Amherst College
Office of Human Resources

Supervisory Forum
August 10, 2017
Agenda

11:30 AM  Welcome and Introductions
11:35 AM  Timekeeping Update
11:45 AM  PMP 2017 Update
12:00 PM  JCCP Update
12:30 PM  Competency Framework/D&I Action Plans
12:55 PM  Announcements/Reminders
1:00 PM   Adjourn
Timekeeping Update
Online Time & Leave Tracking

Project Goals

• Paper timesheets (non-exempt) & leave spreadsheets (exempt) replaced with electronic process
• New timeclocks for Dining Services with improved scheduling functionality
• Time and leave data integrated with payroll processing
• Better access and information for employees and supervisors
Online Time & Leave Tracking

Project Update

• Implementation of Kronos Workforce Ready (WFR) underway
• Pilot includes the following employees:

<table>
<thead>
<tr>
<th>Department</th>
<th>Exempt</th>
<th>Non-Exempt</th>
<th>Casual</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR / General Counsel</td>
<td>9</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Finance / Controller</td>
<td>18</td>
<td>12</td>
<td>3</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td>Dining Services</td>
<td>9</td>
<td>66</td>
<td>126</td>
<td>3</td>
<td>204</td>
</tr>
<tr>
<td>Education Abroad</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
<td><strong>80</strong></td>
<td><strong>129</strong></td>
<td><strong>4</strong></td>
<td><strong>250</strong></td>
</tr>
</tbody>
</table>

• Pilot group working to go fully ‘live’ in September
• Roll-out to new departments/groups in winter 17/18
• Anticipate full roll-out in FY18/19 academic year
• Student participation limited to pilot departments
Online Time & Leave Tracking

Highlights to Date

**Benefits**
- More accurate accounting of work and leave time – Overtime (ON & OT) automatically calculated based on hours worked.
- Consistent rules used for each employee category (Exempt, Non-exempt, Casual, Student).
- Employee schedules are prepopulated and maintained in WFR. Both bulk and specific schedules are being used.
- Ability to request time off connected to available leave time and scheduling.
- Employees can access more information via the time clock.
- Supervisors can monitor employee schedules and leave time.
- Single sign-on uses Amherst credentials (username and password).

**Challenges**
- Amherst has many “special” situations which make it difficult to systematize processes quickly.
- Integration into payroll processing needs more testing before manual data entry is eliminated.
- System requires care and feeding – very powerful when configured properly.
- One of many change projects currently underway at Amherst.
Online Time & Leave Tracking
Implementation Team

Steering Committee:
  - David Hamilton
  - Lisa Rutherford
  - Kevin Weinman

Project Lead - Katie Edwards

Controller Lead – Stephen Nigro
HR Lead – Maria-Judith Rodriguez
IT/Integration Lead – Sandy Miner
Student Employment Lead – Gail Holt

Project team:
Controller – Laurie Bouchard
Payroll – Mari Vlach
HR policies & data – Chris Casey, Philip Chapman-Bell
IT/Integration – Alex Vasovic, Paullette Leukhardt
Student Employment – Nancy Robinson

Key Campus Partners:
Dining Services - Liz Lucas
Dining Services - Megan Motyka
Dining Services - Eric Moulton
Payroll - Michelle Parent
Student Payroll - Rachel Robinson
ITSS - Luis Hernandez
IT - Dave Irwin, Rob Ansaldo

8/10/2017
PMP 2017 Update
PMP 2017 - Recap

- Performance evaluation period was: **April 1, 2016 to March 31, 2017.**
- Same performance evaluation form for all employees
- Supervisors had two options:
  - Check the boxes for all the performance factors in the form and include comments in the “Summary Comments” page.
  - Complete the “Summary Comments” page only, using the performance factors as a guide to measure performance and to create development plans.
PMP 2017 - Recap

• The Board of Trustees approved a 2% base salary increase pool and a .5% discretionary merit pool.
  – Employees who received a performance evaluation with an overall performance rating of **Effective, Highly Effective or Exceptional** received a 2% salary increase. These employees were also eligible for discretionary merit.
  – Employees who received a performance evaluation with an overall performance rating of **Achieves Most** received a 1% salary increase.
  – Employees who received a performance evaluation with an overall performance rating of **Does Not Meet** were not eligible for a salary increase.
# PMP Results - 2017

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th># of Employees</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>114</td>
<td>19%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>296</td>
<td>49%</td>
</tr>
<tr>
<td>Effective</td>
<td>183</td>
<td>30%</td>
</tr>
<tr>
<td>Achieves Most</td>
<td>7</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Does Not Meet</td>
<td>2</td>
<td>&lt;1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>602</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

602 Evaluations, 53 employees not eligible due to start date or departure
# PMP Results – 2017 vs. 2016

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Evaluations</td>
<td>%</td>
</tr>
<tr>
<td>Exceptional</td>
<td>114</td>
<td>19%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>296</td>
<td>49%</td>
</tr>
<tr>
<td>Effective</td>
<td>183</td>
<td>30%</td>
</tr>
<tr>
<td>Achieves Most</td>
<td>7</td>
<td>1%</td>
</tr>
<tr>
<td>Does Not Meet</td>
<td>2</td>
<td>&lt;1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>602</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## PMP 2017 Merit Distribution

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 5%</td>
<td>5</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>5.00%</td>
<td>2</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>4.00 – 5.00%</td>
<td>11</td>
<td>2%</td>
</tr>
<tr>
<td>3.50 - 3.99%</td>
<td>23</td>
<td>4%</td>
</tr>
<tr>
<td>3.00 - 3.49%</td>
<td>59</td>
<td>10%</td>
</tr>
<tr>
<td>2.70 – 2.99%</td>
<td>54</td>
<td>10%</td>
</tr>
<tr>
<td>2.50 – 2.69%</td>
<td>137</td>
<td>23%</td>
</tr>
<tr>
<td>2.00 – 2.49%</td>
<td>303</td>
<td>51%</td>
</tr>
<tr>
<td>0.00 to 1.5%</td>
<td>8</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Average Raise</strong></td>
<td></td>
<td><strong>2.50%</strong></td>
</tr>
</tbody>
</table>
# PMP Merit Distribution 2017 vs 2016

<table>
<thead>
<tr>
<th>Range</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over 5%</strong></td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td><strong>5.00%</strong></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>4.00 - 4.99%</strong></td>
<td>11</td>
<td>23</td>
</tr>
<tr>
<td><strong>3.50 - 3.99%</strong></td>
<td>23</td>
<td>53</td>
</tr>
<tr>
<td><strong>3.00 - 3.49%</strong></td>
<td>59</td>
<td>323</td>
</tr>
<tr>
<td><strong>2.70 - 2.99%</strong></td>
<td>54</td>
<td>32</td>
</tr>
<tr>
<td><strong>2.50 - 2.69%</strong></td>
<td>137</td>
<td>194</td>
</tr>
<tr>
<td><strong>2.00 - 2.49%</strong></td>
<td>303</td>
<td>0</td>
</tr>
<tr>
<td><strong>0 -1.50%</strong></td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td><strong>Average Raise</strong></td>
<td>2.50%</td>
<td>2.95%</td>
</tr>
</tbody>
</table>
Online PMP

Amherst College

Hello, Maria-Judith

Your Evaluation

- Review and comment on Chief Human Resources Officer (Human Resources) Evaluation
  You can view your evaluation as a PDF using the link (Download PDF)

Your Self Evaluation(s)

We strongly encourage you to complete your self evaluation by April 7, 2017. The self-evaluation form is provided to help you think about your job and performance, and give both you and your supervisor a basis from which to discuss your performance.

- Chief Human Resources Officer

Your Documents

If you have any documents to attach to your self-evaluation, or to your employee's evaluation, please email them to hr@amherst.edu. Documents from last year’s evaluation period and supporting documents from this year can be viewed here.

VIEW DOCUMENTS
Online PMP - Enhancements

• **2016 Enhancements included:**
  – Ability to view previous year’s evaluations and self-evaluations in PDF format
  – Performance factors now in tab form
  – Color coding of tabs so it’s easier to understand where you are in the evaluation process
  – Ability to format text (**bold**, Bullet, *Italicize*, underline, etc.)
  – Documents can be emailed to Human Resources and can then be attached to the evaluation and self-evaluations
Online PMP – Share your Feedback

1. What was your experience using the Online PMP? How did the newly enhanced tools improve the performance evaluation process for you and your employees?

2. What other features would be desirable in the tool to make it easier and more efficient for both supervisors and employees?
JCCP Update
JCCP Update

New Job Classification and Compensation Program!

- Presentations from SullivanCutter – all divisions completed
- Updated JCCP website:
  - Slides from Presentations
  - New Salary Ranges
  - Job Groups & Levels Guide
  - Summary of Benefits Survey Results
  - FAQs
JCCP Update

New Job Classification and Compensation Program!

- Compensation Philosophy:
  - Our staff is an essential part of the College community; their talent and dedication are critical to our success in fulfilling the core mission of teaching and learning. We are committed to supporting staff and ensuring that they reap the rewards of working at Amherst.
  - The College offers a total compensation package designed to attract, retain and reward a diverse and talented staff.
  - Salary is competitive and flexible, determined by internal equity, performance and external markets.
  - The benefits package is competitive and offers an array of options, including opportunities for professional development.
  - Salaries and benefits are consistently administered and reviewed regularly.
  - The College complies with federal and state employment laws and regulations.
JCCP Update

New Job Classification and Compensation Program!

- Next Steps
  - Confirmation of position slotting
  - Creation of salary guidelines
  - Consolidation of staff and TA staff handbooks
    - Define Parameters for Research Leave
  - Annual review of salary ranges
Research Leave

Recognizing that trustee-appointed employees may increase their value to the College by pursuing research or study projects, the President will consider requests for Research or Study Leave.

- Terms of the leave are at the discretion of the President and the department head. Leaves are normally taken at times when it is not necessary for the incumbent to be replaced.
- A trustee-appointed employee who has worked for the College for six continuous years may submit to his or her department head a request for a Research or Study Leave.
- If approved, this leave is generally taken as one continuous leave for three months at full pay or six months at half pay, or as a series of short leaves totaling no more than 65 working days during a period, not to exceed two years (e.g. several separate research trips of varying lengths to collect data for publication of a journal or book).
- Full benefits will continue during the Research or Study Leave. Leave requests must be approved by the appointee's department head.
- When forwarding an approved leave to the President for consideration, the Department head is required to support the leave with his or her written recommendation and to propose a plan for covering the appointee's responsibilities during his or her absence.
- The President's decision to grant or deny the leave is final.
- Appointees who receive a Research or Study Leave may apply for another after returning to the College and again completing six continuous years as an appointee.
Competency Framework
Competency:

The knowledge and behaviors necessary to be successful in a job.

Examples of Competencies:

- Personal Accountability
- Institutional Knowledge
- Strategic Thinking
In Your Groups:

• What are the skills/competencies necessary for all people to be successful in their jobs at Amherst College?

• What are the leadership skills/competencies necessary to enable all people to be successful in their jobs at Amherst College?
D&I Action Plans
Action Plans

• Help structure actionable responses to:
  – Sibson survey data
  – Demographic data.
  – Bring transparency to the work each division will be doing to improve staff experiences
  – Create opportunity for staff contribution
• Help the community communicate priorities and measure progress.
<table>
<thead>
<tr>
<th>Category</th>
<th>College Goal</th>
<th>Division Goal</th>
<th>Actions</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture</td>
<td>To ensure the Amherst College culture supports diversity and inclusion, allows all staff to bring their best selves to work, and engages all staff across the college.</td>
<td>2 – 3 specific goals in response to the Sibson survey</td>
<td>Actions you plan to take in order to achieve each goal</td>
<td>How you will know you have made progress towards your goal</td>
</tr>
<tr>
<td>Talent</td>
<td>To progressively reduce parity gaps in the areas of hiring, promotions and retention, and to ensure a diverse composition of the Amherst College staff.</td>
<td>2 – 3 specific goals in response to the demographic data</td>
<td>Actions you plan to take in order to achieve each goal</td>
<td>How you will know you have made progress towards your goal</td>
</tr>
</tbody>
</table>
Announcements/Reminders
Benefits

New benefits introduced during Open Enrollment Period:

- Transition from Crosby to WageWorks complete
- 75% of the FSA debit cards have been activated
- [www.wageworks.com](http://www.wageworks.com) and enter the last four digits of your employee ID to register

![WageWorks Logo]

- Care.com is a family care service that can help you find caregivers for your whole family, including your child, parents/grandparents and/or pet
- You can also utilize Care.com for tutoring and housekeeping
- [Amherstcollege.care.com](http://Amherstcollege.care.com) and enter your employee ID number to validate your employment
Benefits

• BenefitHub is a reward portal that allows for discounted pricing on all types of merchandise. Computers, cars, movie tickets along with Pet Insurance are just a few of the many services that can be purchased.
• Amherst.benefithub.com and enter referral Code: J2AUOK

TIAA Individual Counseling Sessions
Licensed representatives will be available to speak to you about your planning goals and needs via phone and, if you prefer to discuss these issues face-to-face, will be able to set up an appointment time that is convenient for you:

Enhanced 403(b) Core Contribution Formula
• Effective July 1, 2017, The College will contribute 6.8% (from 6%) of annual salary up to one-half of the federal Social Security wage cap on July 1 each year (FY2018: $63,600 since the wage cap is $127,200) and 9% over the base
HR Organizational Changes

- Chris Casey – Director of Compensation, Benefits & HRIS
  - Compensation Program Administration
  - Benefits Administration
  - Human Resources Information Systems

- Scott Kinney – HR Generalist
  - Casual Employment
  - Visa Program
  - Worker’s Compensation/Ergonomics

- Amy Rondeau – HR Generalist
  - Regular Staff Employment
  - Employee Relations

- Kate Wesolowski – Trial Role as Outreach Coordinator
  - Communication
  - Event planning
  - Staff engagement

- Reception/Administrative Assistant
  - Search in progress
Save the Date!

- **Amherst & You - A Welcome Event for New Employees**
  September 28, 8:30 AM to 3:00 PM

- Upcoming **Supervisory Forum** dates
  - November 9, 2017
  - February 8, 2018
  - May 10, 2018
Fall Sessions to look forward to . . .

- **Effective Writing Skills Series** – Two sessions: September 12 & 18, October 17 & 24
  - Organization and Tone
  - Professional Style
  - Grammar
  - Proofreading

- **Introduction to the MBTI** – October 3
- **Crucial Conversations** – October TBD
- **Wellness Sessions** – TBD
- **Communication and Conversation THROUGH LAUGHTER** – TBD
- And more…
Fall Sessions to look forward to . . .

Office of Diversity and Inclusion

- **Trans Inclusion in the Workplace** – Wednesday, September 27
- **Hiring for Diversity & Inclusion** – Tuesday, October 3
- **Identity & Equality Part 1** – Wednesday, October 18
- **Trans Inclusion in the Workplace** – Thursday, October 26
- **Hiring for Diversity & Inclusion** – Wednesday, November 8
- **Identity & Equality Part 1** – Tuesday, November 14
- **Hiring for Diversity & Inclusion** – Thursday, December 7
Friend us on Facebook!
Future Meetings

Let us know what you want to know!
Questions?
Thank you for your participation!