

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Go Saxons](#)

In This Issue

Webmail users [click here](#)

Official News

- [Early Arrival Housing Requests](#)
- [Vacation Policy for Employees Hired On or After 7/1/19](#)

General Announcements

- [Goody Bags for New Students](#)
- [ITS Staff Retreat](#)
- [HR Tip of the Month](#)
- [Performing Arts Courses available to ALL Students](#)
- [Job Opening - Assistant Professor of Ceramic Art](#)
- [Students: Don't forget to bring your instruments or your singing voice!](#)
- [Changes to Student Policies | Campus Community Input Needed](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

FRIDAY

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

[back to top](#)

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

[back to top](#)

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

[back to top](#)

ITS Staff Retreat

On Friday, noon through 3:30, August 2nd, ITS will be on a staff retreat. The Helpdesk (in Herrick Library) will be closed, but we will monitor all major systems for availability.

Fiat Lux!

Submitted by: Gary Roberts

[back to top](#)

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

[back to top](#)

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
DANC 230 Improvisation/Composition
DANC 325 Laban Movement Plenary

Submitted by: Lisa Lantz

[back to top](#)

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

[back to top](#)

Students: Don't forget to bring your instruments or your singing voice!

Pack your trumpet, your violin, or bring your singing voice, and join an AU ensemble this fall- or join the AU Pep Band! Performing Arts wants YOU - and the following ensembles can be taken as Free Overload credit. Instruments are available- Contact Lisa Lantz: Lantz@alfred.edu

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
MUSC 271 University Chorus - open to all students and to community members
Music Ensembles are Open to Everyone- NO Audition necessary
MUSC 272 Chamber Singers*

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

Submitted by: Lisa Lantz

[back to top](#)

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

[back to top](#)

[Alfred University](#) | [MyAU](#) | [Events](#) | [BannerWeb](#) | [Canvas](#) | [News](#) | [Enews](#)