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TODAY	TOMORROW	WEDNESDAY
12:00 New International Student Orientation		

Vacation Policy for Employees Hired On or After 7/1/19

Vacation Policy for Statutory and Non-Statutory Non-Faculty Employees
Hired On or After July 1, 2019
(CSEA Union Members Excluded)

Salaried Employees:

- Salaried Employees shall accrue vacation time at the rate of 20 days per anniversary year
- During the first year of employment, the employee's time will be prorated to account for the partial year
- There is a 90 day probationary period, before any new hire may use their accrued time
- A maximum of 20 days will be allowed at any time. Accruing will cease at 20 days until vacation time is used and then will resume.
- A maximum payout of 5 days will be paid upon termination of employment or retirement with the University and/or moving to a position that does not have a vacation provision (faculty for instance)

Hourly Employees and Salaried Non-Exempt:

- Upon hire and through the first year Hourly Staff and Professional Non-Exempt employees will accrue vacation at a bi-weekly rate equivalent to provide 10 days of vacation during the anniversary year
- During the first year of employment, the employee's time will be prorated to account for the partial year
- There is a 90 day probationary period, before any new hire may use their accrued time
- During the second through fifth (2-5) years employees will accrue at the rate equivalent to provide fifteen (15) days per anniversary year
- From the sixth (6th) year and beyond of employment Hourly Staff and Professional Non-Exempt employees will accrue vacation time on a bi-weekly basis equivalent to twenty (20 days) per anniversary year

-A maximum of 10 days during the first year, 15 days in years 2-5, and 20 days in year six and beyond will be allowed to carry over from the previous anniversary year. Accruals cease when the yearly total is reached and resume once vacation days are taken.
-A maximum payout of 5 days will be paid upon termination of employment or retirement with the University and/or moving to a position that does not have a vacation provision (faculty for instance)

FAQs:

Does this effect employees hired before 7/1/19?

No, all employees hired before 7/1/19 will stay in their same vacation accrual structure.

Is there a change to sick time as well?

No, sick time has remained unchanged for all employees.

Who to contact with questions?

Mark Guinan, Director of Human Resources or Kayleigh Misner, HR Generalist

Attachment: [New Vacation Policy](#)

Submitted by: Kayleigh Misner

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Electronic Personnel Action Forms (EPAF) Training

Do you hire Non-Work Study hourly student workers in your department? If the answer is yes, then I am inviting you to attend training to learn how to use a new electronic form for hiring. This form is only currently being used for Non-Work Study students at this time. In the future we hope to expand to Work Study.

Human Resources is excited to announce that we have been piloting a new electronic form for submission of jobs. This form is called an EPAF (electronic personnel action form) this electronic form will eliminate the current paper form and make things easier and quicker for all involved.

Training Dates:

8/13/19- 10:00-11:00- Kenyon/Allen- Powell Campus Center

8/16/19-11:00-12:00- HR Conference Room- Greene Hall

8/19/19- 1:00-2:00- Kenyon/Allen- Powell Campus Center

8/21/19- 2:00-3:00- Kenyon/Allen- Powell Campus Center

Please plan to attend one of these training's. For the Fall Semester, for any non-work study hourly student that is hired, we will only be accepting the EPAF form, not the paper form.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Misner

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Changes to Kanopy Video Streaming Service

Beginning Monday, August 12, Alfred University Libraries will be making some changes to our Kanopy offerings to help us to contain the cost of this valuable but expensive resource. Access to Kanopy films will switch to a "mediated model." This means before a film can be viewed users will select the "request" button next to the film and will be prompted fill out a short form. Library staff will respond to these requests promptly, but access could take up to 3 business days.

FACULTY: If you are planning to use any Kanopy films in your courses during the Fall semester, please request access as soon as possible to ensure that these materials will be available for your students.

If you have any questions, please contact us at libraries@alfred.edu

Submitted by: Mechele Romanchock

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New Director of Libraries

The Alfred University Libraries are pleased to announce that Mechele Romanchock is our new Director of Libraries. In this role, Mechele will be responsible for managing the internal day-to-day operations of the University Libraries, working alongside the Dean of Libraries to lead our talented and dedicated group of staff and librarians at Scholes and Herrick. Mechele has served as the User Services Librarian at Scholes Library since 2016. Prior to that, she worked in a variety of academic, school, and public libraries, bringing a rich user experience, customer service, and leadership background to this position. Mechele obtained an M.S. in Library Science from Clarion University, and is an Alfred alumna who earned a B.A. in Comparative Cultures in 2002.

Mechele will be spending her time equally in Scholes and Herrick. Look for her in Scholes 114 or Herrick 110, or contact her any time at romanchockm@alfred.edu.

Please join us in congratulating Mechele on her new role!

Submitted by: Brian Sullivan

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Goody Bags for New Students

As in past years, we will be providing a bag with some exciting swag and information for all of our incoming students. If your office is interested in contributing to the bag please plan on bringing your supplies/information or swag to the Joyce Walton Center at 1:30 pm on Wednesday, August 21.

We will also be asking for anyone who wants to have something in the bag to also be prepared to help us in stuffing the bags.

If you have any questions, please feel free to contact me at debertpa@alfred.edu

Submitted by: Patricia Debertolis

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, August 27, Tuesday, September 24, Tuesday, October 8, Tuesday, November 5, and Thursday, December 5 in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at www.TIAA.org/schedulenow.

Submitted by: Kim Wyant

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HR Tip of the Month

Did you know that if you are a regular full time or part time employee of AU that you have Bereavement time available to you immediately after hire?

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece or nephew.

(For CSEA Union Members, please check your handbook)

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

Bereavement should be recorded on the timesheet as excused time with a comment in the comments section. If you normally work 7 hours a day, you put 7 hours under excused time for the days that you missed. If the days that you missed surpass what is allotted, you will code that time as vacation/personal/floating holiday/merit time.

Submitted by: Kayleigh Misner

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Artist In Residence - LoVid (Tali Hinkis and Kyle Lapidus)

Date: August 19-23, 2019

Location: The Institute for Electronic Arts

Sponsored by: The Institute for Electronic Arts / NYSCA

LoVid is Tali Hinkis and Kyle Lapidus. LoVid's work includes immersive multimedia performance and installations, textile works, participatory projects, videos. Collaborating since 2001, LoVid's projects have been presented at Real Art Ways (CT), Moving Image Art Fair (NY), Daejeon Museum (Korea), Everson Museum (NY), Smack Mellon (NY), CAM Raleigh (NC), Netherland Media Art Institute (Netherlands), The Jewish Museum (NY), The Neuberger Museum (NY), The New Museum (NY), and ICA (London), among many others. LoVid has performed and presented works at: Issue Project Room (NY), Museum of Moving Image (NY), Lampo (Chicago), International Film Festival Rotterdam (Netherlands), MoMA (NY), PS1 (NY), River to River Festival (NY), The Kitchen (NY), and FACT (Liverpool) among many others. LoVid's projects have received support, awards, grants, and residencies from organizations including: NY Hall of Science, The Robert Rauschenberg Foundation, Cue Art Foundation, Eyebeam, Harvestworks, Wave Farm, Rhizome, Franklin Furnace, NYFA, LMCC, NYSCA, and Greenwall Foundation.

The Institute for Electronic Art's Experimental Projects Residency is made possible by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Submitted by: SOAD Events

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Book Advances - Policy Change

Effective for the 2019-2020 academic year, Alfred University will no longer be issuing book advances in the form of check or cash. All students who have a financial aid credit on their accounts will have a books and supplies credit of up to \$650 available to them in the Alfred University Bookstore now through September 8th.

If a student chooses to not use all, or some, of this credit, the funds will be included in the normal refund process that takes place every Friday beginning Friday, September 13th.

Thank you,
Student Accounts, Financial Aid, and The Alfred University Bookstore

Submitted by: Amanda Azzi

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JazzHR Training

JazzHR training for faculty will be available on Tuesday, August 20 at 1pm and at 2pm in Olin 301.

Human Resources is pleased to announce that we are going electronic with our recruitment process. We have collaborated with Jazz HR to bring us an electronic application and applicant tracking system that will be user friendly and more efficient than our current processes.

- Applicants will be able to apply directly online for open jobs at Alfred University.
- We will be able to place job postings electronically to reach the best candidates for our openings
- The website will send them automated acknowledgements for their application and can assist in scheduling interviews, etc.
- Managers, Supervisors, Directors will be able to communicate with the candidate directly through the website
- The system will ask and track EEO Compliance Questions for all positions

Anyone that is currently involved with the hiring process for their departments or search committees are encouraged to attend a training session to learn about the features of JazzHR. All job posting starting 8/1/19 will be live through JazzHR. If for some reason you cannot attend one of the training's, please contact Tamara Green, HR Associate, for assistance.

Submitted by: MT Sick

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AU Bookstore is Hiring NOW for Back to School

The AU Bookstore is hiring yet for back to school! Stop in to inquire. We are non-work study (work study can apply also) and open 7 days a week. Flexible hours available. Looking for those who can start immediately!

Link: <http://bncollegejobs.com>

Submitted by: Marcy Bradley

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Opening week breakfast for faculty, staff and retirees

Please join us for breakfast, on Tuesday, August 20, at 8:30 a.m. in Ade Hall, as we celebrate our 184th academic year and the return of our students at Alfred University.

During the opening breakfast, we will be introducing new faculty and staff while providing a brief update on the state of our University, as well as our key goals for this academic year.

We hope to see you there.

Fiat Lux!

Mark Zupan

Mark Zupan
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Submitted by: Mary McAllister

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Join AU Chorus 2 C (The Arts) credits

The AU Chorus is open to all students regardless of musical background. If you can sing, we want you. If you've always wanted to sing but are a little unsure, we will teach you!

University Chorus is a 2 credit course MUSC 271 and satisfies part of the Arts credit in General Education. The choir meets on Monday from 7:00 pm - 8:30 pm and Wednesday from 5:20 pm - 6:50 pm. Chorus can be taken as an overload with no additional charge. To do this, you will need to get an overload form and signatures, but it's really easy. The group is also open to faculty and community members.

Singing in a choir has been shown to relieve stress and help people to find a community.

Submitted by: Luanne Crosby

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