Amherst College
Office of Human Resources

Supervisory Forum
March 22, 2018
Agenda

11:30 AM  Welcome and Introductions

11:35 AM  Staff Survey Update

12:30 AM  PMP Update

12:40 PM  403(b) Retirement Plan Enhancements

12:45 PM  Announcements/Reminders

1:00 PM   Adjourn
Staff Survey Update
Initial Post-Staff Survey Priorities

The College has identified the following initial priorities to focus on:

- **Priority One**: Communications and Engagement
- **Priority Two**: Training and Development
- **Priority Three**: Recognition and Rewards
Survey Advisory Group

Charge and Scope

The Survey Advisory Group will play a critical leadership role

- Provide overarching leadership, guidance, direction, and support for the overall effort
- Serve as a grass roots committee that brings together a broad range of staff perspectives and ideas across the College
- Offer ideas to address staff survey results and improve the staff work environment
Survey Advisory Group

- Serve as a sounding board for emerging institutional plans and activities to address survey results
- Help inform priorities
- Assist with communicating about efforts, plans, and initiatives
Survey Advisory Group

**Group Members**

- Lisa Rutherford, Chair
- Kenzie Bruso
- Jessica Gifford
- Steven Hegarty
- Rachael Hanley
- Dale Hendricks
- Kiku Ichihara
- Chad LaDue
- Dina Levi
- Susan May
- Maria-Judith Rodriguez
- Triin Vallaste
- Greg Wardlaw
- David White
- Traci Wolfe
Survey Advisory Group

**Initial Group Questions/Topics**

- Refine and discuss institutional priorities
- Communicating about the effort:
  - What is the best platform to use to communicate with all staff?
  - How often would you like to hear from the College? (Monthly?)
  - What should the objectives of the communication/update be?
  - What types of information are most important and are you most interested in hearing about?
The Recognition and Rewards Working Group will play a critical leadership role in reshaping the College’s rewards and recognition efforts

- Provide overarching leadership, guidance, direction, and support for College efforts to reward and recognize staff contributions and accomplishments
- Offer ideas to inform new rewards and recognitions strategies, approaches and programs
Recognition & Rewards Group

- Help shape specific plans and programs for developing robust and meaningful rewards and recognition for staff, including enhancing existing recognition programs, events and activities

- Assist with communicating about recognition and rewards efforts and initiatives
Recognition & Rewards Working Group

Group Members

- Lisa Rutherford, Chair
- Marie Fowler
- Sebastian Merrill
- Beth Ollson
- Debbie Omasta-Mokrzecki
- David Perez Ortiz
- Maria-Judith Rodriguez
- Arleen Sassi
- Michelle Welles
- Kate Wesolowski
- Kathy Whittemore
- Jennifer Christian Wright
- Magdalena Zapedowska
Initial thoughts and ideas for recognition and rewards

- Overview of current recognition efforts

- What current rewards and recognition activities should be retained, and what needs to change?

- What do you think is important to incorporate into a new recognition and rewards approach and program?
What type of rewards and recognition would be most meaningful for staff?

How do we build a foundation for establishing a culture of appreciation?

What type of values, behaviors and accomplishments should be captured in a recognition and rewards program?
Working Groups

In response to the staff survey results, three working groups have been convened:

- Staff Survey Group
- Recognition & Rewards Group
- Performance Evaluation Group

Drawing from those who volunteered to participate, and keeping cross-functional membership in mind, each working group has been established. Our goal is to keep the size of these working groups to a small number as possible, while still providing a variety of ideas and opinions.

Updates from each group will be posted on these pages to keep everyone informed.

Feedback

Please send questions or comments to: Lisa Rutherford - lrutherford@amherst.edu
Staff Survey Table Discussion

• What areas of opportunity were identified in your division as a result of the Staff Survey? (At your table, please note if there are similarities or themes across the divisions.)

• What are some ideas on how to have conversations with the staff in order to identify ways to address these opportunities?

• What will be the desired outcomes from those conversations? (Time frame, structure of the meeting, ideas to encourage employee participation and engagement, focus on having a dialogue, etc.)

• What support and/or resources might you want from Human Resources to assist you with these meetings?
Training and Professional Development were highlighted in the Staff Survey responses as areas of opportunity. Please provide your ideas and comments to help guide us in scheduling trainings that will be relevant for you and your staff.

- In the coming year, what training and professional development would you want for yourself and other supervisors and leaders?

- What training and professional development do you think your staff would want in the coming year?
PMP Update
Employees and Supervisors access to the Online PMP Website started on March 5, 2018!

Enhancements for 2018 include:

- Streamlined the process by eliminating the mid-step Human Resources approval.

- Multiple supervisor and supervisor hierarchy has been enhanced to allow more than one supervisor to edit/view the evaluation.

- Enhanced the feeds from Colleague to the OPM so the data isn’t constantly being updated. The data will be frozen as of April 1, 2018, with the exception of employees that terminate...
PMP Update

– Enhanced the ability to update employees and supervisors. The turn around time will be same day or next day. Previously, this step was a three to five business day process.

https://www.amherst.edu/mm/94015
PMP Update

• Important deadlines and reminders:

  – Performance evaluation period - **April 1, 2017 to March 31, 2018**.

  – 2018 Online Evaluation Process - **March 26, 2018 to May 11, 2018**.

  – Self-Evaluation Period - **March 26, 2018 to April 6, 2018**.

  – Employees interested in submitting a self-evaluation must do so before **April 6, 2018**.
    
    • *Employees who are not interested in submitting the self-evaluation form* can create and save it as a “draft”. *The form will not be visible to the supervisor.*
PMP Update

– Supervisors and employees can start working on their evaluations and self-evaluations prior to the conclusion of the evaluation period, but please save them as a draft and do not submit until April 1, 2018.

– All performance evaluations must be completed, discussed and electronically approved no later than May 11, 2018. This will provide us with the necessary time to process the salary increases and letters.

– All employees, including employees on term appointments or grant funded positions, must receive an evaluation in order to be eligible for a salary increase. Salary increases will not be processed without an approved performance evaluation.
PMP Update

– Compensation changes processed after **March 31, 2018** will include the salary increase. This includes promotions, adjustments, etc.

– Employees who have completed six months of service between **January 5 - June 30, 2018** and who have demonstrated acceptable performance will be eligible for a salary increase.

– Supervisors must complete an evaluation with an overall rating for employees who have completed or are expected to complete their probationary periods before **June 30, 2018**. Please contact the Office of Human Resources (OHR) to receive specific instructions.
PMP Update

**Merit Program**

- We will follow the same methodology for merit implemented as last year:

  A ‘base raise’ will be provided in an equal percentage for all employees performing at the “Effective” level and above. In addition, an extra pool of funds will be available for supervisors to distribute at their discretion, following certain parameters, to recognize and reward strong performance.

  - Such parameters include: the impact the performance has on the department’s operation, achievement of department goals, team effectiveness, productivity, etc.
PMP Update

- The base percentage increase and percentage available for additional rewards will be decided during our budget review process in the spring, and communicated at that time.

➢ Please note that there is no “intended distribution” or “quota” for salary increases.
403(b) Retirement Plan
403(b) Retirement Plan Enhancements

*The Highlights:*

- **New Online Salary Deferral Option:**

  In addition to accessing your account at [TIAA.org/Amherst](http://TIAA.org/Amherst), you can now log in directly from the Amherst College website using your Amherst credentials. The online salary deferral option allows you to update your contributions online instead of turning a paper form into Human Resources. Once you are logged in, select *Change your contribution* under the *MY ACCOUNT* heading.
• Auto Save Feature:

Participate in a new **Auto Save feature** that will automatically increase your voluntary retirement plan contributions based on the criteria you set. You can set your contributions to increase in a timeframe that works best for you. You may select the amount of the increase, the frequency for that increase to occur (annually, bi-annually, or quarterly), and the date you want those changes to occur.
403(b) Retirement Plan 
Enhancements

• Single Sign-On (SSO):

SSO is an application that allows you to login once using your Amherst College user id and password and gain access to the TIAA site directly. This means instead of accessing the TIAA site, inputting your TIAA specific user name and password, you’ll now be automatically logged in when accessing from the Amherst website.
403(b) Retirement Plan Enhancements

• Auto Enrollment:

All eligible new hires will be auto enrolled at 3%. The auto enrollment deferral will be processed 30 days after a new hires employment date.
Announcements/Reminders
OHR Training Sessions

• Plan and Lead Great Meetings – March 27 & April 5

• Coaching and Communication Skills for Supervisors – March 29 & April 12

• Crucial Conversations – April 3

• Communication and Collaboration THROUGH LAUGHTER for Supervisors – April 10

• Carrot Principle / Using Recognition to Accelerate Performance – April 13

• Manage Change and Transitions – April 24

• 7 Habits of Highly Effective People – April 26

• Effective Business Writing Skills / Parts 1 & 2 – April 11 & 25
OD&I Training Sessions

• Science of Stereotyping and Implicit Bias – April 9

• Science of Stereotyping and Implicit Bias / Advanced – April 9

• Trans Inclusivity in the Workplace / Parts 1 & 2 – May 2 & 9

• Identity & Inclusion Part 1 – July 18 and July 31
The Title IX team has been working hard to spread our message across campus, but we have not reached everyone. Given that most staff have the responsibility to report information about sexual misconduct, it is certainly our goal to reach as many in our community as possible with training that specifically addresses mandatory reporting and our Title IX processes.

Our Title IX training is a 75-minute session. You can register online or contact Laurie Frankl with any questions.

https://www.amherst.edu/campuslife/health-safety-wellness/sexual-respect/title_ix_explained/TIX_Training_Registration_2017-2018
The IT Department offers trainings throughout the year for staff and faculty.

For an updated list of IT trainings and to register online, please access the [IT Training and Events Calendar](#).
Wellness Wednesday Sessions

• **Herbalism for the Office - Hands on Medicine Making** – March 21

• **Get Moving! Practices for Relieving Stress in Your Body and Mind** – April 18

For more wellness and fitness sessions offered by the Athletics Department, visit the [Wellness, Fitness and Lifetime Sports](#) webpage for details and to register.
HR Cafe Collection

The **HR Cafe Collection** includes books that expand on the concepts covered in OHR Trainings. The Collection is located around the corner to the left of the Frost Cafe on the first floor of the library.
Future Meetings

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

Next Supervisory Forum:

May 10, 2018
Questions?
Thank you for your participation!