



Announcing New Policy Changes

Over the past year, the Human Resources Department has been diligently reviewing and revising the Employee Handbook. The last revisions to the handbook were done about 8 years ago so it really needed a comprehensive review!

The new handbook will be available in early September, and we will be hosting information sessions for you to learn about the changes to policies within the handbook. The biggest change is that we will no longer be printing hundreds of copies of the handbook for distribution. The handbook will be available online and each department will receive a printed copy for general use by all employees.

We have also revised the layout of the handbook to make it easier to find policies. The new layout will feature the following sections:

- General Policies
- Employment
- Benefits
- Time Away From Work
- Classification and Compensation
- Payroll
- Environmental Health and Safety
- Emergency and Security

Highlights of Some New Policies

Employment References

Our previous policy only allowed supervisors to verify dates of employment when contacted for an employment reference. Our new policy, in accordance with the Maine Immunity Reference Act, will allow supervisors to provide factual information about a former employee's job performance or work record to a prospective employer as requested.

Bridging Service

In the past, if you left Bates College and then returned here, you were treated as a new employee with no credit for prior service. In our new policy, periods of College service may be joined together (or "bridged") when an individual with one or more years of regular service terminates College employment and then returns to service in a regular full-time position within a period of 364 calendar days. Any unused sick time at the time of termination will be restored to the employee's accrual bank. This also affects an employee's participation in the Educational Assistance Program for Bates College employees, the accrual rate of vacation time for staff and retiree eligibility.

Shift Differential

Our previous policy paid shift differential only for hours worked after 6pm. Our new policy pays shift differential for all hours worked in a designated second or third shift position when the majority of your hours worked fall into a second or third shift. Your Department Director will be working with the Payroll Office to determine the designated shifts for your particular department.

Maternity and Adoption Leave

Over the years, a four week waiting period has been in effect for female staff giving birth to a baby followed by four weeks of maternity leave paid by the College. The new policy grants six weeks of paid maternity leave immediately following the birth of the baby with no waiting periods. This benefit is also now extended to one parent for the adoption of a baby.

Join Us at Information Sessions

During the month of September the Human Resources Department will be hosting open information sessions to go over the policies listed above as well as all policy changes so be sure to look for emails with information about these sessions.

INSIDE THIS ISSUE

**The Scoop On
Injury Reporting**

**Dates of Interest in
September** 2

**How does health
care reform affect
you in 2011?** 3

**Estate Planning
for Pets** 3

**Five Amazing
Allergy Facts** 4



The Scoop on Injury Reporting

When you are injured and in pain the last thing you want is additional worries about your care and compensation. Reporting a work related injury according to our established process will help ensure that you receive the care you need and will help us to prevent future incidents. Our goal in this article is to explain the Workers' Compensation process and what you can do, if injured, to navigate the process stress free!

When you are injured, an injury report must be completed. The injury report is a tool that we use to understand when and how an accident or a gradual injury takes place. Using the information on these forms, we may be able to spot trends or specific problem areas. We can then determine what corrective actions might be necessary to prevent similar occurrences in the future. Additionally, the information collected helps us to meet the reporting requirements for the Maine Workers' Compensation law.

Workers' Compensation is an insurance benefit required by state law. Worker's Compensation is intended to provide medical treatment and/or ongoing income to persons who are injured as a result of their work. Employers, with a few exceptions, must purchase Workers' Comp insurance to cover

cases that arise in the course of employment. While the law has evolved and been revisited by the state legislature on several occasions it has always provided a forum for handling disputes between employers and employees over responsibility for injuries.

"Why are there disputes?" One of the most frequent questions that arise is whether an injury or a medical condition is truly work-related or is the result of other outside factors. For example, we might be more prone to stresses and strains as we age, especially if we become de-conditioned. Or, we might have personal habits or hobbies that can cause repetitive motion injuries. Sometimes cases are complicated by the fact that a condition occurs gradually over time. The best preventive measure is for everyone to be healthy, safe and avoid injuries. Addressing changes in health or fitness right away can be very effective.

This is an excellent place to point out the advantages of our Wellness program and our Wellness Coordinator, Mike Milliken. Mike is here to help us all create a balanced program to keep us fit and healthy. Mike's training allows him to match our unique individual needs to appropriate activities and diet. He also has additional resources to call upon to

help fine tune these programs and to help us be efficient and effective in our efforts.

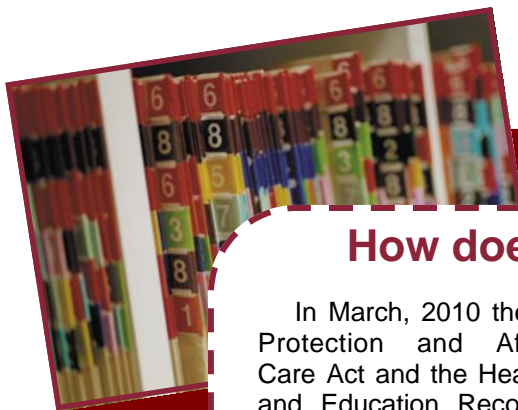
When asked why employees did not report an injury as work-related from the outset we often hear "I didn't want to deal with the hassle of Comp." Not reporting an injury immediately can result in many complications. If an injury is not reported in a timely manner, the insurance company will typically file a Notice of Controversy. A Notice of Controversy results in mediation. In the absence of resolution, the case will then be scheduled for a formal hearing before a Hearing Officer. Often, the preparation for a hearing requires gathering evidence, additional doctor's visits, delays in resolving the issue and ultimately frustration at the complications of such an overwhelming process.

When injuries are reported appropriately, the result is usually prompt treatment and efficient management of billing with no cost to employees. Workers' Compensation is intended to be a benefit to protect employees; our first priority is to ensure that you get the right treatment as quickly as possible. Please, do your best to avoid injury, but if you are injured, continue to report all injuries immediately.



Dates of Interest in September

2nd	Bi-Weekly Pay Date
9th	Monthly Pay Date
16th	Bi-Weekly Pay Date
30th	Bi-Weekly Pay Date



How does health care reform affect you in 2011?

In March, 2010 the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010 were signed into law. Together, these two bills describe the healthcare reform package that will be implemented between now and 2018.

This is complex legislation and we appreciate that you may have questions regarding healthcare reform and how it will impact you and your family. As is often the case with new legislation, the laws themselves are silent regarding many practical details of their application. Over the next year, various government departments will issue formal guidance and regulations detailing how many of the provisions will work in day-to-day life.

To aid in your planning for the upcoming annual enrollment, listed below are those parts of the law that will become effective with our next plan renewal on January 1, 2011.

Changes Effective in 2011

- Your children, up to age 26 will be eligible for coverage under our Medical Plan;
 - If your child is married, his or her spouse is not eligible for coverage
 - If your child has children, the children are not eligible for coverage
 - If your child is covered for insurance from their employer they may not be eligible for coverage under the Bates Medical Plan (more information on this will be available by annual enrollment).
 - Under the Dental and Life Insurance Plans, your unmarried children under age 19 are eligible or until age 26 as long as they are a full-time student in an accredited college or university.
- Starting January 1, 2011, you will not be able to submit expenses for over-the-counter drugs to your Healthcare Reimbursement Account with Group Dynamics unless you have a prescription for the over the counter drug.
- Your 2011 and future W-2 statements will include the full value (cost) of your medical insurance, but this will not count as taxable income.
- Certain preventive care services will be covered at 100% without deductibles or copayments, including child preventive services as recommended by the government.
- Any lifetime limits in our medical plans will be removed.
- Various annual dollar limits on specific medical benefits will be modified.

More specific information on the changes going into effect in 2011 will be available during the annual enrollment period. The effective date of all provisions of healthcare reform will span over the next 8 years and we will keep you informed regarding how the laws will impact your benefits in future years.

Random Thought

Can we all agree to just ignore whatever comes after Blue Ray?
I don't want to have to restart my collection ...again.

Estate Planning for Pets?

Have you considered what will happen to your beloved pet(s) if you are not able to take care of them? You may wish to make accommodations for your pets in a will. It may be possible to establish an "honorary trust" through which a caretaker is selected who

will be responsible for caring for the pet with money set aside for that purpose. Talk with friends or family members who might be willing to care for your pet. Describe the care involved, and select the person most able and willing to take on this responsibility. A lawyer

can provide advice about securing care for a pet when its owner can no longer provide it. *Written with the help of Jim Wilson, D.V.M., a veterinarian in private practice. This topic is another sample of info and resources provided by our Employee Assistance Program.*





Five Amazing Allergy Facts

Here are some interesting facts about allergies that just may surprise you!

Wash your hair before bedtime.

Washing will remove any pollen and keep it from settling on pillows and bedding. Also, avoid common irritants like tobacco smoke, automobile exhaust, hair spray and perfume... wash hands frequently... venture outdoors only when pollen counts are low.

The best time to take an antihistamine, which helps block allergic reactions, is before the symptoms surface.

Remember: antihistamines can cause sleepiness, so never take one any time safety requires

you to be alert

Suggestion: Ask your doctor about the newer types that cause less drowsiness.

Dust mites love to nest in area rugs and make you sneeze and itch.

Australian researchers found a simple solution if you're allergic to dust mites and suspect your area rugs make you sneeze and itch:

Place the rug outdoors in direct sunlight for a few hours

How it works: Airing out rugs and other household items dries and heats them – exterminating mites.

Moving to another location is no guarantee of relief for allergy sufferers.

Why: They usually develop allergies to their new region's pollens and molds within a few years of moving.

Plus: most allergy-provoking grasses are widespread throughout the world.

As many as 20% of Americans believe they have a food allergy... but true food allergies are actually rare.

Most food "allergies" are actually signs of digestive problems, food poisoning, or stress.

Source: Top Health, The Health Promotion and Wellness Newsletter (February)

New Staff—June, July, August 2010

Misty Beck, *Writing Specialist in Humanities and Social Science*, Writing Workshop

Pauline Benjamin, *Sanitation Worker*, Dining Services

Barbara Buck, *Programmer/Analyst*, ILS

Amy Clary, *Writing Specialist in Humanities and Social Science*, Writing Workshop

Michele Clouser, *Baker*, Dining Services

Larry French, *Security Officer*, Security

Kimberly Gustafson, *Asst Director/Career Counselor*, Bates Career Development Center

Maureen Haining, *Programmer/Analyst*, Information and Library Services

Marshall Hatch, *Admissions Counselor*, Admissions

Shaina LaRoche, *2nd Cook*, Dining Services

Karen McRoberts, *Director*, Bates Career Development Center

Elizabeth Mersereau-Sears, *Baker*, Dining Services

Catherine Mitchell, *Program Manager*, Campus Compact

Naima Murphy, *Admissions Counselor*, Admissions

Tim Reynolds, *3rd Cook*, Dining Services