Welcome to Williams College
What to expect...

The orientation presentation takes you on a virtual tour of the College’s Policies, Procedures, Benefits and Campus Communications.

For example:

- To view administrative and support staff handbooks visit: [College Policies and Handbooks](http://hr.williams.edu/)

- View the latest posts on “[The Udder News](http://hr.williams.edu/)” on the HR Website.
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.

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 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 I: Introduction to College Policies

Section 2: New Hire Forms and Payroll Procedures

Section 3: Employee Benefits

Section 4: Campus Communications and Publications

At the end of this presentation you will meet with various members of Human Resources one on one.
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. Within the next 90 days you will attend a Campus Orientation to better acquaint you with the college.

Your immediate supervisor will review job related departmental procedures, as well as discuss your job description in detail and performance evaluation procedures. As part of the College's pursuit of excellence Williams is committed to conducting annual written performance evaluations.
Introduction to College Policies
Employee Handbooks

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

To view administrative and support staff handbooks visit: College Policies and Handbooks

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.
Williams Code of Conduct

Trust is the foundation on which Williams and all non-profit organizations stand. 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. People don't support organizations they don't trust. Likewise, the effectiveness of our internal operations relies on trust among individual faculty and staff.

The exceptional success the College has experienced stems in significant part from the high degree of trust it enjoys. Behavior that maintains this trust advances our mission, while behavior that erodes it threatens our mission.
The funds at our disposal come almost completely from the payment of fees and from gifts to the College. In a sense, Williams has no money of its own. We have funds that families and donors have given us because they trust us to use it solely to advance the education of Williams students, now and in the future. As stewards of this money we're not free to use it for other purposes.

Our operations must be guided not only by local, state, and national laws but also by our communal sense of which practices build trust and which undermine it. This Code of Conduct summarizes Williams' understanding of the law and of this communal sense. Each of us, as faculty and staff, must be aware of, and abide by, laws and accepted College practices as they relate to our duties.

The Code gives a general outline and presents guiding principles; it's up to us to apply them. A general rule is: when in doubt about any matter of proper conduct in carrying out our College responsibilities, we should seek guidance from this Code, our supervisors, the Dean of the Faculty, or Director of Human Resources. The trust the College has built is too important to risk losing it.

For additional information please visit: Williams College Employee Handbook: Code of Conduct
Confidentiality and Privacy

Williams College is committed to maintaining appropriate protection for all confidential and sensitive information in our custody. All College employees must assist in the effort to ensure that the College complies with applicable laws and regulations regarding the protection of confidential information. In addition, beyond strict legal compliance, employees are also expected to respect confidential and sensitive data and to view and use it only as required by their jobs.

Administrative department heads are responsible for keeping current with the information security policies and procedures implemented on campus and for making sure that their employees understand the levels of confidentiality of the information they work with. Each office should have an information security contact who will assist with achieving and maintaining information security compliance. Faculty are responsible for maintaining information security on their computers and in their offices and labs.

For additional information please visit: Williams College Employee Handbook: Confidentiality Policy

http://hr.williams.edu/
Privacy and Information Security

Technology users at Williams College have a right to privacy. 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, the Office for Information Technology (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.

For additional information please visit: Williams College Employee Handbook: Computing & Privacy
Sexual Harassment Policy

A healthy and productive educational community is one in which students, faculty, and all staff treat each other with mutual respect. Such a community requires an atmosphere free of discrimination on the basis of sex, gender identity, gender expression, and/or sexual orientation, race, color, national or ethnic origin, religion or creed, age, or disability.

Sexual harassment, a form of discrimination based on sex or sexual orientation, clearly endangers such an atmosphere and is not tolerated at Williams College. Behavior that constitutes sexual harassment is also prohibited by both state and federal law.

For additional information please visit: Williams College Employee Handbook: Sexual Harassment Policy
Equal Employment Opportunity (EEO) Policy

Williams College provides equality of employment opportunity to all employees and applicants for employment. The Equal Employment Opportunity Policy applies throughout the College; all departments and employees are responsible for its implementation.

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.

For additional information please visit: Williams College Employee Handbook: EEO Policy
Affirmative Action Program

Since adopting an affirmative action program in 1972, Williams has made a concerted effort to increase the representation of women and minorities among its faculty and staff. This program reflects the belief that a diverse faculty and staff are essential to our educational goals and is not intended merely to comply with government regulations. 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. The program is reviewed periodically and revised as necessary.

For additional information please visit: Williams College Employee Handbook: Affirmative Action Program
Employee Records

Human Resources retains employees' official files. These files are the property of the College. 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. It is important to note that files may not be altered in any way, including adding or removing documents. If information requires updating or correction, a member of the Human Resources staff will make the change. An employee's supervisor with a bona fide need may also review employment files.

Benefits information, including insurance enrollment information, beneficiary designations, and documentation of medical conditions, as well as financial information are maintained separately and available only to HR staff as appropriate, and are not generally available to supervisors.

For additional information please visit: Williams College Employee Handbook: Employee Records
Bloodborne Pathogens Procedures

By federal regulation employers are required to provide training and/or Hepatitis B vaccinations to employees with job classifications that have occupational exposure to bloodborne pathogens. A memo to this effect can be found in the packet of health and safety booklets.

If your job is in this classification, a staff member from the Safety and Environmental Compliance office will be contacting you with additional information about the training and vaccinations.

Please review the Notice to New Employees: [Bloodborne Pathogens](http://hr.williams.edu/)
Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities amendments of 1989, the policies governing the use of drugs and alcohol at Williams College are as follows:

**College Standards of Conduct and Sanctions**
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. Because both smoking and its secondary effects are known to be health concerns, 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.

Members of the community are asked to comply with and to enforce these policies. Complaints or questions should be directed to the appropriate Senior Staff member: for faculty, the Dean of the Faculty; for students, the Dean of the College; for any and all others, the Vice President for Operations.

Additional information at: [Williams College Employee Handbook: Non-Smoking Policy](http://hr.williams.edu/)
Parking on Campus

Today you will visit the Campus Safety and Security Office, where you will register your vehicle to be issued a parking sticker. A parking sticker is required for all employees to park their vehicles on campus. 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.

Health and Safety

In your packet are there two booklets regarding workplace health and safety. They provide detailed information about the college health and safety polices and procedures. Please take a minute or two to familiarize yourself with these booklets.

The Williams College Employee Safety Committee promotes the creation of a safe working environment at the College. Employee involvement is integral to creating a safe working environment.

For more information on Safety Polices.
**College Identification Card**

Employees are required to obtain a Williams College ID card at no charge to the employee. Cards are authorized by Human Resources and issued by Campus Safety and Security.

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.

Employee spouses and dependent children are also eligible to receive an ID at a cost of $5. There is a $10 fee to replace a card.
Obtain a College ID Card

After you complete your orientation today, you will need to go to the Campus Safety and Security Office located in Hopkins Hall to get your ID Card. Your photo will be taken and your ID printed on site.
You have now completed Section I:  

*Introduction to College Policies*
New Hire Forms
and
Payroll Procedures
PeopleSoft Self-Service

PeopleSoft Self-Service Getting Started provides login instructions.

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.

What You Can Do in Faculty & Staff Self-Service

- Report time worked (hourly staff entry and manager approval)
- View and update your contact information
- View your payroll and direct deposit information
- View your benefits information

Contact HR to make other updates

If you have trouble determining your User ID or password, contact Human Resources at x2682 or x3032. A member of Human Resources will walk you through PeopleSoft Self-Service.
Employment Eligibility Verification Form

The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Services form. It is used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. All U.S. employers must retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Follow the link to Download Federal I-9 Form. Fill out “Section 1” only, print pages 7-8 only, and sign and date.

After you have completed this orientation program, a Human Resources staff member will work with you to complete “Section 2.”
Employee Demographic Information

As a recipient of federal funds (such as student financial aid and research grants), Williams College is required to report the race and ethnicity of its employees, in the aggregate, every year to the Department of Education's Integrated Postsecondary Education Data System (IPEDS).

Follow this link to complete the New Hire Information Form.

Upon completion print, sign and date.
Payroll Forms and Procedures

The next few slides will guide you through required tax forms and basic payroll procedures.

Clicking on the various links will take you to the online forms; once completed hit print. A member of the Human Resources staff will review the completed forms with you.
Payroll Tax Forms

You can enter and update your Federal and Massachusetts Tax Withholding

*PeopleSoft Self-Service > Payroll and Compensation:*

- **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. You may also specify that an additional dollar amount be withheld. For assistance, use the [IRS Withholding Calculator](http://hr.williams.edu/).

- **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. You may also specify that an additional dollar amount be withheld. For assistance, use the [W-4Withholding Calculator](http://hr.williams.edu/).

A payroll representative is available to answer any questions following this presentation.
Direct Deposit Authorization

You can enter and update your Direct Deposit Authorization

*PeopleSoft Self-Service > Payroll and Compensation*

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. You will **not** need to provide proof of bank account (voided check or deposit statement).

You can also use the [Pay Statement Print Option](#) to cease receiving a printed payroll advice slip in the mail.

For assistance, see the [PeopleSoft Self-Service Direct Deposit Instructions](#).
Types of Employment

It is the College's intent to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. 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.

Accordingly, the right to terminate the employment relationships at will at any time is retained by the both the College and the employee.
Types of Employment continued

In addition to the previous classifications, each employee will belong to one of the following employment categories:

Regular full or part-time: employees who are not in temporary or term status and who are regularly scheduled to work. Generally they are eligible for College benefits, subject to the terms, conditions, and limitations of each benefit program.

Term: employees who are in authorized positions for a regularly scheduled basis of a limited duration with an established end date. This may be based on the funding and/or defined need of the position.

Temporary: Employees who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits.
Pay Period

The payroll week is from Sunday morning at 12:01 a.m. through midnight Saturday. Employees are paid on a bi-weekly basis with paychecks or direct deposit advices issued every other Friday.

Pay calendars can be found in the online Employee Handbooks.

Administrative (Exempt) Staff

Williams College Employee Handbook: Faculty and Administrative Pay Calendar

Support (Non-Exempt) Staff

Williams College Employee Handbook: Support Staff Pay Calendar
Overtime

Williams conforms to all terms of the Fair Labor Standards Act (FLSA). This includes the payment of minimum wage and overtime pay.

Those positions deemed to be hourly must be paid for all hours worked. Pay for hours worked beyond 40 hours in a week is paid at one and one-half times the employee's regular hourly rate. *This is required by law and neither the employee, the supervisor nor the employer is allowed to make exceptions.*

In certain specific situations, employees may opt to take scheduled time off *within the same week* in which they have worked overtime instead of receiving pay for those hours. For example, an employee who needs to work on a Saturday may, workload permitting, take the same number of hours off on the prior Wednesday. They are not allowed to carry the time into the next week.
Time Reports

All hourly paid employees are required by law to complete and sign 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.

Time reports are to be submitted in PeopleSoft Self-Service no later than 10:00 am on the Monday following the end of the pay period*.

*Various departments utilize web clocks within PeopleSoft for their time keeping, or the Facilities Champs system.
You have now completed Section 1: 

Introduction to College Policies

You have now completed Section 2: 

New Hire Forms and Payroll Procedures
Employee Benefits
Benefits

Following this presentation you will meet one on one with a member of the Benefits team to administer your enrollment in:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-term Disability
- Long-term Disability
- Healthcare Flexible Spending Accounts (HFSA)
- Dependent Care Reimbursement Accounts (DCRA)
- Retirement Plan
Leave Policies

Details of our various leave polices can be found on the HR website in the Employee Handbooks.

This includes College Holidays, Vacation Time, Sick Leave, Bereavement Leave, Jury Duty, Weather-related Leave, Unpaid Leave, Military Leave, Small Necessities Leave Act, Family Medical Leave Act, Parental Leave Options, Short-term Disability, Workers’ Compensation and Light Duty Policy.

Please note 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 in their departments.
Family and Medical Leave Act (FMLA)

All full and part-time employees who have been employed by the College for at least twelve months, not necessarily consecutively, and have worked a minimum of 1,250 hours during the immediately preceding twelve months are eligible for a leave of absence under this policy.

In accordance with the Family and Medical Leave Act of 1993 (FMLA) the College will grant eligible employees up to twelve weeks of unpaid leave during any twelve-month period for any of the following reasons:

- to care for the employee's child within one year of birth, adoption, or the initiation of foster care;
- to care for a child, spouse, or parent with a serious health condition;
- because the employee's own serious health conditions makes the employee unable to perform his/her job; or
- for exigent services leave when the employee's spouse, child or parent is called up to or on active military service.

For additional information please visit the Williams College Employee Handbook: Family Medical Leave Act or contact the Benefits Office.
Additional Employee Benefits

Whether or not you have worked at a college before, we hope you will soon appreciate the many opportunities available.

Because the College houses over 2,000 students each school year, it provides many resources and facilities that are open to staff, faculty and their families.
Wellness at Williams

Williams is committed to providing effective wellness programming for its staff and faculty. We continue to evaluate our wellness programs to ensure they meet the needs of the Williams College community and our goals for providing programs in the most cost-beneficial manner possible.

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

You can also register for Aerobics, Pilates, Yoga, Spinning and more. Visit the Wellness page on the HR website for more information.
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.
Dining Services and the Faculty House

Dining Services provides a number of different dining options for faculty and staff. Meals are served in the dining halls, Grab 'n Go and the Snack Bar located in the Paresky Center, the Eco Café in the Science Center Atrium and the Faculty House/Alumni Center.

All faculty and staff are members of the Faculty Club. Meals may be paid for in cash or charged to your personal account with the use of ID cards. Billing is on a monthly basis.

See the Dining Services Webpage for more information.
Williams College Museum of Art

One of the finest college art museums in the country, the Williams College Museum of Art (WCMA) houses 13,000 works that span the history of art. Admission to the museum is always FREE as are a host of educational programs that are available to the public.

Williams employees receive discounts on gift shop purchases.
Vendor Discounts

Various local vendors offer discounts to Williams employees. A list of vendors and their contact information and offered discounts is available on the HR website.

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.
You have now completed Section 1:

*Introduction to College Policies*

You have now completed Section 2:

*New Hire New Hire Forms and Payroll Procedures*

You have now completed Section 3:

*Employee Benefits*
Campus Communications and Publications
Importance of Communication

Communication is a key HR function; daily messages and The Udder News newsletter are key ways we share new initiatives, important resources, critical updates and more, with staff and faculty.

Effective communication will lead to a smoother job transition and greater job satisfaction.

The next few slides will introduce you to several key communication channels on campus.
**Daily Messages** - 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](http://hr.williams.edu/).
Especially for Faculty & Staff

On the Williams homepage you will find Especially For:

Faculty & Staff
The Udder News

Williams College Human Resources

Holidays are coming....

This year has been a particularly busy and full one for many of us. The staff in Human Resources is no exception. Each year brings new challenges and opportunities for change in addition to that which continues to support and serve the college. As resources become tighter we continue to try and find new ways to better meet your needs through the use of technology, improving existing practices, and most importantly, listening. Now more than ever finding time to listen, share, and communicate is especially important. This is particularly true for HR.

Formal and informal conversations whether in the form of confidential conversations, focus groups, meetings or casual chats are ways to stay in touch and hear what is on your mind. The information serves as a basis for future problem-solving, advocacy and decision-making as a situation dictates and allows.

One example of this is the upcoming focus groups being hosted by the Performance Development Workgroup to get feedback on the current evaluation process. See Performance Development (page 4). We hope you will make time to join us.

Another example is the monthly lunches for staff. Fifteen staff members are served at random. Conversations vary depending upon the interests of the group, but with the focus on people’s experience working at Williams. If you have not had an opportunity to join Daniele Bob and me, we look forward to seeing you soon. While we send invitations monthly if you have not been contacted yet and would like to join us, please call Janice Evans. See below for an interesting tidbit that is sadly all too common.

We enjoy bringing you the news on campus and encourage you to send us suggestions. If you know of someone who is not reading this, please pass it on.

Martha Trotta

Why we host Staff Lunches

Martha Trotta and Bob Wright have been hosting monthly staff lunches for nearly 4 years now, bringing together small groups of staff for informal discussions. They are intended to create an opportunity for staff from various departments across campus to get to know each other, share insights and talk about work life at the College.

Despite being a relatively small campus, we often conduct business without physically meeting. This past month a new record may have been set when two long-standing employees Kathy Terrienne, with 28 years of service, and Bryce Babcock with 34 years, finally met face to face.

“The Udder News” - shares new initiatives, important resources, critical updates and more, with staff and faculty.

To view the latest posts on the “The Udder News” visit the Udder News page of the HR Website.

Kathy Terrienne, Trust Administrator & Bryce Babcock, Coordinator of Science Facilities and Staff Payroll

Williams College Office of Human Resources
http://hr.williams.edu/
Events at Williams - https://calendar.williams.edu/

Williams College Museum of Art - Sign up to get the latest news about WCMA including upcoming events and exhibitions http://www.wcma.org/

Williams College Music Department - Sign up to receive their weekly e-newsletter.

...and did you know Williams is on social media?

Facebook https://www.facebook.com/williamscollege
YouTube http://www.youtube.com/williamscollege
Twitter https://twitter.com/williamscollege
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
Print Publications

The Williams Record - The independent student newspaper of Williams College since 1885.
   Also available online: The Williams Record

The Alumni Review - Williams' alumni are widely known not only for their accomplishments but also for their uncommon loyalty to Williams. In fact, the world's first society of alumni was founded at Williams in 1821. The Alumni Review is a quarterly publication focused solely on our alumni. A copy is provided for you in your purple orientation folder along with copies of other College brochures and pamphlets.
   Also available online: The Alumni Review
Campus Directory

The College publishes an online directory which can be accessed on the Williams website.

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 the PeopleSoft employee self-service.
How to Get Involved

There are standing several committees on campus where staff participation is essential to life at the college.

Benefits Committee
Campus Environmental Advisory Committee
Committee on Community and Diversity
Claiming Williams
Committee on Undergraduate Life
Employee Safety Committee
Wellness Committee

Visit the Committees, Panels, and Advisory Groups webpage to learn more about these committees and how you can get involved.

Williams College Office of Human Resources
http://hr.williams.edu/
People Who Can Help

Human Resources Staff Directory

Employee Assistance Program (EAP): The Wellness Corporation 800-828-6025
An Employee Assistance Program (EAP) provides confidential and voluntary counseling referral services free of charge to employees and members of their family household.

Staff Advisory Council
Staff Advisory Council works with HR as a consultative body on issues of importance to staff. The Council discusses and provides feedback on institutional policies and practices, and broader issues related to numerous work/life topics.

Williams Staff Committee
Williams Staff Committee seeks to increase the visibility of staff on campus and to advance their role in the life of the college. WSC provides suggestions and input to the senior administration and the broader college community.

Office for Strategic Planning and Institutional Diversity Staff Directory

Sexual Harassment and Discrimination Advisors
Advisors are available to all members of the College community for consultation concerning incidents that could be a form of discrimination.
To review any of the policies or procedures that have been outlined today in this program, you can visit the [HR Homepage](http://hr.williams.edu/).
Again, welcome to the Williams community. If at any time you've questions about policies and procedures for employees, feel free to call any one of the Human Resources staff for assistance:

Martha Tetrault, Director of HR
Simone Anderson, HRIS Manager
Janet Bartlett, Benefits Coordinator
Colleen Bethoney, HR Admin Assistant
James Cart, Student Employment Coordinator
Jeannine Evans, Payroll Specialist
Danielle Gonzalez, Assistant Director of HR

Kris Maloney, Benefits Administrator
Marybeth Mitts, Spouse/Partner Manager
Debra Stawarz, HRIS Assistant
Kevin Thomas, Training/Development Manager
Christa Waryas, Payroll Systems Manager
K.D. Ann Welsh, Recruitment Coordinator
Doris Zampini, HR Assistant
You have now completed Section 1: *Introduction to College Policies*

You have now completed Section 2: *New Hire Forms and Payroll Procedures*

You have now completed Section 3: *Employee Benefits*

You have now completed Section 4: *Campus Communications and Publications*