Standard office hours are Monday – Friday 8:00-5:00 p.m.

All phone numbers on campus begin with (814) 332 – xxxx

First Weeks of Employment…

- Schedule your appointment with Human Resources
- Obtain your office & exterior building keys
- Obtain your parking permit
- Obtain your Employee photo ID card
- Locate your office/work space
- Determine the status of your office computer (including your username/password)
- Log onto Allegheny’s Network
- Obtain your office phone & set your voice mail message
- Locate your campus mailbox, copy/fax machine, break/lunch room, restrooms, etc.
- Order your office supplies
- Request a mentor (see HR packet)
- Visit Brooks & McKinley’s dining halls
- Take a campus tour
- Don’t be afraid to ask questions!
ADMINISTRATIVE ADVISORY COMMITTEE (AAC)

The Administrative Advisory Committee (AAC) is elected to communicate the interests and opinions of exempt (salaried) employees and acts as a liaison to the Administrative Executive Committee (AEC). The committee is comprised of thirteen exempt employees. Representatives are elected by their peers to serve a two-year term of office. AAC meets regularly and members of the campus community are welcome to attend.

ALLEGHENY MAGAZINE

The Allegheny Magazine is published three times a year for alumni, parents, and friends of the College. Please contact Rick Stanley (x4395) with any questions or ideas for a future story.

ARTWORK

You may contact the Art Department (x4365) if you would like to choose student, faculty, or other artwork to be loaned to you for your office.

BOOKSTORE (MERRIMAN)

Employees receive a 10% discount with their Employee ID Card. Regular hours are Monday-Friday 8:30 a.m. -4:00 p.m., but the Bookstore is often open extended hours for special events. Please call x5369 with any questions or view their website for additional information.
BUILDING COORDINATORS

Building coordinators are a wealth of information and a great resource! If they cannot answer your question, they can often direct you to someone who can, so please ask! The list of building coordinators can be viewed here.

CALENDAR (ACADEMIC)

This calendar provides significant academic dates, from the opening of the residence halls for new students and the first day of classes, through commencement. Each semester will contain exactly 70 class days, 14 on each weekday (Monday through Friday).

CALENDAR (GOOGLE)

Google Calendar is one part of the “Google Apps for Education” web-based suite of software that includes email, calendar, documents, sites and contacts. For more info, check out Information Technology Services (ITS) or call the Help Desk (x3768).

CALENDAR (MASTER)

The Master Calendar is the College’s Event Management System that indicates most events on campus for a given day, week, month, or year. Please Note: – not all events that are scheduled, (such as various meetings), are indicated on this calendar. Tips for using the Master Calendar are available here.

CAMPUS MAP

A simple guide to the buildings on the campus of Allegheny College. An interactive version is also available.
CATERING & CATERTRAX (PARKHURST)

Catertrax is Parkhurst’s online system where one can place/track menu orders, view dining hall menus, etc. Dining Hall menus can be viewed [here](#) and the Catering Guide can be viewed [here](#). You may also contact Parkhurst at x4387.

CHILDCARE

A good source of advice on child care options are other colleagues with children. There is one child care center on campus, [Meadville Children’s Center](#).

CLEANING (see HOUSEKEEPING SERVICES)

COMBINATIONS 2020 (STRATEGIC PLAN)

“Our Vision for Allegheny College - Our Promise” The strategic plan includes the following areas of focus - Teaching & Learning, Global & Local Diversity, History & Future, and Confidence & Visibility.

COMMITTEES

A list of all official College committees can be viewed [here](#).

COMPASS, THE (STUDENT HANDBOOK)

*The Compass* is the student handbook, administered by the [Dean of Student’s Office](#).
COMPUTER SERVICES (LITS)

The services of Library and Information Technology Services (LITS) include not only library services, but assistance with username/password changes, tutorials, wireless network maintenance, training opportunities, Google apps, videoconferencing, classroom technology, and software support. Please submit a ticket for issues/questions, or view their website for additional information. The Help Desk can be reached at x3768.

DINING CHARGE FORM/SPLIT (PARKHURST)

Forms are provided to the cashier for food/beverage expenses as a result of the following business purposes, such as, Admissions Visitor, Admin/Staff Search, Faculty Search, or “Other,” at McKinley’s or Brooks Dining Halls. Please contact your supervisor or Parkhurst with any questions.

DINING HALLS

The two dining halls on campus are Brooks Dining Hall and McKinley’s Food Court. Brooks Dining Hall is located in Brooks Hall and offers an all-you-can-eat buffet. McKinley’s Food Court is located in the Campus Center and offers several à la carte options. Menus can be viewed here. Staff dining plans are available – contact Parkhurst (x4347) for more information.
EMAIL (GMAIL)

Google Email (Gmail) is one part of the “Google Apps for Education” web-based suite of software that includes email, calendar, documents, sites and contacts. Learn more about Google Apps at Information Technology Services or contact the Help Desk (x3768).

EMERGENCY ALERT SYSTEM (ALERTAllegheny)

Our emergency alert system, ALERTAllegheny, is coordinated through the Office of Public Safety. This system allows us to communicate about emergency situations through text messages and emails to members of the campus community who have registered their cell phone numbers and/or email addresses with this service. You may register here or contact the Office of Public Safety (x3357) for additional information.

EMPLOYEE DIRECTORY and DEPARTMENT DIRECTORY

You will be receiving an email (and/or) form from Human Resources asking for your preferences regarding your personal information that will be included in this online directory. The directory is typically available early in the Fall semester. Please contact Human Resource (x2312) with any questions. NOTE: Gator Post and Print is not permitted to make copies of this directory.

EMPLOYEE DISCOUNTS

Check the current list of employee discounts for savings in the Meadville area.
EMPLOYEE HANDBOOK (NON-EXEMPT and EXEMPT)

The employee handbook is the official guide to College policies regarding personnel issues. There are separate sections within the handbook for specific non-exempt (hourly) and exempt (salaried) employees policies/benefits.

EMPLOYEE IDENTIFICATION (ID) CARD

An Allegheny College photo identification (ID) card is issued to each new employee. Arrangements can be made to have this done through the Office of Human Resources during your orientation meeting. You can obtain your ID card from Financial Services in Schultz Hall once you receive the request form from Human Resources. The Employee ID card will also provide you with privileges at the Bookstore, Library and Wise Center.

EXPENSE REIMBURSEMENT (see TRAVEL/ENTERTAINMENT)

FORMS often used across campus, including:

- Employee Family ID Request Form
- Payment Request Form
- Printing Service Order Form
- Travel/Entertainment/Other Expense Reimbursement Report
- New Employee Mentor Program Participation Form — should also be found in your Human Resources packet

GAME ROOM

Employees can sign out 4 movies (at one time) up to 48 hours for free from the
Game Room – Campus Center 2nd floor. You must present your Employee ID Card to sign them out. Please contact the Game Room (x2373) with any questions.

GATOR CASH (DOWNTOWN MEADVILLE)

Faculty, staff, and students can now visit the Market House Grille and the Whole Darn Thing which currently accept Gator Cash. Funds can be pre-deposited in the Gator Cash account at Financial Services. Please contact Financial Services (x2311) with any questions.

GATOR DAY

One Tuesday in late October is set aside as a day with no scheduled classes or extracurricular activities so that students would be free to explore what Allegheny has to offer.

GATOR LICENSE

Anyone who operates a college owned vehicle (car, minivan, 12 or 15 passenger van) must have a current Gator license. Instructions for obtaining a Gator License are provided here. For more information contact Public Safety (x3357).

“GOOD MORNING, ALLEGHENY”

Sponsored by the Service Excellence Committee (SEC), “Good Morning, Allegheny” events are hosted periodically by various Offices/Departments throughout the academic year to highlight specific programs, employees, award ceremonies, etc. The event usually takes place on the 2nd Thursday of a month from 9:00-10:00 a.m.
HEATING, VENTILATION, AIR-CONDITIONING (HVAC)

Please submit a work order or contact Physical Plant (x3868), if you have any questions regarding these systems.

HOLIDAY LUNCHEON (EMPLOYEE)

An annual holiday luncheon that is provided to all employees (faculty, staff, administrators) and takes place in Schultz Dining Hall just a few days before the Holiday Break (in late December). All employees are invited to attend this event, where there is a grand buffet, door prizes, occasionally live music/entertainment, and everyone receives a free gift! Watch for an email and/or look for an announcement on “My Allegheny” for additional details.

HOLIDAYS (EMPLOYEE)

View the complete schedule of paid employee holidays on the Human Resources website located here. Note that breaks in the Academic Calendar (the schedule of classes) vary from this schedule.

HOUSEKEEPING SERVICES

Offices are cleaned by St. Moritz Building Services for janitorial and related services. Their office hours are Monday-Friday 8:00-4:30 p.m. (x4362). Calls after hours will automatically forward to the on duty manager. In emergency cases, please call Public Safety (x3357). Popular services include recycling removal, trash removal, restroom sanitation, special event services, window cleaning, carpet care, hard surface floor care, construction cleanup, upholstery cleaning, and light bulb changing. You may use School Dude to place a work order – select “Housekeeping” as the service requested.

HUMAN RESOURCES
Contact Human Resources (x2312) for information or questions regarding payroll, medical/dental/vision benefits, retirement, disability, life insurance, tuition benefits, employee handbook, FMLA, the holiday schedule, performance reviews, and so much more!

I

IMPORTANT DOCUMENTS

- Academic Calendars – appear in Course Catalogue
- Building Coordinators – appears on the Conference & Events page
- Campus Climate Final Report – appears on the Faculty Resources page
- Campus Map – appears on the Visitor’s Center page
- Combinations 2020 – appears on The Office of the President’s page
- Employee Directory – appears on the Human Resources page
- Organization Chart – appears in the Employee Handbook – Appendix A
- Parkhurst Catering Guide – appears online under Dining Hall Menus on My Allegheny
- Parking Map – appears on the Public Safety page
- Social Media Guide – appears on the Web Communication page
- Statement of Community – appears on the Diversity & Inclusion page

J

Just ask!
KEYS
As a new employee, you may obtain keys required for your job. To obtain keys, you will need to present an authorization form from your supervisor to the Office of Public Safety. Duplication of keys is prohibited. All keys must be surrendered to the Office of Human Resources prior to the last day of employment. If you have any questions regarding your office (and/or building) keys, please have your supervisor contact Physical Plant (x3868).

LIBRARY (PELLETIER)
Staff can check out materials from the Library by using their Employee ID Card. Please contact the Help Desk (x3768) with any questions.

LUNCH and/or DINNER (OFF CAMPUS)
May not be entirely up to date, so you may also refer to this interactive map of Meadville restaurants & attractions.

MAIL (EXTERNAL)
All incoming letters/packages are to include the name and campus box number of the recipient, as well as, 520 North Main Street, Meadville, PA 16335. Postage will be charged to specific budget lines for external mailings. Please check with your
Building Coordinator regarding budget lines for postage and mailing. Please contact Gator Post & Print (x2375) for additional information.

MAIL (INTERNAL/CAMPUS)

Outgoing mail and interoffice communications (usually referred to as “campus mail”) are picked up from and delivered to College offices on a regular schedule (often once between 8:00 a.m. & 12:00 p.m. and once between 1:00 p.m. & 5:00 p.m.). Reusable campus mail envelopes are available from departmental offices and from the Post Office. The name of the person and the departmental box number should be used when sending interoffice communications. Please contact Gator Post & Print (x2375) with any questions.

MEDIA

The Campus has been Allegheny College’s student newspaper since 1876. The Campus can be found throughout campus and is published every Friday during the academic year, except during break and final exams.

WARC is a non-commercial, student-run radio station, at 90.3 on your FM dial and streaming on the website.

MENTOR PROGRAM (NEW EMPLOYEES)

Complete the New Employee Mentor Program Participation Form (provided in your packet from Human Resources) and return it to Human Resources (Box 4). Any interested new employee will be assigned a mentor during the first year of employment “outside” of their campus Dept. or building from a pool of experienced employees. Contact Human Resources (x2312) with any questions.

MOTOR POOL
The college maintains a limited number of vehicles for the use by its employees while they are engaged in college business. In addition, an employee may use their own vehicle for college business in accordance with the guidelines provided on the Motor Pool web page. One may reserve a college vehicle online through EMS Scheduler. Contact Public Safety (x3357) with any questions.

“MY ALLEGHENY”

The “My Allegheny” web page is one of the ways that College community members can learn of news, events, policy changes, etc. It is updated daily by the Office of College Relations. Interested individuals may also subscribe to the page to receive a daily update (via email) with the latest postings. Any member of the community may submit an item to be posted on My Allegheny by completing the online form linked at the top of the My Allegheny home page. Submissions received by 4 p.m. will appear the following business day.

No such thing as a silly question!

OFFICE CLEANING (and HOUSEKEEPING SERVICES)

OFFICE COMPUTER (see COMPUTER SERVICES)

OFFICE FURNITURE
You can expect your office to contain standard office furniture. Please do not make any structural and/or physical changes without discussing with your supervisor. Physical Plant does keep a storage area full of “recycled” pieces of furniture that your supervisor may want to view before ordering and purchasing new items. One can often find some nice pieces!

OFFICE SUPPLIES (STAPLES ADVANTAGE)

Office supplies are ordered online via Staples Advantage. There is a $50 minimum per order. Please check with your supervisor regarding how to order office supplies.

OFFICE TEMPERATURE CONTROL (see HVAC)

PARKING MAP

Please be mindful of the color coding system. “Gold” lots are assigned for employee parking, which also includes the dining services and housekeeping staff.

PARKING PERMIT & REGULATIONS

Please stop by the Office of Public Safety (x3357) to obtain your parking permit. If you find a vehicle parked in the wrong lot, please call Public Safety, who may ticket the vehicle. Gold stickers are for college faculty, staff, and administrators as well as the dining services and housekeeping staff.

PAYMENT REQUEST FORM

The form is used to reimburse an employee, student, alumni, or other institution/business, etc. for expenses/services rendered.
Original receipts must be attached to the completed form and signed by a supervisor or Department Head. Completed forms are sent Financial Services (Box W) for processing. Please contact Margi Crate (x2948) with any questions. Please Note: Once this form is received, reimbursement checks are produced every Thursday. The signed/approved form (and receipts) need to be submitted no later than noon on Tuesday of a given week to be included in the check disbursement for that week.

PERFORMANCE REVIEW

Expect to complete (and discuss) your annual performance review with your supervisor on an annual basis. Timing of annual reviews varies by departments due to workload and schedules. Please contact Human Resources (x2312) with any questions regarding this process. Necessary forms are available at the bottom of the HR Forms web page.

PERSONAL CHECK CASHING

Personal checks can be cashed up to $50 in Financial Services – Schultz Hall. Contact Suzie Miller (x 2311) for additional information.

PRINTING SERVICES

Gator Post & Print (x2375) is your one-stop shop for brochures, flyers, posters, laminations, programs, etc. For business cards and department letterhead or other design needs, please first contact Bernadette Wilson (x6756) in College Relations for guidance.
**Q**

Quote from President Link’s inaugural remarks, 10/18/2019: “Change where you stand, change what you see.”

**R**

REPORT AN INCIDENT

All members of the Allegheny College community have a responsibility to contribute to, and maintain, a welcoming and inclusive environment. If you are the target of, witness to, or even simply hear about any form of incident or bias happening to an Allegheny student, you should report the incident immediately. These reports, which can be anonymous, assist the College in tracking, investigating, or responding to incidents in order to mitigate their impact on our community.

**S**

SAKAI

Sakai is Allegheny’s online course management system. Please contact Helen McCullough (x3364), with any questions about this system and/or to seek training on this system.
SCHEDULER (EMS)

Scheduler (EMS) is Allegheny’s internal online software to reserve rooms on campus. Requests for space are created online and then approved or denied by the Facility Contact. During the summer from Commencement through August 14 of each year, and all academic breaks, the Office of Conference and Event Services (x3101) approves all campus spaces and answers related event questions.

SCHOOL DUDE (WORK ORDERS)

School Dude is Allegheny’s online software system to submit work orders for Physical Plant or Housekeeping. A tutorial for new users is available here. Please contact Kelly Wright in Physical Plant (x3868) with any questions.

SOCIAL MEDIA

Allegheny social media accounts include Facebook, Twitter, YouTube, and Instagram. Use this form to submit a posting request to Allegheny social media sites. College Relations provides a guide to using social media; please contact their office (x6755) for more info.

STAFF ADVISORY COMMITTEE (SAC)

The Staff Advisory Committee (SAC) represents the interests, opinions and concerns of the non-exempt staff by communicating these concerns to the Allegheny Executive Committee (AEC). The SAC meets every first Thursday of the month, and members of the campus community are welcome to attend. The SAC is composed of 11 full-time staff members. Representatives are elected by the staff to serve a two-year term of office, which runs from July 1 to June 30, with elections being held in April.
STUDENT EMPLOYMENT

Two types of employment are available: Federal Work Study or Campus Employment. Students typically work 5 to 12 hours per week during a semester. Employment during school breaks is also available. Contact Financial Aid (x2701) if you would like more information on hiring student workers.

TELEPHONE

To reach a campus extension, you need only dial the last 4 digits. To call off-campus, you must first dial “8” and then the full 10-digit phone number. Your office phone number will be published in the Employee Directory along with your name. Your phone should be in working order prior to your arrival or shortly thereafter; if you have any issues, check with your supervisor or the ITS Help Desk (x3768).

THURSTON CLASSIC HOT AIR BALLOON EVENT

The Thurston Classic has been a Meadville tradition for over 30 years! It takes place in mid-June over a long weekend, Thursday – Sunday, at the Robertson Athletic Complex. Food, drinks, and a light breakfast are provided for several of the events. One of the most popular events is the “Night Glow,” when tethered balloons, inflated by bursts of flame, rise as giant illuminated light bulbs against the evening sky.

TRAVEL/ENTERTAINMENT EXPENSE REIMBURSEMENT GUIDELINES

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and faculty and staff are encouraged to use them in accordance with their
professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments.

URSCA

URSCA stands for “Undergraduate Research, Scholarship, & Creative Activities” a program in which Allegheny students put theory into practice under the guidance of faculty and staff mentors through research, conference presentations, co-authored articles, and faculty-led study tours. Research, scholarship, and creative activities push students to engage a discipline or field as an active participant. Students contribute to the knowledge and understanding of their area of interest through student-faculty collaborations or independent work. URSCA lets students take what they are learning at Allegheny and apply it in new contexts and for new purposes.

VIRTUAL TOUR

A fun guided tour of the Allegheny campus.

VISITOR’S CENTER

Helpful information for visitors to Allegheny.
WEB ADVISOR

Web Advisor is a versatile tool that can be used to view budget lines, search course listings, enter work hours, approve student worker time sheets, etc. Web Advisor is accessible on the MyAllegheny page, using your standard username and password.

WISE CENTER

The David V. Wise Sport & Fitness Center contains the Mellon pool, an indoor track, weight machines, and fitness classrooms. An Employee ID is required for admittance. View a list of FAQ here.

WORDPRESS

WordPress is a tool to create websites and blogs. Please contact Sean O’Connor (x4783), or Jesse Lavery (x2769), to establish an account or for training/support. The login site for WordPress is here.

WUFOO

You may occasionally hear a reference to a “Wufoo form.” This platform has been retired in favor of Google Forms, unless funds are being collected, in which case Wufoo forms are still available. Please contact LITS for more information.

X, Y, Z

In closing, Best Wishes for a Successful Year at Allegheny!