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TODAY

TOMORROW

SATURDAY

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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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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ARE YOU LOOKING TO HIRE STUDENTS FOR THE FALL SEMESTER?

*****RESERVE A TABLE AT THE ON-CAMPUS JOB FAIR*****

When: SEPTEMBER 3RD NOON-2PM

Where: KNIGHT CLUB/POWELL CAMPUS CENTER

Registration is free for on-campus offices and community partners

1 full table or 1/2 a table will be provided depending on how many attend. (Bring lunch with you or organize coverage) Lunch will not be included.

Please contact Valerie Daciw at the Career Development Center to register or register on Handshake.
REGISTRATION CLOSING ON AUGUST 30th.

Link: <http://alfred.joinhandshake.com>

Submitted by: Valerie Daciw

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Performing Arts Courses available to ALL Students

Students- Looking for a Great class?

Check out courses in Performing Arts [Theatre, Music, Dance, Performance Design & Technology] for the Fall 2019 featuring our new and visiting faculty members!

THEATRE

THEA 110 Introduction to Theatre- with Visiting Artist, Eliza Beckwith

THEA 240 Acting I - everyone should take an Acting Class ! This course will be taught by our dynamic new Theatre Faculty member, Niki Tulk

THEA 205 Playwriting - with Visiting Artist, Eliza Beckwith

Opportunities on stage and behind the scenes for all Theatre Productions- email Lantz@alfred.edu

PERFORMANCE DESIGN & TECHNOLOGY

PDAT 120 Technical Theatre

PDAT 200 Costuming on the Half Scale

*PDAT 222 Stage Make-up

*PDAT 220: Design Fundamentals: Stage/Dance & Film- *These two courses will be taught by our new faculty artist in Performance Design, Maureen Weiss

MUSIC

Private Lessons available to ALL Students from Beginners to Advanced: Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng- available for credit as listed in Banner

Courses and Ensembles:

MUSC 110 Music Appreciation

MUSC 200 Fundamentals of Music & Technology- Learn basic music theory and composition with our new Music faculty member, Raul Barcenos

MUSC 200 Hand Percussion

MUSC 130 Piano I

MUSC 133 Music of the Guzheng

MUSC 271 University Chorus - open to all students and to community members

MUSC 273 Concert Band - open to all students and to community members

MUSC 274 Jazz Ensemble open to all students and to community members

MUSC 275 Symphony Orchestra - open to all students and to community members

MUSC 279 Chamber Music and AU PEP Band

Music Ensembles are Open to Everyone- NO Audition necessary and Instruments are available- Contact

Lisa Lantz: Lantz@alfred.edu

MUSC 272 Chamber Singers*

*Audition information, contact Luanne Crosby: fclarke@alfred.edu

DANCE

DANC 120 Fundamentals of Dance

DANC 200 African Dance !

DANC 200 Costume Development for Dance-with visiting dance faculty, Colleen Wahl

DANC 222 Modern Dance I

DANC 225 Laban Movement Practicum- with visiting dance faculty, Colleen Wahl

DANC 224 Contact Improvisation

Submitted by: Lisa Lantz

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Study abroad in Spring 2020 - apply now!

Apply today - Spring 2020 study abroad deadlines are coming up fast!

To get started:

1. Let us know your goals! Log in to <http://international.alfr...> with your AU username (without the @alfred.edu - just like Canvas) and password
2. Complete the 5-minute questionnaire, "Your Study Abroad Plans."
3. Learn about study abroad @ AU! Information on finding your best fit, financial aid transferability, scholarships, and program options is on our website: <http://international.alfr...>
4. Make an appointment with our staff to start your application! Details are in the scrolling announcements on our homepage.

Fiat Saxons Abroad!

Link: [Office of Education Abroad](#)

Submitted by: Jeanne Marion

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Job Opening - Foundry Technician

Please see the link below for details on the open Foundry Technician position.

Link: [Foundry Technician Position](#)

Submitted by: Tamara Green

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Memorial Carillon Concert, August 15th

Thursday, August 15 at 7:30 pm

Jennifer Lory-Moran of Ithaca, NY, and Laurel G. Buckwalter of Alfred will play a carillon concert in memory of Joanne Droppers. Carillon concerts are performed "rain or shine."

The Droppers family will be in Alfred to remember Joanne and Garrett Droppers on Thursday and Friday, August 15 and 16. Friends, colleagues, and all who enjoyed Joanne and Garrett are invited to the recital. Joanne was the Alfred University Carillonneur from 1977 to 1994. Garrett Droppers (1928-1986) was Professor of History at Alfred University from 1961 until his death.

Submitted by: Katie Vanorskie

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Job Opening - Assistant Professor of Ceramic Art

Please view the link below for more information on the open Assistant Professor of Ceramic Art position.

Link: [Asst. Prof. of Ceramic Art](#)

Submitted by: Tamara Green

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