



STAFF SENTINEL *MONTHLY*

Newsletter of the Allegheny College Staff Advisory Committee

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Happy New Year?

Most of my New Year's greetings this year consisted of "Good Riddance, 2020" plus a feeble joke along the lines of "2021 can't be any worse, right?".

Wrong. I think I may have jinxed us. Feel free to give me what for at our new SAC email address: sac@allegheny.edu

And if you plan to file for unemployment during your furlough, check out the filing tips from HR. Remember that the current federal unemployment supplement of \$300 expires with the claim week ending on March 13th.

- Reese Campbell, Editor

Monthly Meeting Memo ~ Nov.- Dec. 2020

- SAC continues to work with AAC on suggestions for improvements to the employee onboarding process.
- The committee voted to establish an email account: sac@allegheny.edu (see below). A staff poll indicated that an SAC Instagram account would not be well subscribed at this time.
- SAC is looking into concerns about differences in exempt and non-exempt Employee Evaluation Forms.
- SAC has been made aware of concerns about inconsistencies across campus in the use of the Daily Task Form for remote work.

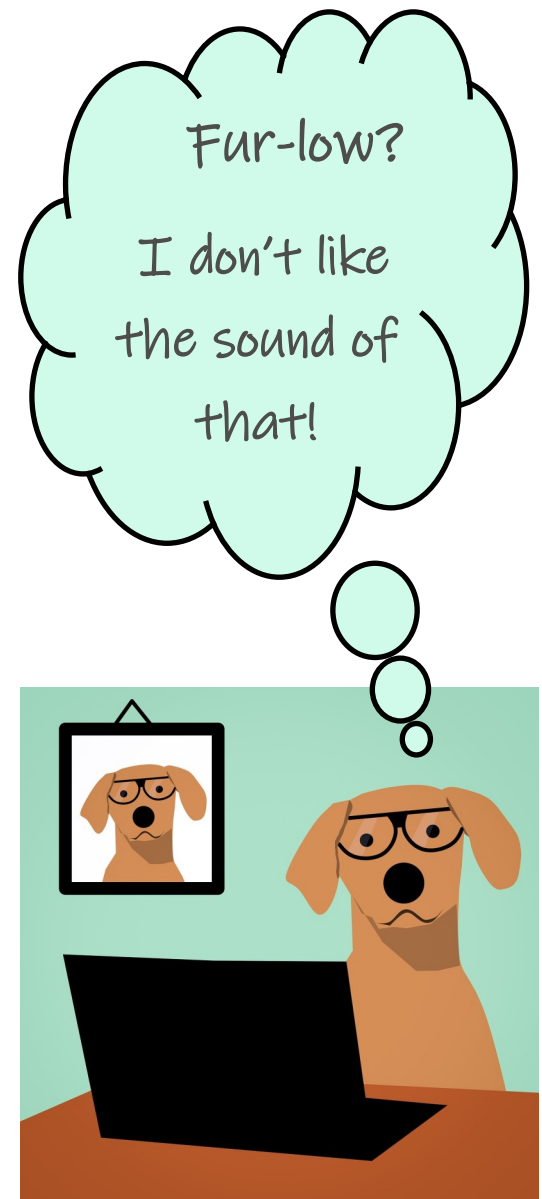
sac@allegheny.edu

The Staff Advisory Committee would like to announce our new email address as another tool for communicating concerns and/or suggestions you might have.

SAC encourages all full-time and part-time non-exempt employees to bring their topics of interest to the attention of the Staff Advisory Committee by email or in person. Current members are listed at the bottom of page 2.

If a staff member prefers to share their questions, suggestions, etc. with the committee as a whole, it is recommended they ask a current member to be placed on the agenda to present their concerns at the beginning of a meeting.

All concerns presented to SAC, including via email, are confidential.





Filing for Unemployment while on Furlough

(with thanks to our friends on Administrative Advisory Council (AAC) for gathering this info)

To assist with common questions regarding the [Unemployment Compensation application](#), AAC approached HR regarding recommended answers for some of the required application questions. Here are a few answers you will need if and when you submit your application:

- **What is the reason you are no longer employed?** "Still employed"
- **Employer UC Account #:** Employees are not required to input this information
- **Employer fax number, contact person & Title, email:**
Christi Pendolino, Associate Director of HR,
814-332-2338 (fax), 814-332-2312 (phone), hr@allegheny.edu
- **Call back date:** The call back date is the Monday you will be returning to work following your furlough. HR has not indicated it will provide this in writing.
- **Timing:** The employee needs to take their furlough as scheduled regardless of the status of their unemployment application.
- **Furlough calculation:** The furlough calculation will be posted by HR under "pay and benefits" on the furlough site, sometime in the future.

Neither AAC nor HR is able to provide professional advice regarding this process; however the websites referenced on our [HR furlough page](#) have a wealth of information, including a [list of required materials](#) and [video explanations about the process](#).

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 refer to BYLAWS, Section 1 on the SAC website.

Visit the SAC website :



sites.allegheny.edu/sac

Members AY 2020-21

Tammy Steinfath, Chair
Pauline Lanzine, Vice Chair
Rhonda Hershelman, Treasurer
Shawna Mook, Secretary

Kate Bennett
Reese Campbell
Ruth Dunton
Sarah Holt
Lana Mesley
Patrice Newman
Cristy Rhodes