Amherst College
Human Resources Department

Supervisory Forum
September 26, 2013
Agenda

11:30 AM Welcome and Introduction

11:35 AM Performance Evaluation Process 2013

11:50 AM Ombudsperson’s Annual Report Summary

12:00 PM ADAAA Presentation

12:20 PM Compensation Review Discussion and Analysis

12:45 PM Announcements

12:50 PM Future Meetings/Questions

1:00 PM Adjourn
Performance Management Process
PMP 2012-2013

Staff Reviews:

- Departments conducting reviews: 80
- Departments with outstanding reviews: 10
- Reviews expected: 424
- Reviews received: 417
- Reviews outstanding: 7
PMP 2012-2013

Trustee Appointed Reviews:

- Departments conducting reviews: 42
- Departments with outstanding reviews: 24
- Reviews expected: 131
- Reviews received: 85
- Reviews outstanding: 46
PMP 2012-2013

Summary of Staff Overall Ratings:

- Consistently Achieved: 218
- Successfully Achieved: 195
- Achieved Most: 9
- Did Not Meet Expectations: 2

- Staff on Probationary Period: 7
Performance Management Process

- What works?
- What doesn’t work?
- How can we make our process more efficient?
- Changes to the evaluation form.
AC Data for Supervisors

A tool for Supervisors to access employee information.

https://acdata.amherst.edu
Annual Report to the President
Office of the Ombudsperson
Office of the Ombudsperson

Cate Woolner
Ombudsperson

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The Office of the Ombudsperson is located on the main floor of Valentine Hall (at top of staircase to dining services). Office hours are on Wednesdays and Thursdays, and by appointment.
Annual Report to the President 2012

Period: March 1\textsuperscript{st} to December 31, 2012

Summary of Findings:
- 66 visits
- 84 sessions
- 47% Administration
- 39% Faculty
- 14% Staff (Supervisory and Non Supervisory)
Annual Report to the President 2012

Predominant reasons for visiting the Ombudsperson:

- Feeling treated unfairly or discriminated against.
- Poor communication, miscommunication, or lack of communication.
- Hiring, promotion, or compensation related.
Americans with Disabilities Act
In accordance with the Americans with Disabilities Act (ADA), Amherst College will make reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability to enable such person to perform essential job functions and/or enjoy the benefits and privileges of employment.

To be protected by the ADA an employee must have a "disability," and be qualified to perform the essential functions of the position with or without a reasonable accommodation by Amherst College.
Americans with Disabilities Act

A disability is defined under the ADA as a physical or mental impairment that substantially limits one or more major life activities.

A disability also includes having a record of such impairment, or being regarded as having such an impairment.

Major life activities include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing and standing.
ADAAA

Americans with Disabilities Amendments Act of 2008 – Effective January 1, 2009

Broadened the definition of actual disability by

- Expanding the types of major life activities covered
- Lowering the threshold of “substantially limits” - How much does the physical or mental impairment affect the individual?
- Individual’s use of mitigating measures (medicine, devices, etc.) not applicable to definition of disability
What were some of the major points learned from the seminar?
Did attending the seminar lead to an increased awareness of potential ADA issues?
Did the seminar cause you to interact with your employees in a different manner?
What are you doing or not doing now as a result of the ADA presentation?
Did you identify any new instances where ADA would apply? What action did you take?
What are your concerns?
Are there any facets of this or other laws of which you would like additional training or information?
YOUR RESPONSIBILITIES AS THE SUPERVISOR

- Review the employee’s job description to make sure that it is accurate and reflects current responsibilities and essential duties.

- Work with the Office of Human Resources in identifying reasonable accommodations for employees.

- Ensure that the employee is following agreed upon medical recommendations and workplace accommodations.

- Contact the Office of Human Resources if the employee is not following the medical recommendations, or if the employee is requesting a different accommodation.
Compensation Review
Compensation Review

Open Discussion and Analysis with Lisa Rutherford and Kevin Weinman

Our Compensation System Today

**Staff Positions**
- Graded bands, using a quartile structure
- Grades are assigned using a point-based system
- JDQ’s are evaluated by the Classification Committee
- Requests for hiring, promotions and salary adjustments are evaluated following the grading system
- Internal equity and market numbers are also considered to complete the assessment, as necessary
- Salary increases are applied based on the performance evaluation results and the percentage distribution based on quartiles

**Trustee Appointed Positions**
- Requests for hiring, promotions and salary adjustments are evaluated using market numbers and considering the internal equity within departments of similar positions across campus
- A standard salary increase percentage, as approved, is applied across the board for all TA positions
- Supervisors occasionally make recommendations for lower or higher increases
Announcements
Announcements

- Service Recognition Program
- Workplace English (ESL)
- Educational/Professional Development Programs
- Flu Shots
- HR Office Move
Future Meetings

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