Welcome to New Employee Orientation!
Who we are.....

COME DISCOVER MORE
FANDM.EDU
History

- Franklin College founded in 1787
- Marshall College founded in 1836
- The two merged in 1853

"The fortune of our lives and our government depends not exclusively on useful knowledge but on our character as citizens, and to form this character by cultivating the whole [person] is the aim of education in the proper sense."

~ Frederick Rauch, 1837
Mission

Franklin & Marshall College is a residential college dedicated to excellence in undergraduate liberal education. Its aims are to inspire in young people of high promise and diverse backgrounds a genuine and enduring love for learning, to teach them to read, write, and think critically, to instill in them the capacity for both independent and collaborative action, and to educate them to explore and understand the natural, social and cultural worlds in which they live. In so doing, the College seeks to foster in its students qualities of intellect, creativity, and character, that they may live fulfilling lives and contribute meaningfully to their occupations, their communities, and their world.
Mission

Our mission statement charges each of us to:

- Facilitate Multi-faceted / Holistic Learning
- Emphasize Character
- Promote Citizenship
1. **Recruit Extraordinary Student Talent**
   - Finding the best students around the world...
   - Regardless of financial circumstances
     - 88% increase in financial aid in the last 6 years
   - Addressing “undermatching”
     - Pennsylvania College Advisor Corps (PCAC)
2. Enhance our 225-Year Teaching & Learning Tradition

- College House System
- Fostering a multidisciplinary learning experience
- Develop educational technology to enhance learning
- Faculty Center
Strategic Priorities

3. Fuel Knowledge, Discovery and Artistic Creation

- Expand opportunities for student-faculty research
  Clinic for Special Children
  Hackman Research Scholarship
- Signature Common Hour program
Experience: The Best Teacher

“Tell me and I forget, Teach me and I remember, Involve me and I learn.” - Benjamin Franklin
Strategic Priorities

4. **Support Student Learning During & After College**

- Office of Student and Post-Graduate Development
- Engagement and learning in and through the community
  - Ware Institute
  - Community Based Learning Programs
  - ONE Goal
Strategic Priorities

5. Grow Our Resources, Engage Our Partners

- Northwest Gateway Project
- F&M Works Program
- City Life Program
Fun Facts

1. Student-to-faculty ratio: 9 : 1
2. Average class size: 16
3. Student body: 2,256
4. Number of employees: 1,017
5. 27 athletic teams
6. 200 Off-campus programs
7. Our students hail from 42 states and 60 countries
8. 73 % of our students involved in community service

27 9 2,256 73 1,017 42

60 16 200
Joining Our Community

Style Guide

- **Terminology specifically used in higher education**
- **Information regarding proper usage, grammar, and common mistakes**

Visual Identity

- **Preferred usage of College’s logos, colors, fonts, etc.**
Community Benefits

• Athletic Facilities

• Access to College-sponsored performances, exhibits, sporting events, and lectures

• **On-campus dining options**

• Accredited childcare & eldercare center

• **Discounts**
  - Auto, homeowners, and long-term care insurance
  - Lancaster YMCA memberships
  - T-Mobile 15%
  - Barnes & Noble Campus Bookstore 10%
Community Involvement

• **Common Hour**
• **Professional Luncheon Series**
• **Listing of Committees**
• **Athletics Schedule**
• **Theatre & Dance Schedule**
• **The Phillips Museum of Art**
• **The North Museum**
Meet President Porterfield
College Policies

**Alcohol & Other Drugs Policy**
- Obey all state, local and federal laws regarding alcohol and drugs
- Report to work fit for duty

**Smoking Policy**
- Prohibited in buildings, vehicles, and outdoor athletic events
- E-cigarettes prohibited indoors
College Policies

Conflicts of Interest Policy
● Private interests vs. responsibilities to the College

Standards of Conduct Policy

Equal Employment Opportunity Policy
● No discrimination against protected classes
● Educational policies, admissions, scholarship, athletics
● All terms and conditions of employment
Pay Policies & Your Pay

**Standard Pay Policies (FSLA)**

- Establishes minimum wage, overtime pay, & recordkeeping procedures
- Defines exempt and non-exempt staff positions

**Overtime Pay Policy**

- Non-exempt (hourly) employees only
- Supervisor’s approval
- Compensation for all hours worked

**LST Payroll Policy**

- Local service tax imposed by City of Lancaster

**Payroll Schedules**

- Professional Staff - biweekly
- Faculty - monthly
College Policies

**Acceptable Use Policy** (Responsible Computing)
- Information assets are a privilege
- Protect from unauthorized appropriation or corruption
- Use only for intended purpose

**Vehicle Safety Policy**
- Applies to students and employees on College business
- Covers personal, leased, rental, and College-owned vehicles
Insurance Notification & Workers’ Compensation

New Health Insurance Marketplace Coverage

Premium Assistance Under Medicaid

Workers’ Compensation Notice

• Notify Supervisor immediately
• Use list of Providers if not an emergency
• Present F&M ID card
College Policies

**Anti-harassment Policy**
- Unwelcome offensive behavior
- Interferes with ability to perform job
- Can be verbal, written, physical, or visual
- Harassment or abuse can be of a sexual nature
- Provides for protection against retaliation

**Mandated Reporters Policy**
- Protects students on college campuses
- Employees must report sexual misconduct
Important Notices

Debts Owed to the College
• Authorizes deduction of debts owed upon separation

Voluntary Retirement
• Employees working 1,000 hours per year or more
• Managed by TIAA-CREF
• No waiting period
• Fully vested
Meet Our Staff!

Maryann Wynn  
Assistant Director

Laura Fiore  
Director

Kathy Smith  
Business Systems Analyst

Kelly Bertani  
HR Administrator

Christine Callender  
HR Administrator

Tamara Pohle  
Project Specialist

Carmen Ringgold  
HRIS Coordinator

Erika Bodell  
HR Assistant

Akanni (“AK”) Flowers  
HR Assistant
Information Technology Resources

- Your F&M netID
- Google email
  - Use long name
  - Out of office message
  - Photo & signature
- Overview of our College portal, Inside F&M
  - Vehicle registration
  - Emergency contact
  - Time sheets
  - Payroll information
  - Campus software
- Introduction of Google Apps for Education
  - Google Calendar
  - Google drive
- ITS Support & Services
- Personal devices
Work-Life Balance

Flexible Work Hours Policy
- Start and end times are flexible
- Supervisor approval

Holiday Pay Policy
- 13 paid holidays
- Regular base pay for a holiday
- Can be different for essential staff

Holiday Schedule
Leave Policies

**Personal Leave Policy (Non-Exempt)**
- Eligible for 2 days upon hire
- Additional day after 2 years, additional day after 15 years
- Must be used during the fiscal year or will be lost

**Professional Staff Sick Leave Policy (Non-Exempt)**
- 12 Sick days annually
- 3 Family Illness days annually - lost if not used
- Unused Sick days go to the Extended Sick Leave Bank (ESLB)

**Professional Staff Sick Leave Policy (Exempt)**
- 12 Sick days annually
- Unused Sick days go to the Extended Sick Leave Bank (ESLB)
Leave Policies

**Vacation Policy (Exempt)**
- 24 days per fiscal year
- Mid year hires accrue 2 days per month
- Maximum of 40 hours can roll over to next year

**Vacation Policy (Non-Exempt)**
- 10 days per fiscal year - increases with years of service
- Mid year hires receive prorated vacation hours
- Maximum of 40 hours can roll over to the next year

**Family & Medical Leave Policy**
- Eligible after 1 year of employment
- Up to 12 weeks of unpaid leave in 12 months
Health Benefits

The College will continue to cover 84-88% of the total cost of medical benefits

**$1,000 High Deductible Plan w/ HRA**

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<tr>
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<th>Biweekly Rates</th>
<th>Monthly Rates</th>
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<td>Employee Only</td>
<td>$31.31</td>
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<td>Employee + Family</td>
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**$300 Low Deductible Plan**

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Health Benefits, continued

Coverage for Both Plans include:

• 100% of preventative care
• 10% imaging coinsurance

• Office visit copays
  • $20 Primary care
  • $30 Urgent care
  • $40 Specialist
  • $80 ER visit (waived if admitted)
Prescription Benefits

Provided with either Health Plan

- Generic medicines - $5 minimum and $15 maximum
- Formulary medicines - $20 minimum and $50 maximum
- Non-Formulary medicines - $50 minimum and $80 maximum
- Mail order available
- Annual maximum $1,500/individual, $3,000/family
Health Reimbursement Account (HRA)

*Included in the $1,000 High Deductible Plan only

- Employee Only: $420/year
- Employee + 1: $840/year
- Employee + Family: $1,260/year

- May be used for any IRS allowable medical expenses
- Unused balances roll over at the end of the year
- No cap on roll over balances
Flexible Spending Account (FSA)

- Pre-tax dollars put in an account for qualified medical expenses
- $2,550 maximum annual limit
- Can be used for all IRS allowable medical expenses
- Deadline for usage extended through March 31
- “Use it or lose it”

Dependent Care FSA

- Childcare through age of 12 or eldercare
- $5,000 maximum annual limit
- Deadline for usage is December 31
- “Use it or lose it”
Vision Benefits

When using a participating provider:

- Free annual exam and one pair of lenses each year
- Frames or contact lenses once every two years
- Discounts through the National LASIK Network

<table>
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<th>Monthly Rates</th>
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<td>$1.53</td>
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<td>Employee + 1</td>
<td>$2.52</td>
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<tr>
<td>Employee + Family</td>
<td>$4.21</td>
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# Dental Benefits

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<tr>
<td>Employee + 1</td>
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<tr>
<td>Employee + Family</td>
<td>$31.71</td>
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**Annual deductible $50/individual and $150/family**

Coverage when using a participating provider:

- 100% of preventive and diagnostic services
- 80% for basic restorative
- 50% for major restorative
- 50% for orthodontia services up to lifetime maximum of $1,000
Other Health Benefits

**Employee Assistance Program**
- Provides services for legal, financial, marital, identity theft, etc.
- Allows for 3 visits per event, per household member, per fiscal year

**ConnectCare 3**
- Patient advocacy service
- Provides research, education, & support after a medical diagnosis
- Coordinates patient care

**Notice of Privacy Practices**
- HIPAA compliant
- Treatment of personal information
Retirement Benefits

• **Retirement Savings Plan**
  • Eligible after 2 years of full time employment
  • 12% of gross pay put in 403b account
  • Verification of Prior Employment at an Institution of Higher Education 2 years FT employ waives 6 months

• Voluntary Retirement Savings
  • Optional
  • $18,000 annual maximum contribution
Insurance Benefits

**Group Life Insurance**
- Provided by the College upon hire
- 1.5 X base pay up to $100,000

**Group Long-term Disability Insurance Coverage**
- Eligible one year after date of hire
- Waiting period waived if previous employer provided coverage within the last 90 days
Education Benefits

Self
• Eligible upon hire
• Part time at F&M or Elizabethtown College
• Free of charge

Spouse
• Eligible for part time at Elizabethtown College free of charge
• After 5 years, may also attend F&M part time free or full time with 85% of tuition waived
Dependent Children

Grant in Aid
- Eligible after 5 years of full time employment
- Grant covers 85% of tuition at F&M

Children’s Scholarship
- Eligible after 5 years of full time employment
- Any accredited college or university
- The lesser of 15% F&M tuition or full tuition at chosen school

Tuition Exchange
- Eligible after 5 years of full time employment
- Participating TE institution
- Scholarship to offset full tuition
- Limited and not guaranteed