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TODAY	TOMORROW	WEDNESDAY
	7:00 Wingate Memorial Summer Carillon Recital Series	

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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Notice to CWS Employers for 2019-20 - 2019-20 Job Descriptions due 8/1/2019

If you are planning on hiring CWS students for the 2019-20 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the links below to access the form and instructions. The completed forms are due at the Financial Aid Office by August 1, 2019.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Job Description Instructions](#)

Attachment: [2019-2020 Position Request](#)

Submitted by: Elena Wallace

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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 Barcenes (Barcenes@alfred.edu)
MUSC 273 - Concert Band
Dr. Raul Barcenes (Barcenes@alfred.edu)

Submitted by: Dustin Woodard

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HR Tip of the Month

Did you know that you can see your paystub by Wednesday afternoon of a Payroll week in Bannerweb?

1. Log into Bannerweb
2. Click on the Employee Tab
3. Click on Pay Information
4. Click on Pay Stub
5. Select Year, Click Display

You will then be able to view any paystubs for that year and have printable access to them at any time! If you feel there is an issue with your pay, you should report the issue to Payroll immediately.

You can also view your direct deposit allocation, earnings history, deductions history, and earnings by position on the Pay Information tab.

If you wish to update any of your payroll information such as direct deposit/withholding's please visit the HR website for forms. Please hand deliver/inner office/mail any form with personal information on it. Please do not email forms with personal data on them.

Link: [Payroll Page](#)

Submitted by: Kayleigh Misner

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Job Opening-Operations Associate I

Please see the link below for details on the open Operations Associate I position.

Link: [Operations Associate I Position](#)

Submitted by: Tamara Green

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AU Bookstore Hiring for Fall Book Rush

The AU Bookstore is hiring now for Fall book rush. Positions will be temporary with potential to go to permanent and work throughout the semester. This is a non-work study position, flexible and weekend hours. MUST be able to train & work starting August 19. MUST be able to work during August 19 through August 25. Good social skill a plus! Apply online, www.bncollegejobs.com. Tag Code for search: BOOKS08417

Link: <http://www.bncollegejobs.com>

Submitted by: Marcy Bradley

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Courses in Performing Arts available to ALL 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

DANC 230 Improvisation/Composition

DANC 325 Laban Movement Plenary

Submitted by: Lisa Lantz

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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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