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TODAY

TOMORROW

THURSDAY

Early Arrival Housing Requests

In an effort to streamline the process of requesting early arrivals, please fill out this form if you have students who need alternate Fall Arrival accommodations, i.e. they need to stay late or return early. If you need to submit a request for a large number of students at a time, please email gebel@alfred.edu for the link to the google sheet to add them directly.

Link: [Fall Early Arrival Requests](#)

Submitted by: Vicky Gebel

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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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Letterhead with new style guidelines

Do you send out letters on printed letterhead? Do you have the format of the new style guide set up so when they are printed they display properly?

Do you send out electronic (emailed) letters? Do you have the template with the new style guidelines?

If not, please contact Jen Guarasci guarascij@alfred.edu.

Submitted by: Jen Guarasci

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Music Lessons

The Department of Music at Alfred University offers a variety of music lessons for Voice, Guitar, Piano, Drums, Percussion, Strings, Brass, and Woodwinds.

There are beginning lessons which are 30 minutes a week and only \$300 a semester. And there are advanced lessons, 60 minutes a week and \$600 a semester. Cost for lessons can be added to your tuition.

Contact Dustin Woodard at Woodard@alfred.edu for details.

Sign up for MUSC 101-108 or 301-308.

Submitted by: Dustin Woodard

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Instrumental Ensembles

The Department of Music at Alfred University has three instrumental ensembles that are looking for new members. All are welcome to join whether you are a student, faculty, staff, or community member. No auditions necessary, and instruments are available if you do not own your own.

If you would like to join or have any questions please contact the director of the ensemble:

MUSC 275 - University Symphony Orchestra

Dr. Lisa Lantz (lantz@alfred.edu)

MUSC 274 - Jazz Ensemble

Dr. Raul Barcenos (Barcenos@alfred.edu)

MUSC 273 - Concert Band

Dr. Raul Barcenos (Barcenos@alfred.edu)

Submitted by: Dustin Woodard

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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 CLOSES ON AUGUST 30th.

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

Submitted by: Valerie Daciw

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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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Updated MyAU to Launch Friday (8/9) evening

We are very excited to announce that an updated web portal, my.alfred.edu (MyAU), will launch Friday (8/9) evening. You'll find some changes to the design, which were made strategically to make sure this is a sustainable and scalable website.

At the very top you will find Useful Info and Useful Links which provides easy access to frequently sought-after information. The horizontal navigation and tabbed mega menus provide us the ability for continued growth of the site & information.

Key Features of the new Update:

Search Engine Optimized

Please understand that with such a large site, catering to such a wide audience, not everything can be linked directly from the homepage. We don't want our portal to appear on the "Hoarders" version of website reviews. Good News Though! We have been and continue to work very hard to make sure pages on the site are Search Engine Optimized so that all pages can be brought up quickly by using the Search on MyAU.

More Accessible

You may notice more scrolling is needed to see content vs. the old site, larger font sizes, etc. This is due to current design trends and more importantly Accessibility. We have a responsibility to make sure our websites are able to be easily used by all users who require content to be served in a certain way.

Content Edits Made Easier

The site has also been moved into our new CMS - Cascade Server. Adobe Contribute, our legacy CMS has reached its end of life and end of support for quite a while now. We've worked hard to make sure the site was migrated into our new CMS and content is more easy to edit than ever before. Our CMS requires no software install, can be accessed anywhere, is responsive, and allows users to edit more complex content like Accordions, Checkerboards, Faculty Sliders, Related Event Sliders, Related Facility Sliders, etc. with ease.

Responsive Design Continued

MyAU continues to be a mobile-responsive design. Analytics show that the number of users accessing the website on a mobile device keeps going up vs. users accessing the site on a desktop screen.

Our work on the updated site will not stop when it launches!

Submitted by: Judy Linza

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Changes to Student Policies | Campus Community Input Needed

We want the campus community's assistance in vetting changes to The Student Code of Conduct. The two changes we are considering are: (1) changing "The Student Code of Conduct" to "Community Standards" and (2) updating our weapons policy to allow for kitchen knives. More information about these changes, as well as the opportunity to express your opinions are listed in the google link provided.

Link: [Student Code of Conduct Changes Survey](#)

Submitted by: Lacey Gosnell

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