<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 AM</td>
<td>Welcome and Introductions</td>
</tr>
<tr>
<td>11:35 AM</td>
<td>PMP Final Results</td>
</tr>
<tr>
<td>11:40 AM</td>
<td>Recognition and Rewards Program Update</td>
</tr>
<tr>
<td>11:45 AM</td>
<td>Employment Law Update</td>
</tr>
<tr>
<td>11:55 AM</td>
<td>Prudential Disability Reporting</td>
</tr>
<tr>
<td>12:05 PM</td>
<td>Financial Wellness Challenge</td>
</tr>
<tr>
<td>12:15 PM</td>
<td>Situational Leadership</td>
</tr>
<tr>
<td>12:55 PM</td>
<td>Announcements/Reminders</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>
PMP 2018 Final Results
## PMP Results – 2018

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th># of Employees</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>123</td>
<td>19%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>328</td>
<td>53%</td>
</tr>
<tr>
<td>Effective</td>
<td>167</td>
<td>26%</td>
</tr>
<tr>
<td>Achieves Most</td>
<td>4</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>624</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
# PMP Results 2015-2018

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>2018 # of Evaluations</th>
<th>%</th>
<th>2017 # of Evaluations</th>
<th>%</th>
<th>2016 # of Evaluations</th>
<th>%</th>
<th>2015 # of Evaluations</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>123</td>
<td>19%</td>
<td>114</td>
<td>19%</td>
<td>123</td>
<td>19%</td>
<td>79</td>
<td>13.95%</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>328</td>
<td>53%</td>
<td>296</td>
<td>49%</td>
<td>301</td>
<td>47%</td>
<td>237</td>
<td>41.87%</td>
</tr>
<tr>
<td>Effective</td>
<td>167</td>
<td>26%</td>
<td>183</td>
<td>30%</td>
<td>205</td>
<td>32%</td>
<td>238</td>
<td>42.05%</td>
</tr>
<tr>
<td>Achieves Most</td>
<td>4</td>
<td>&lt;1%</td>
<td>7</td>
<td>1%</td>
<td>5</td>
<td>&lt;1%</td>
<td>12</td>
<td>2.13%</td>
</tr>
<tr>
<td>Does Not Meet</td>
<td>2</td>
<td>&lt;1%</td>
<td>2</td>
<td>&lt;1%</td>
<td>1</td>
<td>&lt;1%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>624</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>602</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>635</strong></td>
<td><strong>100%</strong></td>
<td><strong>566</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
## PMP 2018 Merit Distribution

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 5.51%</td>
<td>3</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>5.01 – 5.50%</td>
<td>2</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>4.01 – 5.00%</td>
<td>24</td>
<td>3%</td>
</tr>
<tr>
<td>3.51 - 4.00%</td>
<td>19</td>
<td>4%</td>
</tr>
<tr>
<td>3.01- 3.50%</td>
<td>67</td>
<td>11%</td>
</tr>
<tr>
<td>2.71 – 3.00%</td>
<td>360</td>
<td>57%</td>
</tr>
<tr>
<td>2.51 – 2.70%</td>
<td>13</td>
<td>2%</td>
</tr>
<tr>
<td>2.00 – 2.50%</td>
<td>131</td>
<td>21%</td>
</tr>
<tr>
<td>0.00 to 1.5%</td>
<td>5</td>
<td>&lt;1%</td>
</tr>
</tbody>
</table>
Recognition and Rewards Update
Recognition and Rewards Update

- New and enhanced features, including opportunities for supervisor recognition, peer to peer recognition and departmental celebrations.
- Working towards a fall roll-out, to be announced soon.
- Communications, Human Resources and IT now are creating the infrastructure needed to support the program.
- Roll-out Celebration

Supervisors/Chairs will have an important role in implementing and promoting the new program.

*Stay tuned!*
Employment Law Update
Two important developments during the summer:

#1 - On June 28, 2018, Governor Baker signed H.4640 An Act relative to minimum wage, paid family medical leave and the sales tax holiday, also known as the “Grand Bargain”:

• **Paid Family Leave:**
  
  – Eligibility to take up to 12 weeks of paid family leave
  – Eligibility to take up to 20 weeks of paid medical leave for dealing with serious injuries or illnesses of their own or those of family members.
Employment Law Update

- **Phased Minimum Wage Increases:**

  The state minimum wage would rise over a five year period as follows:

  - $12.00/hour - effective January 1, 2019;
  - $12.75/hour - effective January 1, 2020;
  - $13.50/hour - effective January 1, 2021;
  - $14.25/hour - effective January 1, 2022;
  - $15.00/hour - effective January 1, 2023.

  The College is already evaluating the impact of the new minimum wage for casual and student employment.
#2 - Implementation of the **Massachusetts Pay Equity Act**, effective July 1, 2018:

- **Same** pay for **comparable** work between genders
  - Applies to both genders
  - MA employers and employees
- If work is comparable, any identified difference in pay must be explained by one of only six exceptions
- Cannot ask about salary history

Prudential Disability Reporting
Prudential Absence and Disability Enhancements

Reporting an Absence or Disability

Personalized support—every step of the way!
Experience. Prudential.

The Rock Symbol and the Prudential Name are Among the Most Widely Recognized Brands in the U.S.¹

#1 “World’s Most Admired Companies®
Insurance: Life, Health Category²

100 years in group insurance¹

60+ years in the Disability industry¹

$1.1 trillion in total assets under management³

A.M. Best: A+ (Superior)⁴

Standard & Poor’s: AA- (Very Strong)⁴

Moody’s: A1 (Good)⁴

Fitch: A+ (Strong)⁴

¹ Prudential Brand Image Study, Wave 43, January 2013. ² FORTUNE® magazine, 2016 World’s Most Admired Companies®, Insurance: Life and Health category, March 1, 2016. ³ 2016 PROXY STATEMENT PRUDENTIAL FINANCIAL, INC. 4 Ratings, www.investor.prudential.com, as of February 10, 2016. AAA (Extremely Strong) is the highest of 24 ratings that Standard & Poor’s extends, the lowest being R (has experienced regulatory action), and is a measure of claims-paying ability. Aaa (offers exceptional financial security) is the highest of 21 ratings that Moody’s extends, the lowest being C (having extremely poor prospects of ever offering financial security) and is a measure of financial security. A++ (Superior) is the highest of 15 ratings that A.M. Best extends, the lowest being F (In Liquidation), and is a measure of claims-paying ability. AAA (Exceptionally Strong) is the highest of 21 ratings that Fitch Ratings extends, the lowest being D (Distressed), and is a measure of insurer financial strength. Ratings are not an indication of any variable portfolios’ performance, which fluctuates with market conditions. Ratings are not a guarantee of future financial strength and/or claims-paying ability.
Single Claim Management System

Seamless Integration

[Diagram showing integration of various components: Claim Intake, Plan Data, Regulations, Employee Data, Rules Engine, Communications, Two-way Texting, Real-Time Status, Reports]
Employees

First, report your absence for leave or disability to your supervisor. Then report it to Prudential when:

• You will be absent for more than 3 days and are under a physician's care

• You are hospitalized for any amount of time

• You are caring for an ill or injured qualified family member (Spouse, Parent, or Dependent Child)
Reporting Absences or Disability

• You are pregnant or are absent from work due to pregnancy complications

• You will be absent periodically due to a chronic or permanent disabling condition for your own or a qualified family member

• You are caring for a newborn child, recently adopted child or new foster child

• You are absent due to other reasons outlined in the Colleges policy or as defined by state regulations

• Call Prudential to report an absence or disability at:
  • 877-367-7781
  • Amherst College Control Number: 52812
OHR Disability Communications with Supervisor/Chair

• The Office of Human Resources (OHR) will update the employee’s supervisor/chair on the status of leave or disability, return to work date, and any other updates or changes on a weekly basis.

• If applicable, the employee will update Prudential, their supervisor, and Human Resources throughout their absence or disability.

• The OHR and the employee will notify supervisor their confirmed return to work date along with any other important details.
Square Up Your Savings
Financial Wellness Challenge
Square Up Your Savings is a fun way to learn important strategies to boost your personal financial know-how. You could win one of three mini iPads just for playing!

• Take the challenge from **October 10, 2018 to October 31, 2018** by completing one of 10 new missions that highlight savings education each day. **All responses are confidential.**

• Earn a square to place on the map and increase your financial savings know-how each time you complete a mission

• Sign on every day until all 10 missions are complete. **The more you play, the better your chances of winning!**
LEARN HELPFUL SAVINGS TIPS AND YOU COULD WIN A PRIZE!

How to Play:

Log-in with your TIAA credentials or register for guest access.

If you can’t remember your TIAA credentials you can utilize the Single Sign-On feature. Once you are logged into your TIAA account select “Play Now” below to get started.

If you have any questions, please contact the Office of Human Resources at 413-542-2372, or HR@amherst.edu.

Good Luck!!!
Earnings Statement
New Earnings Statement – AC Data

***On behalf of the Finance Department***

• The new ‘Earnings Statement’ link is now available on AC Data, under Financial Information.

• It is available to both exempt and non-exempt employees and has more information than the online pay advice (which is also still available).

• In particular, for non-exempt employees it shows the amount of leave time used during a particular pay period. Previously, this was something that was not easily accessible and was only available on a paper pay stub.
Situational Leadership
Situational Leadership

What is the purpose of effective leadership / supervision?
1. open up communication
2. help others develop competence and commitment
3. teach others how to provide their own direction and support
4. value and honor differences

Three Skills of a Situational Leader are:
1. Diagnosis
2. Flexibility
3. Partnering for Performance
Development Level focuses on Competence and Commitment

Competence describes
- Demonstrated knowledge and skills
- Transferable knowledge and skills

Commitment describes
- Motivation – interest and enthusiasm
- Confidence – self-assurance and trust in oneself

D1 Enthusiastic Beginner
D2 Disillusioned Learner
D3 Capable, But Cautious Performer
D4 Self-Reliant Achiever
Leadership Styles balance Directive and Supportive behaviors

Directive behavior
- Set goals and priorities
- Tell and show what to do, when and how to do it
- Closely supervise and monitor performance

Supportive behavior
- Engage in two-way communication
- Listen and provide support
- Involve the employee in decision making
- Encourage self-reliant problem solving

S1 Directing
S2 Coaching
S3 Supporting
S4 Delegating
Situational Leadership

In all four styles, a leader:

• Makes sure goals and expectations are clear

• Observes and monitors performance

• Gives feedback:
  ➢ catch people doing something right
  ➢ make it specific, and
  ➢ describe the impact on you and others
Situational Leadership

Four Skills and Four Conversations

• Supervision is done minute by minute in a series of conversations.

• These conversations need to be both people oriented and results focused.

Four Skills
- Listen to Learn
- Inquire for Insight
- Speak Your Truth
- Express Confidence

Four Conversations
- Goal Setting
- Praising
- Redirecting
- Wrapping Up
Announcements/Reminders
OHR Training Sessions

• Project Management – October 23
• Procrastination - I’ll Do It Tomorrow – October 24
• Excel Tips and Tricks Level 2 – October 25
• Goal Setting and Giving Performance Feedback – October 30
• Time Management – November 7
• Coaching and Communication Skills for Supervisors – November 13 & December 4
• Managing Change and Transitions – November 15
• Word Tips and Tricks Level 2 – November 15
• Crucial Conversations – November 29

Please contact Stephen Butler at x2521 or sdbutler@Amherst.edu to schedule any of these trainings for your team or department.
OD&I and Wellness Sessions

ODI

- Identity & Inclusion Part 1 – October 23
- Race, Racism and Racial Equity Part 1 – November 6
- Trans Inclusivity in the Workplace Part 1 – November 28
- Hiring for Diversity and Inclusion – December 3
- Trans Inclusivity in the Workplace Part 2 – December 6
- Identity & Inclusion Part 2 – December 12

Wellness Sessions

- Introduction to Mindfulness – October 24 and November 7
- Create a Positive Work Life Balance (webinar) – October 25
- Movements and Exercises to Help with Repetitive Stress Injuries – October 31
- Breathing Techniques for Stress Relief – November 14
- Positive Psychology(webinar) – November 29
Examples of Recent OD Sessions for Departments

- **Admissions** – DISC Behavioral Styles and Managing Change
- **Alumni and Parent Programs** – MBTI (Myers-Briggs Type Indicator) and Team Norms
- **Communications** – SMART Goals
- **Library** – Preparing for a Discussion of the Staff Survey Results
- **Residential Life** – Situational Leadership and DISC Behavioral Styles
- **Spanish Department** – Planning and Leading Great Meetings
- **Writing Center** – Team Development and Norms

Please contact Stephen Butler at x2521 to organizational developments needs of your team or department.
Future Meetings

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

**Employment Law Update**

- Friday, November 16th

**Amherst & You – A Welcome Event for New Employees**

- Wednesday, November 14
- Thursday, December 13

**Upcoming Supervisory Forum dates**

- February 28th
- April 11th
Questions?
Thank you for your participation!