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TODAY

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SATURDAY

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### Jazz HR (Electronic Recruitment System) Training

Alfred University has gone electronic with our recruitment process! We have collaborated with Jazz HR to bring us an electronic application and applicant tracking system that is efficient and user friendly.

Anyone that is currently involved with or is anticipating to be involved with the hiring process for their departments or search committees are encouraged to attend this training session to learn about the features of Jazz HR. All job postings are live through Jazz HR.

This training will be held virtually on Thursday, December 10th at 1:00 pm. Please use the link below to join the training.

Link: [JazzHR Training](#)

Submitted by: Tamara Green

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### Students Graduating for December 2020

Since the ceremony will not take place on December 19th we will need to mail your diplomas. Please follow the link and complete this survey to verify your address.

Link: [Verify Address](#)

Submitted by: Tammy Jursza Williams

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### Open Position-Dean, College of Liberal Arts and Sciences

Please see the link below for information on the open Dean, College of Liberal Arts and Sciences position.

Link: [Dean, College of Liberal Arts and Sciences](#)

Submitted by: Tamara Green

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### HR Tip of the Month

Did you know that there is a New York State law that took effect January 1, 2018 that potentially affects you? This law is called, Paid Family Leave (PFL), and applies to all AU Non-Faculty employees. This leave provides paid leave for employees to bond with a newborn, adopted, or foster child, to attend family matters due to a qualifying military exigency, and to care for a seriously ill family member.

Employees who work 20+ hours a week have to be employed for at least 26 consecutive weeks. Employees working less than 20 hours per week must have worked at least 175 days for their current employer.

This leave provides job protection for up to twelve weeks in 2021. This leave provides 67% of employee's weekly wages to them for a maximum of \$971.61 per week in 2021.

PFL is funded through payroll deductions from employees, this program is not optional for any non-faculty employee at Alfred University. The amount of contributions from your paycheck will increase in 2021 to 0.0511% of the employee's weekly wage. This deduction is capped in 2021 at a maximum of \$385.34 for the year which is based off the New York State Average Weekly Wage which is \$1,450.17 in 2021.

For example:

Employees earning \$519 a week (\$27,000 a year) will pay about \$2.65 per week:  $\$519 \times 0.511\%$ .

Employees earning \$1,000 a week (\$52,000 a year) will pay \$5.11 per week:  $\$1,000 \times 0.511\%$ .

If you have a qualifying instance where you need to be off, please contact Kayleigh Jones, HR Generalist to process your leave.

Link: [Paid Family Leave Website](#)

Submitted by: Kayleigh Jones

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### Open Position-Powell Institute Secretary

Please see the link below for information on the open Powell Institute Secretary position.

Link: [Powell Institute Secretary](#)

Submitted by: Tamara Green

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### Virtual Biology Faculty Candidate Presentations

Candidates for the Visiting Asst. Professor of Biology will be presenting model classes on "The Respiratory System" via Zoom on Friday, Dec 11. Please join us for one or more classes, which will take place at 9:00 am, at 10:30 am, or at 1:30 pm. All classes will be 50 minutes long.

Please contact Shannon Yocum ([yocum@alfred.edu](mailto:yocum@alfred.edu)) in Biology for the Zoom link and password.

Submitted by: Shannon Yocum

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### Still time to sign up: Music Courses for Allen Term

Students,  
Get ahead with Allen Term/Winter Term courses.

MUSC 110 Music Appreciation  
Attributes: CLAS: (C) The Arts, CoB: Humanities

MUSC 211 World Music  
Attributes: AU: Global Perspective, CLAS: (C) The Arts,  
CoB: Humanities, SoAD: Humanities-'Other'

Submitted by: Lisa Lantz

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### Open Position-Human Resources Associate

Please see the link below for more information on the open Human Resources Associate position.

Link: [Human Resources Associate](#)

Submitted by: Tamara Green

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### Open Position-Visiting Clinical Instructor

Please see the link below for more information on the open Visiting Clinical Instructor position in the Health and Human Performance Division.

Link: [Visiting Clinical Instructor](#)

Submitted by: Tamara Green

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### Open Position

Please see the link below for more information on the open Director of the Wellness Center position.

Link: [Director, Wellness Center](#)

Submitted by: Tamara Green

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### AU Charities Drive Payroll Deduction form due Friday

Thank you to those who have donated to the Charities Drive, many by payroll deduction. A sizable donation in honor of Wes Bentz, long time Community Chest board member, was gratefully received. You may donate to the Alfred-Alfred Station Community Chest, the United Way of Allegany County, and/or the United Way of the Southern Tier. If you are planning to contribute by payroll deduction, please return the form to Trish Debertolis (Powell CC) before Friday, December 11. Contributions by check will be accepted several months into 2021, but payroll deduction needs to be put in place before the end of December.

Submitted by: Laurel Buckwalter

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