Q & A with Jennifer Mangus, Director of HR

Q SAC, HR, and the College administration have worked together to craft new policies regarding Vacation and Sick Time, effective last July. The new system was outlined in a chart [shown below] distributed by email to employees on October 3rd. One term that readers may not be familiar with is “Maximum Bank.” Can you explain Maximum Bank and what steps staff should take to avoid losing vacation time?

A The maximum bank is the highest amount of paid time off that an employee can accumulate at any given time. Once the maximum is reached, paid time off accrual will cease until the balance is reduced by the employee using paid time off. Accrual will begin again when the bank balance is less than the maximum bank. Employees are encouraged to review their accrued balances regularly and work with their supervisor to plan for time away from work.

Q Policy changes like these require revisions to the Employee Handbook. The newly published edition was also condensed to cover both exempt and non-exempt employees in a single document. Unfortunately, the Handbook was unavailable to employees for several months while this work was being done. Can you explain the steps involved in this lengthy process?

A Employee handbooks are reviewed annually and updates are made when significant policy changes occur. Given that the employee handbook is a governing employment document, care is taken to ensure accuracy and legal compliance with federal, state and local law. While this review is being completed, the most current version of the handbook remains in effect. The handbooks were temporarily taken down from the Human Resources website so as not to cause confusion with the recently updated paid time off policies.

(continued on p.4)
Nacho Bar kicks off the Fall semester

SAC welcomed fellow Allegheny staff members back to campus in August with a festive Nacho Bar in the plaza of Vukovich Center. For the daring, jalapeño peppers topped their mounds of chips, salsa, and cheese, but the hottest items of the day were the door prize tickets for gift certificates to local merchants.

Drum roll, please....

We have a winner!

Coming in February...

The Staff Sentinel Monthly

Your SAC representatives want to keep you in the loop!

Starting in February 2020, the new Staff Sentinel Monthly will bring you up to date on the latest news & events impacting Allegheny staff.
New Staff Employees
(Start date July 1 to November 1, 2019)

Rachel Meerson
Renee McNally
Stephanie Shipton
Jennifer McDonough
Matthew Riebesell
Courtney Hild
Admissions
Comm Arts/Theatre
Admissions
Learning Commons
Athletics & Recreation
Office of the President

ACrossword

Puzzle solution on p.4
Q & A with Jennifer Mangus, Director of HR (cont.)

Q  Recently the informal Building Coordinators group has been putting together an onboarding guide to help those new to that position. How does HR review and seek to improve the onboarding process generally? Are you looking to make any tweaks going forward?

A  The onboarding experience is key to acclimating new and returning employees to the Allegheny community. There are a number of groups who play an important role in this process. The Office of Human Resources works with the employee to facilitate many start up actions, such as relocation assistance, email account set up and mandatory training. HR also assists the employee with benefits enrollment and completing required paperwork. As these processes are part of the initial Allegheny experience, it is important for the College to ensure a positive experience. HR recently updated our processes so that a new employee can begin this process online before their first day of employment. Information is provided in advance which enables them to partner with others in the household to make decisions. The new process also enables a new employee to join their new department in their work area sooner on their first day.

Members of the department and cohort group also play a critical role in a new employee’s onboarding experience. This is a time when the new employee gets acclimated to the work environment, department procedures and specific roles and responsibilities of their job. HR partners with supervisors regularly to determine employee-specific ways to assist a new employee with getting up to speed as quickly as possible. Supervisors are welcome to partner with HR to continually look for ways to improve the onboarding experience.

Q  Many staff are concerned that job descriptions have not kept pace with increases in workload and that this discrepancy clouds compensation issues. The Employee Handbook [p. 32] states that “a written performance review should be completed at least annually.” What role can HR play in encouraging supervisors and AEC members to better utilize this important tool?

A  Performance reviews provide supervisors and employees an opportunity to discuss job performance, recognize goals achieved and acknowledge areas of development. Supervisors are responsible for completing performance reviews for their employees on an annual basis. At the same time, job descriptions should be reviewed to ensure accuracy due to the changing demands and needs. In addition, job descriptions can and should be reviewed outside of the performance review process when there are significant changes to regular work responsibilities. Human Resources will continue to discuss the importance of these activities with supervisors and AEC members and encourage reviews to be completed in a timely manner.

SAC Committee Liaisons

Campus Life & Community Standards  Pauline Lanzine
CoDE  Patrice Newman
FFC  Ruth Dunton & Rhonda Hershelman
Institutional Re-Branding & Messaging  Amanda Allen & Kelly Wright
Presidential Commission of Status of Women Employees & Employees of Color  Shawna McCracken, Kelly Wright & Tricha Young