Amherst College
Office of Human Resources

Supervisory Forum
June 7, 2018
<table>
<thead>
<tr>
<th>Time</th>
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<tr>
<td>11:30 AM</td>
<td>Welcome and Introductions</td>
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<td>11:35 AM</td>
<td>Kronos WFR Updates</td>
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<td>11:40 AM</td>
<td>Staff Survey Update</td>
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<td>Compensation and Benefits Updates</td>
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<td>12:00 PM</td>
<td>Plan and Lead Great Meetings</td>
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<td>Internal Communication</td>
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<td>12:45 PM</td>
<td>Amherst &amp; You</td>
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<tr>
<td>12:55 PM</td>
<td>Announcements/Reminders</td>
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Kronos WFR Update
Kronos WFR Update

Online time and leave tracking update – June 2018
- Pilot running for all employees in Dining Services, HR, Finance and IT student workers
- 5 timeclocks now installed across campus
- Paper timesheets and manual data entry for student workers in Dining and IT have been eliminated
- Working to eliminate paper timesheets and manual data entry for entire pilot group this summer

Next steps
- Implement online leave tracking for ALL exempt employees this fall
- Evaluate further implementation of time and leave tracking for other departments
Staff Survey Update
Post-Staff Survey Working Groups

- Survey Working Group
  - Will continue to meet regularly and will be a hub for survey related initiatives. The group will serve as a funnel of information back and forth between other working groups.

- Recognition and Rewards
  - A comprehensive program including: spot awards, individual and team recognition, service awards, recognition toolkit.

- Performance Management
  - Conduct an external review of best practices for performance management.
Compensation and Benefits Updates
Compensation & Benefits

- Higher wage pools
- Flat medical/dental premiums
- Grant-in-aid enhancement
- Professional development enhancement
- Funds for rewards/recognition ideas
- New minimum AO-1, AO-2, AO-3 and RI-1 ranges
- Offset by $1m meal price increase
2018-2019 Benefits

• There will be no increase in premiums for the medical, dental and life insurance plans!

• In addition to no premium increases, all benefit eligible employees who are enrolled in a medical plan will have a “premium medical plan holiday” for the month of September. The premium holiday is the result of the plan’s favorable experience during the last fiscal year!

• Spousal Life insurance options have been increased from $10,000 to $25,000 and $50,000.

• In 2017, it was announced that we would add a new High Deductible Health plan starting in 2018, but due to the recent favorable experience, we’ve decided to not implement this open enrollment period. The plan is still under consideration.
Grant-in Aid Enhancement:

• Increased the Grant-in Aid annual benefit from $10,000 to $12,000, effective July 1, 2018

• Moving forward, the benefit will be increased annually by $2,000 over the next five to seven years

• If the annual budget will not allow for a $2,000 increase, the increase will be the same percentage as the Amherst tuition

• The annual increases will continue until the Grant-in Aid benefit meets approximately 30% of Amherst’s tuition.
Professional Development Enhancement

• Enhanced the eligibly of the professional development benefit to include certificate programs and licensing that are not degree related.

• Currently, the eligibility is based on degree related classes, courses, workshops and seminars at an accredited educational institution.
Annual Accrual Balance Reporting

• With the start of each new fiscal year, we request all *exempt* employees provide an updated leave accrual balance(s). The Controller’s Office needs updated balances for each employee to ensure compliance for its annual audit by independent accountants as the balances are translated into a financial liability for the College.

• The College is currently in the pilot phase for the online time and leave tracking system – Workforce Ready (“WFR”).

• WFR will provide a consistent and easy way for all exempt employees and their supervisors to track and monitor leave time moving forward.

• All exempt employees will transition to WFR for vacation, sick, floating holidays and excused time tracking in the fall.
Annual Accrual Balance Reporting

• Due to this transition, you will also need to complete the Family Medical Leave (sick days) and reserve bank (if applicable) sections

• If an exempt leave accrual form is not submitted, we’ll assume you do not have any vacation or family medical leave days to roll over.

• Look for communication around available trainings, step by step instructions and FAQ’s from the WFR implementation team sometime this fall.
Plan and Lead Great Meetings
Plan and Lead Great Meetings

At your table, if you had to describe the meetings you attend on a regular basis in only 1-2 words, what words would you choose?

Allow each person to share their word(s), and record them on the worksheet.
Plan and Lead Great Meetings

What is a great meeting?

1. People look forward to attending the meeting
2. People feel it is a valuable use of their time
3. People participate actively, openly and respectfully
4. Engages the creativity and problem-solving skills of the attendees
5. Accomplishes its goals and stays on track
6. At the end of the meeting, people are clear what the decisions are and who is responsible for taking action
Plan and Lead Great Meetings

Prework: Plan a great meeting

A. Have a Clear Purpose

B. Identify What Type of Meeting It Will Be
   - Informational
   - Discussion
   - Decision Making
   - Work Meeting

C. Have a Clear Agenda / Time Management
Plan and Lead Great Meetings

Facilitation: Lead a great meeting

A. Establish and Actively Monitor Meeting Norms
B. Shared Accountability
C. Actively Monitor the Dynamics, Intervene When Appropriate
D. Evaluate the Meeting Periodically
Internal Communications
Internal Communication Discussion

- What is currently working well with our communication strategies?

- What is not working well with our communication strategies? What is limiting the effectiveness of our communications?

- What recommendations do you have to improve how we communicate and share information across the campus?
Amherst & You
Amherst & You Update

• Will schedule an Amherst & You event every month – minimum of 10 people attending

• Will need support from each department to encourage attendance by new employees

• Will need support from many departments by sending staff to do the monthly presentations
Amherst & You Discussion

• What ideas do you have to help us improve the orientation and onboarding for new employees?
# Our Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>8:30 AM</td>
<td>Welcome</td>
<td>Maria-Judith Rodriguez</td>
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<tr>
<td>8:35 AM</td>
<td>Introductions</td>
<td>All</td>
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<tr>
<td>8:45 AM</td>
<td>Sexual Respect / Bystander</td>
<td>Amanda Vann &amp; Stephen Butler</td>
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<td>9:25 AM</td>
<td>Office of Diversity and Inclusion</td>
<td>Norm Jones</td>
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<tr>
<td>9:35 AM</td>
<td>IT Security Training / Information Technology</td>
<td>Jan Jourdain</td>
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<td>10:00 AM</td>
<td>BREAK</td>
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<td>10:10 AM</td>
<td>Ombudsperson</td>
<td>Michael Stephens</td>
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<td>10:20 AM</td>
<td>Employee Council</td>
<td>Kenzie Bruso</td>
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<tr>
<td>10:30 AM</td>
<td>Communications</td>
<td>Rachel Hanley</td>
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<tr>
<td>10:40 AM</td>
<td>Campus Safety</td>
<td>John Carter / Rick Mears</td>
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<td>10:55 AM</td>
<td>Campus Operations</td>
<td>Tom Davies</td>
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<td>11:05 AM</td>
<td>BREAK</td>
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<tr>
<td>11:15 AM</td>
<td>Title IX Training</td>
<td>Laurie Frankl</td>
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<tr>
<td>12:15 PM</td>
<td>LUNCH with Networking Activity</td>
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<td>1:00 PM</td>
<td>HR Office &amp; Website Overview</td>
<td>Sue Smoyer / Chris Casey</td>
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<td>1:10 PM</td>
<td>Physical Education / Athletics</td>
<td>Gregg DiNardo</td>
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<td>1:20 PM</td>
<td>Dining Services</td>
<td>Joe Flueckiger</td>
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<td>1:30 PM</td>
<td>Library</td>
<td>Bryn Geffert</td>
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<td>1:40 PM</td>
<td>Museums - Mead / Beneski</td>
<td>Danielle Amodeo / Hayley Singleton</td>
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<td>1:50 PM</td>
<td>Music</td>
<td>Alisa Pearson</td>
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<tr>
<td>2:00 PM</td>
<td>Controller</td>
<td>Kiku Ichihara</td>
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<tr>
<td>2:10 PM</td>
<td>Sexual Harassment</td>
<td>Stephen Butler</td>
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Announcements/Reminders
OHR Training Sessions

- Exploring Creativity – Learning How to Tap Your Creative Skills – June 19
- Coaching and Communication Skills for Supervisors – June 21 & 28
- Effective Communication Skills for Staff – June 26
- Giving and Receiving Feedback – July 10
- Introduction to 7 Habits of Highly Effective People – July 24 & 31
- Managing Change and Transitions – August 2
- Plan and Lead Great Meetings – August 8 & 15

Please contact Stephen Butler at extension 2521 to schedule any of these trainings for your team or department.
OD&I and Title IX Training Sessions

ODI
  • Identity & Inclusion Part 1 – July 18 and July 31

Title IX
  – June 19
  – July 30
  – August 14
Future Meetings

Let us know what you want to know!
Save the Date!

Next Supervisory Forum:

September 27, 2018
Questions?
Thank you for your participation!