

New Automated System Changes Handling Of Some Benefits For Non-Unit Employees

A brand new automated payroll/personnel system will process our paychecks and calculate our benefits beginning in July. Those of us employed by the Hotel Properties will get our first paycheck produced by the new system on July 3. Most Foundation employees will get the first "new" check on July 11. The system will be faster, more accurate and will allow us to provide better information than we have in the past. This special edition of the **CW News Extra** is provided to explain the changes associated with the new system and to let you know how it works for all of us.

No More Weekly Paydays By The End Of August

Most of us are accustomed to being paid bi-weekly (every other week), but a few groups of employees such as those who are multi-job, have been paid weekly.

By the end of August all of us will be part of the bi-weekly system. Facilities and Property Management (F&PM) employees who are now paid weekly will see the change toward the end of July. July 26 will be the last one-week payday for this group. It will cover the period July 17 to July 23. The next payday will be August 8 and will cover the work period from July 24 to August 3. After that paychecks will continue to come every other Thursday.

Multi-job (MJ) employees will see the change to bi-weekly pay a little later. Friday August 16 will bring the last official weekly check for this group. This check will cover the period August 4 through August 10. The following **Thursday**, August 22, will bring another check covering one week's work (August 11 through 17). Two weeks later, on Thursday, September 5, MJ employees will receive their first check covering two weeks of work (August 8 through August 31). After that our bi-weekly schedule will be fully operational.

Paying us all bi-weekly saves Colonial Williamsburg time and money that can be used in other ways for our benefit.

We won't take home less money because we are paid bi-weekly. What

we earn remains the same—we simply get larger checks but less often.

Plan for the change:

If you're accustomed to being paid weekly, the change to bi-weekly may take some adjustment; so, here are a few things to consider to make the change easier:

1. Save a little more each payday between now and the last weekly check so that you will have extra money for the first two weeks of the change.

2. Rearrange your payments. If you pay rent weekly, tell your landlord now that this change is coming and arrange to make bi-weekly payments. Do the same with your other bills.

3. Discuss the change with your family so that they can plan ahead, too.

4. Set up a budget or begin adjusting the one you have.

If you need help, Sharon Randall will be glad to help you. She can arrange financial or budget counseling which is FREE. Call Sharon at extension 2437.

Some short-term budget tips:

1. Temporarily refrain from getting into additional debt.

2. Carry limited amounts of cash in your pocket.

3. Watch your daily spending. Write down what you spend for 2 to 3 weeks just to see where it really goes.

4. Avoid idle shopping. Use a shopping list and stick to it.

Sick Pay Now Called Short-Term Disability

The name for Sick Pay has changed, but the benefit has changed very little. Short-term Disability (STD) protects our income if we miss work for illness or injury. The policy has been based on the length of our service with Colonial Williamsburg and it will continue to be based there. However, unused STD time will be carried over and the STD benefit will accrue in much the same way as the vacation benefit.

All regular, non-unit employees who have completed the first 90 days of work are eligible for STD benefits. If this is your first year with Colonial Williamsburg, you can accrue up to 80 hours of STD benefits. If you don't use the hours, they will be carried over into your second year and give you a headstart on the 160 hours which you can accrue in your second year. Half pay benefits will be accrued in the same way.

Just as before, you must notify your supervisor if you are absent or if you leave work because of illness or injury.

You will be accruing STD benefit hours on all hours paid, except STD hours, but including vacation and overtime. STD benefits will be reported in quarter-hourly increments; so, if you miss 15 minutes of work, 15 minutes is all that will be subtracted from your accrued benefits.

Panel Of Physicians Named To Treat On-The-Job Injuries

Colonial Williamsburg has set up a Panel of Physicians to treat work-related injuries. The Panel contains over 30 physicians in a variety of specialties. Starting **July 1, 1985**, if you require medical treatment (other than emergency care) because of a work-related illness or injury you

must seek treatment from one of the physicians on the Panel. If you choose a physician who is not on the Panel, charges for treatment **will not** be covered by Workers' Compensation insurance, nor by our group

medical insurance (KEYCARE). In the case of a true emergency, you will be taken to the nearest emergency care facility. This care **is covered** by Workers' Compensation insurance.

If you are involved in a work-related accident, you **must** report it to your supervisor. At that time you will receive a list of the Panel Physicians along with a Physician's Medical Report form. You should get these two items **even if you do not think medical attention will be**

necessary. Then if, a few hours or even days later, you decide you need to see a doctor for the injury, you will have all the information you need.

The Physician's Medical Report form will identify you to the Panel Physician you choose as a Colonial Williamsburg employee seeking treatment for a work-related illness or injury. The doctor uses the form to report to your supervisor information about your disability and when (and under what circumstances) you may return to work.

We No Longer Have To Wait A Year For Vacation Days

As of July 1, regular non-unit employees who have been with Colonial Williamsburg for 90 days will be able to take vacation time off.

Under our old vacation policy you had to wait a full year before being eligible for vacation. Now you don't have to wait.

At the end of 90 days, you will have 1/4 of the vacation that you are eligible for in your first year. If you work eight hours a day, at the end of 90 days you have 20 hours of vacation available. And with each pay period you earn more.

For those of us who have been

here longer than a year, the new policy means that we do not have to wait until our next anniversary date to take time off if we have already used all of our vacation. We simply have to wait for more time to accumulate or accrue. We earn a little bit of vacation every day.

The amount of vacation time available to us will now be calculated automatically on the new computerized payroll system and will be printed on our check stubs. Each time we get paid vacation accrued will be added and any vacation taken will be subtracted from the balance. We can see how much time we have available.

Administrative Officers May Grant Emergency Days

Administrative officers may authorize pay for a regular, non-unit employee who requests emergency absence from work. They may grant up to three days in a service anniversary year.

This Emergency Absence policy is designed to complement our Bereavement Leave policy and to replace Discretionary Leave. Emergency Absence covers personal and family emergencies such as hospitalization of a family member or other emergencies such as fires, auto accidents, floods and similar situations. Supervisors and managers are encouraged to be as flexible as possible in recommending time off for such emergencies.

You are expected to follow your departments' procedures in notifying your supervisors of emergency situations and asking for time off. If the supervisor feels that the emergency fits the description of a personal or family emergency, the supervisor can recommend to the administrative officer that you be paid for emergency time. The administrative officer will make the final decision.

For situations where paid emergency time off is not appropriate, the supervisor may approve unpaid emergency absence or allow you to charge the time against accrued vacation.

Birthday May Be Taken Anytime

Our birthday holidays may now be taken any time during the 12 months following our birthdays—with normal scheduling approval.

Those who have birthdays during Temporary Layoff (TLO) will also be able to take a day off. The birthday holiday becomes available as soon as the employee returns to work.

Our other holiday benefits have not changed with one exception for employees on TLO: If a regular employee is called in to work when on TLO and works an average of 20 hours a week in 2 of the 3 weeks around a holiday (the week before, the week of, or the week after), but does not work on the holiday, he or she will still receive a holiday benefit.

	Benefit	Factor
Less than 5 years:	2 weeks (80 hours)	.0385/hour paid
5 to 15 years:	3 weeks (120 hours)	.0577/hour paid
15 or more years	4 weeks (200 hours)	.0769/hour paid

The vacation benefit will be calculated based on all hours paid (to a maximum of 2080 hours per service anniversary year) except Short-Term Disability (sick pay) hours over 80. Vacation benefits will be reported in quarter-hour increments; so, with the supervisor's approval, an absence of as little as 15 minutes may be charged to vacation.

Watch your pay stub and if you are close to the maximum, request some time off. Remember, procedures for requesting vacation differ. For the best chance of getting the vacation you want, put your request in early.

Knowing how much we can save will also be easier. Instead of the old carry-over system, each of us will have a maximum vacation amount. Once we reach that amount, no more vacation will accrue until we use some of it. Vacation maximums also depend on length of service.

Less than 5 years:	120 hours
5 to 15 years:	200 hours
15 or more years:	240 hours

When the new system begins, around the first of July, our vacation accounts will be credited with:

- the amount of vacation we earned on our last service anniversary dates, minus any vacation used since our last service anniversary dates;
- Plus vacation we have accrued since our last service anniversary dates (eligible hours paid since last service anniversary dates, multiplied by the proper accrual factor).

When added together, some of us will have a total amount of vacation greater than the maximum allowed by policy. To avoid having any of us lose vacation, a reasonable grace period will be established to allow us to use our excess vacation. Details on the grace period will be announced at a later date.

Finally, to ensure the careful and accurate transfer to information, figures representing vacation and sick pay benefits on the new pay stub will have to be entered in stages and will not be complete until September 1, 1985. After that date, if you have any questions regarding these figures, please bring them to the attention of your supervisor who will contact Payroll.

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