

**2000-7**  
**Human Resources Office**  
**New Employees Documents, 1999-2000**  
**preliminary inventory**

Contents of the packets given to new employees upon acceptance of employment at Wesleyan. There are 2 separate packets, one for faculty, librarians and professional administrative staff, and the second for union members: secretary, clerical, and physical plant employees.

Removed from collection: 2 copies each of 1999-2000 telephone directory, campus map, and Campus Safety handbook (ca. 1999).

Also removed as duplicate copies from the union members packet: 1 copy each of the Wesleyan sexual harassment policy (ca. 1999); policy on illegal drugs and alcohol (July 15, 1997); Delta Dental, PHS health plan, ConnectiCare health plan, Aetna US healthcare, TIAA-CREF investment, and Fidelity investment information packages.