

Stonehill College HR Newsletter

4th Quarter 2009

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HR Announces New and Revised Policies & Guidelines

Stonehill College's Policy Manual is maintained by the Office of the General Counsel. The Policy Manual is an internal document. A Stonehill username and password is required, (your network username and password). The entire policy manual can be accessed via the Stonehill site:

<http://campus.stonehill.edu/legal/policies.htm>

Stipend & Position Reclassification Guidelines

We wish to make you aware of two new components that are considered part of the Wage and Salary Program: The Stipend Request Guidelines and the Position Reclassification Guidelines. To learn more about these policies, please visit the following sites:

Stipend Guidelines: <http://www.stonehill.edu/x19152.xml>

Position Reclassification Guidelines: <http://www.stonehill.edu/x19147.xml>

Employee Handbook Now On-Line

You can now locate the Stonehill College Employee Handbook on line by visiting: <http://www.stonehill.edu/x19339.xml>

Sexual Harassment and Discrimination Policy

In accordance with Mass General Law, 151B, we wish to remind everyone of our Opposition to Sexual Harassment and Discrimination Policy. The entire Stonehill Community is expected to treat each other with dignity and respect regardless of our similarities and or differences. This expectation is extended to our colleagues, students, vendors and visitors. To review the policy (E3.35) select the following link: <http://campus.stonehill.edu/legal/policies.htm>

Please contact [Maryann Perry](#), Director of HR with questions about this policy.

Human Resources Department:

Maryann Perry, Director

Pat Anzelmo, HR Generalist

Lisa Conroy, Assistant Director, Benefits

Kathy Falcone, HR Generalist

Lily Krentzman, Manager for Training/Professional Development

Lisa O'Donnell, Associate Director

Lynne Thomas, Administrative Assistant

Changes to Stonehill's Group Supplemental Retirement Annuity

Effective 1/1/2010 a change was made to the investment options available through Stonehill College's retirement savings plans. The changes only affected your investment choices and do not impact how the plan works or the amount of the matching contributions currently provided by the College.

Recent changes in the legal and regulatory environment required us to review the current investment options. Stonehill currently offers two GSRA options; one through Fidelity and one through TIAA-CREF (for an explanation of our existing options please visit <http://www.stonehill.edu/x11524.xml>).

Should you have any specific questions about this change please feel free to contact [Lisa Conroy](#), Assistant Director of Human Resources for Benefits, at x1136.

Tuition Exchange Update

Recently, the office of Human Resources contacted all employees who applied for the Tuition Exchange Program. There were a total of 20 applicants, 13 of whom had their children accepted into the program.

Tuition Exchange is a scholarship program open to dependent children of eligible Stonehill College employees. Stonehill participates in this program to provide a wider range of educational opportunities for employees' dependents than those offered through the established tuition remission program. Under the TE benefit program, eligible dependents of employees may apply for tuition scholarships at more than 500 other TE member institutions nationwide. Since the number of Stonehill TE exchanges in any academic year is limited, recipients are selected on a basis of prioritized eligibility criteria described within the tuition exchange guidelines.

To view the entire Stonehill College Tuition Policy, go to: <http://www.stonehill.edu/x11529.xml>

If you have questions about this benefit, please contact [Lisa Conroy](#), Assistant Director of Human Resources for Benefits, at ext 1336.

New On-Line Verizon Wireless Store for Stonehill College Employees

Great news! Your Verizon Wireless Online Employee Store is live! The online store provides you with an enhanced shopping experience such as:

- Access to your Stonehill employee discounts
- A wide selection of calling plan options and phones
- The ability to add a new line of service, upgrade an existing phone or add accessories
- 24/7 access
- The site is password protected so that only Stonehill employees can access it

Visit Stonehill College's Supplemental Benefits Page to learn more about this and many other benefits available: <http://www.stonehill.edu/x11531.xml>

Mid-Year Reviews Due January 15, 2010.

For those employees involved in Performance Management, this is a reminder that Mid-Year Reviews are due to Lily Krentzman, Manager for Training and Development by January 15, 2010.

The entire Performance Management process can be found on the following link:

<http://www.stonehill.edu/x11534.xml>

For additional information or questions, please contact [Lily Krentzman](#) at ext 1032

TIAA-CREF

Have you celebrated or will soon be celebrating your one year anniversary with Stonehill College? If so, make sure you sign up with Human Resources for the retirement benefit offered to eligible full and part time employees. For more information, click the link below:

<http://www.stonehill.edu/x11525.xml>

If you have questions about your eligibility or the program itself, please contact [Lisa Conroy](#), Assistant Director Human Resources for Benefits, at ext 1336

Welcome New Hires 10/1/2009-12/31/2009

Academic Affairs

Andrea Rounds, Circulation Assistant

Advancement

Ashley Sullivan, Special Events & Stewardship Coordinator

Finance

George Conefrey, Custodian
Sue Anne Giel, Mail Services Clerk

Mission

Mary Anne Cappelleri, Campus Ministry

Farewell to Employees 10/31/09 – 12/31/2009

Academic Affairs

Greg Galer, Curator
Danielle Delude, Circulation Asst/Library Systems Technician

Enrollment Management/Marketing

Dan Alves, Web Producer
Brian Murphy, Dean of Admissions
Rachel York, Graphic Designer

Finance

Ryan Bernier, Per Diem Campus Police Officer
Alyssa Fontes, Community Service Officer
Dan Gerow, Senior Systems Administrator
Tim Oliver, Custodian

Deceased 10/31/09 – 12/31/2009

Student Affairs

Neal Price, Director Counseling and Testing Center

Changes on Campus 10/1/09-12/31/09

Enrollment Management/Marketing

Deb Goveia, Office Manager

Finance

Alice Aguiar, Director, Enterprise Application Services
Lauri Doniger, Director, Enterprise Infrastructure Services
Joe Gracia, Systems Administrator
James O'Brien, Campus Police Officer
Rory Maguire, Custodian
Mark Tufts, Director Network Services

Student Affairs

Chris Bailey, Assistant Director Counseling & Testing Center*
(this change was effective last quarter, but was mistakenly omitted from previous newsletter)

Previous HR Newsletters

If you wish to view previously published newsletters, please use the following link:

<http://www.stonehill.edu/x13672.xml>

Newsletter Content

The HR Department welcomes comments or suggestions about this newsletter. Please send your feedback to [Lisa O'Donnell](#) or call ext 1120.