from the choices below.

- Call Whitman HR and schedule an appointment (15 – 30 min.) to authorize payroll deduction and open an account.
- Call 206-529-2609 and schedule a personal appointment with TIAA investment advisor. Can also assist with *rollovers* from other plans.
- Call TIAA National Contact Center at 800-842-2252. Can also help with *log on problems* and other TIAA accounts.
- Attend *group enrollment session August 29 2016 at 9 am or 4 pm*. Maxey Hall, Room 109. Limited number of spaces. Please register.
- All of the above.
Frequently Asked Questions

• Payday
• Fitness Facilities
• Outdoor Programs
• Preschool
• YMCA

• Your questions?
Credit Union

- Inspirus Credit Union
The End

Your next appointment is at 11:30 am in front of the Baker Center for a Group Photo