

Staff Advisory Committee

The Staff Advisory Committee (SAC) represents the interests, opinions, and concerns of the non-exempt staff by communicating these concerns to the Allegheny Executive Committee (AEC). For more information on the purpose of this committee, please visit the BYLAWS and refer to Section 1 (Purpose).

Tammy Steinfath, Chair
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Rhonda Hershelman, Treasurer
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Reese Campbell
Ruth Dunton
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Visit the
SAC website



sites.allegheny.edu/sac

Have You Heard?

Are you new to Allegheny?

(If so, welcome!)

Check out **GATOR BITES**

on the SAC website

for tips & helpful hints

to navigate your way!



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Q & A with Jennifer Mangus, Director of HR

Q SAC, HR, and the College administration have worked together to craft new policies regarding Vacation and Sick Time, effective last July. The new system was outlined in a chart [shown below] distributed by email to employees on October 3rd. One term that readers may not be familiar with is “Maximum Bank.” Can you explain Maximum Bank and what steps staff should take to avoid losing vacation time?

A The maximum bank is the highest amount of paid time off that an employee can accumulate at any given time. Once the maximum is reached, paid time off accrual will cease until the balance is reduced by the employee using paid time off. Accrual will begin again when the bank balance is less than the maximum bank. Employees are encouraged to review their accrued balances regularly and work with their supervisor to plan for time away from work.

ALLEGHENY COLLEGE			
2019–2020 Paid Time Off Updates			
Non-Exempt Employees			
Vacation	Completed Years of Service	Accrual	Maximum Bank
	3 years or less	10 days	15 days
	4 - 5 years	15 days	22.5 days
	6 years or more	20 days	30 days
Sick	Date of Hire	Updates	
	6/30/19 or earlier	No change	
	7/1/19 or later	Maximum bank of 240 hours	
	All	Use for employee, spouse/partner, dependent children at home, parents and grandparents of employee and spouse/partner	

Q Policy changes like these require revisions to the Employee Handbook. The newly published edition was also condensed to cover both exempt and non-exempt employees in a single document. Unfortunately, the Handbook was unavailable to employees for several months while this work was being done. Can you explain the steps involved in this lengthy process?

A Employee handbooks are reviewed annually and updates are made when significant policy changes occur. Given that the employee handbook is a governing employment document, care is taken to ensure accuracy and legal compliance with federal, state and local law. While this review is being completed, the most current version of the handbook remains in effect. The handbooks were temporarily taken down from the Human Resources website so as not to cause confusion with the recently updated paid time off policies.

(continued on p.4)

NACHO BAR PRIZE WINNERS

Jodi Mihailoff
Beanie Wilson
Brenda Malliard
Deb Simmons
Rhonda Hershelman
Nancy Brenot
Wendy Kedzierski
Cindy Hoesch
Carly Haas
Danielle Pecar
Jason Ramsey
Matt Bocchi
Linda Lees
April Thompson
Tammy Steinfath
Olivia Lang
Pauline Lanzine
Bill Burlingame
Drew McMillin
Pam Higham
Marissa Kawinski
Sueann Mercier
Lana Mesley

Nacho Bar kicks off the Fall semester

SAC welcomed fellow Allegheny staff members back to campus in August with a festive Nacho Bar in the plaza of Vukovich Center. For the daring, jalapeño peppers topped their mounds of chips, salsa, and cheese, but the hottest items of the day were the door prize tickets for gift certificates to local merchants.

Drum roll, please....



We have a winner!



Coming in February...

The Staff Sentinel Monthly

Your SAC representatives want to keep you in the loop!

Starting in February 2020, the new Staff Sentinel *Monthly* will bring you up to date on the latest news & events impacting Allegheny staff.

Please join SAC in welcoming...



SAC
STAFF ADVISORY COMMITTEE

New Staff Employees

(Start date July 1 to November 1, 2019)

Rachel Meerson
Renee McNally
Stephanie Shipton
Jennifer McDonough
Matthew Riebesell
Courtney Hild

Admissions
Comm Arts/Theatre
Admissions
Learning Commons
Athletics & Recreation
Office of the President

Farewell, Amanda :-)
Hello, Brenda :-)

SAC is pleased to welcome Brenda Malliard from the Office of Development to the committee. She replaces Amanda Allen, who recently accepted an exempt position in Development. Amanda brought great ideas and energy to the committee and will be sorely missed.

Good luck, Amanda & Brenda!

ACrossword



MULLEN' OVER OUR PROUD PAST, LINKIN' TO A BRIGHT FUTURE
by Reese E. Campbell, Jr.

ACROSS

1. Appreciation
6. "Lucky ____," Kingsley Amis' debut novel
9. "Mr. Blue Sky" group
10. Rhythm instrument in the intro to "Sympathy for the Devil"
15. ____ - Meal (cereal brand)
17. Location in which you might see a 12Down
18. Their football score is always announced at U. of Texas (abbr.)
19. Actor and cocaine smuggler Tim ____
20. "Como ____?"
21. Pelletier might obtain one for you (abbr.)
22. What the peasants had when Marie Antoinette suggested cake
23. Aeneid poet
24. Cantonese dialect
26. Brothers ticker that stopped suddenly in 2008?
27. There's only one in Albee's "The Zoo Story"
28. Educational inst. of Troy (abbr.)
31. One of two hanging in 14Down
32. Relatives inside the Campus Center food court?
33. Quartet of quarts (abbr.)
36. Polynesian island with about 900 moai
39. Where "re" can be found
42. Building extension
43. ExxonMobil brand
46. "Don't be such ____!"
47. Space
49. Guthrie of "Alice's Restaurant"
50. Freddie ____, diminutive all-star shortstop of the 60s-70s
51. This might rot your orchid
52. She can be wild and woolly
53. "I'm all ____ it!"
54. Spring term at Oxford

DOWN

2. It's on the jersey of the AC Ultimate Frisbee team
3. Change
4. Herman's Hermits singer Peter ____
5. Conflicts Building Coordinators like to avoid
6. Some lawyers (abbr.)
7. It helps our Carrden grow
8. Breakfast dish in Bavaria (var.)
11. Western hemisphere org.
12. Lousy thing to find?
13. It keeps you grounded (abbr.)
14. Wise Center's James. H. ____ Jr. Arena
15. Multiple
16. Baseball's Felipe, Manny, or Jesus
25. Place to take shots in an arcade?
27. Indiana's pursuit
29. 80s sitcom with "Norm!"
30. How two AC men's soccer games ended in 2018
34. Female friend in France
35. It can be hyper
37. Not super friendly
38. Bring up
40. He might put a boutonniere here
41. Suburb of Christchurch, N.Z.
44. Result of a full house (abbr.)
45. ____ - mo replay
48. Supervisor (abbr.)

Puzzle solution on p.4



SP20 CALENDAR

Classes Begin:
January 13

MLK Day
Jan. 20 (no classes)

Spring Break:
March 14—22

Last Day of Classes:
April 27

Exams:
April 30—May 1

Commencement:
May 9

We want to hear from you!

If you have a suggestion or a concern, please contact any member of SAC. We value your voice and will protect your anonymity when requested.

This edition of the Staff Sentinel was created by Reese Campbell, with content and editing help by SAC.

Visit the SAC website at sites.allegheny.edu/sac

or just scan here —>



OUR ALLEGHENY
Our Third Century Quest

Q & A with Jennifer Mangus, Director of HR (cont.)

Q Recently the informal Building Coordinators group has been putting together an onboarding guide to help those new to that position. How does HR review and seek to improve the onboarding process generally? Are you looking to make any tweaks going forward?

A The onboarding experience is key to acclimating new and returning employees to the Allegheny community. There are a number of groups who play an important role in this process. The Office of Human Resources works with the employee to facilitate many start up actions, such as relocation assistance, email account set up and mandatory training. HR also assists the employee with benefits enrollment and completing required paperwork. As these processes are part of the initial Allegheny experience, it is important for the College to ensure a positive experience. HR recently updated our processes so that a new employee can begin this process online before their first day of employment. Information is provided in advance which enables them to partner with others in the household to make decisions. The new process also enables a new employee to join their new department in their work area sooner on their first day.

Members of the department and cohort group also play a critical role in a new employee's onboarding experience. This is a time when the new employee gets acclimated to the work environment, department procedures and specific roles and responsibilities of their job. HR partners with supervisors regularly to determine employee-specific ways to assist a new employee with getting up to speed as quickly as possible. Supervisors are welcome to partner with HR to continually look for ways to improve the onboarding experience.

Q Many staff are concerned that job descriptions have not kept pace with increases in workload and that this discrepancy clouds compensation issues. The Employee Handbook [p. 32] states that "a written performance review should be completed at least annually." What role can HR play in encouraging supervisors and AEC members to better utilize this important tool?

A Performance reviews provide supervisors and employees an opportunity to discuss job performance, recognize goals achieved and acknowledge areas of development. Supervisors are responsible for completing performance reviews for their employees on an annual basis. At the same time, job descriptions should be reviewed to ensure accuracy due to the changing demands and needs. In addition, job descriptions can and should be reviewed outside of the performance review process when there are significant changes to regular work responsibilities. Human Resources will continue to discuss the importance of these activities with supervisors and AEC members and encourage reviews to be completed in a timely manner.



SAC Committee Liaisons

Campus Life & Community Standards Pauline Lanzine

CoDE Patrice Newman

FFC Ruth Dunton & Rhonda Hershelman

Institutional Re-Branding & Messaging Amanda Allen & Kelly Wright

Presidential Commission of Status of Women Employees & Employees of Color

Shawna McCracken, Kelly Wright & Tricha Young