

# Campus Connection

*A periodic update from the Office of Human Resources*

December 2008

## Communication Strategies

### Employee Newsletter

The Employee Advisory Committees met with Amy Barnes and Jeff Hanna, Executive Director of Communications and Public Relations to talk about internal communications. Sometime after the first of the year, the HR staff will be using feedback from those meetings to design a monthly employee newsletter.

In the interim, we will be printing these updates to keep the campus community informed about HR's many new initiatives.

Please let us know if there is anything specific you would like to see addressed.



### E-Mail Accounts

We are pleased to announce that with the migration from Groupwise to Outlook, **all** benefit eligible employees will be given e-mail accounts. Training sessions will be scheduled for all employees—specifically employees in Facilities and Dining Services on using Outlook and Web Advisor. Additional computers are being placed throughout those areas for use by employees.

### Introducing HR's New Staff

There have been a number of changes in Human Resources to better support Washington and Lee and its employees. We thought it would be useful to give you an overview of the department and each of our roles. To better serve you, simply call x8920 for assistance.



***The HR Office will be closed from December 24th through January 4th.***

***Normal office hours are 8 AM—5 PM M-F. On Tuesdays, the office closes at 3:30 for a departmental meeting.***

Amy Diamond Barnes - HR strategy, policies & procedures, employee relations

Kim Austin - Day-to-day office management and benefits administration, employee relations

Linda Brantley - Office Assistant, Colleague reporting guru  
Jodi Owsley - Development of compensation and classification systems

Wanda Scott - Works with hiring managers on recruitment and employment, and is technology coordinator

Mary Katherine Snead - Work/life issues including child care, wellness, elder care, newsletter, employee relations

Deborah Stoner - Benefit plan design, retiree counseling, employee leaves

Suzannah Vess - Data entry of salary, stipends, benefit deductions

Sherry Wright - Performance management, career development, training, employee relations

## CTO Updates

### Employees with more than 15 years of service

There has been quite a bit of discussion on campus about the new CTO program, particularly in regards to long service employees who worked for 15 years before

becoming eligible for the maximum amount of vacation time. Some long-term employees who have taken little sick time during their career now fear that they are going to get sick and end up utilizing more than they have re-

served in the sick leave reserve (SLR) or CTO.

In response to these concerns, we have decided to give all employees with more than 15

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## CTO (Continued from Page 1)

years of service 10 days in SLR (rather than 5) to cover the number of days that an employee would be expected to use before short-term disability kicks in.

### Doctor's Notes

Beginning January 1, University policy will no longer require the submission of a doctor's note for an illness or injury that extends beyond three days. Departments may



establish their own procedures for verification of unplanned absences charged to CTO or SLR. The University will continue to require a physician's certification for absences that fall under the extended sick leave or short term disability policy.

### Exempt Employees

Beginning January 1, exempt, non-faculty, employees will be tracking CTO and SLR through Web Advisor. A Power Point presentation will be available to guide exempt employees through the process of recording CTO and SLR in WebAdvisor.

All benefit eligible employees are allowed to carry over five vacation days from 2008 to 2009 with supervisor permission. Because non-exempt employees are already using WebAdvisor this will occur automatically. Because time off for exempt employees is not currently tracked using WebAdvisor, HR will need to know if exempt employees carry up to five days into 2009. Please send an e-mail to Wanda Scott with the number of days you carry by January 9th. These days will be added to your CTO account.

## Employee Advisory Committees

The Employee Advisory Committees have been meeting regularly throughout the fall to discuss a number of important issues including the new CTO policy, campus communications and the new harassment/discrimination policy and procedures. The agendas and minutes of each committee meeting are posted on the Human Resources Website at <http://www.wlu.edu/x11405.xml>.

The role of the Employee Advisory Committees is to promote effective and direct communication between all non-faculty employees and the administration. The Executive Director of Human Resources chairs the committee meetings which serve as forums for discussion. Committee members provide advice and input on a variety of human resource issues and may make recommendations for consideration by the appropriate administrative unit of the campus.

There are three employee advisory committees:

- **Operations Staff:** comprised of employees from Athletics, Dining Services, Facilities Management and Public Safety
- **Office Staff:** comprised of hourly, non-exempt employees working in administrative and academic offices;
- **Professional Staff:** includes professional, managerial, and Information Technology employees.

Committee members are appointed to ensure a broad representation of the different functional and organizational areas of the University. Members will each serve a two-year term and are appointed by the Vice President for Finance and Administration upon recommendation of the Executive Director of Human Resources. Each committee has determined which members will rotate off at the end of this academic year. New members will be appointed to replace them.

### 2009 Holiday Schedule

New Year's Holiday	January 1 & 2
Independence Day	July 3
Thanksgiving	Nov. 25 (half day) Nov 26 Nov 27
Winter Holiday	December 24 December 25

Friday, January 1, 2010 will be the first holiday in the 2010 Holiday Schedule.



## Work/Life Initiatives—Wellness

Planning a New Year's Resolution to eat better, exercise, or just take better care of yourself? There are lots of ways Washington and Lee can help you do just that! Take a look at our new offerings as well as current programs.

### Weight Watchers at Work—Tuesdays at 11:30

Interest Meeting being held on Jan. 6, 11:30, Stackhouse Theater Series begins Jan. 13, 11:30, Commons 345

Due to room capacity, enrollment is limited to 55.

Full price is \$186 for a 17-week series. **To qualify for a 50% subsidy (\$93) by the University you must enroll by January 13th. Payroll deductions available.** Contact Mary Katherine Snead to confirm (8355 or [mksnead@wlu.edu](mailto:mksnead@wlu.edu)).

If you are unable to attend Tuesdays at 11:30 but would be interested in meeting at another time, contact Mary Katherine Snead at 8355 or [mksnead@wlu.edu](mailto:mksnead@wlu.edu).

### Healthy Topics - Fridays at 12:20 in Commons 345

Jan 23: Amanda Kaster—Nutrition/Healthy Choices

Jan 30: Becky Marks (Carilion) - Emotional Wellness

Feb 13: Cheryl Tutweiller (Carilion) - Nutrition & Weight Loss

### Smoking Cessation

Interested in quitting? Kent Massie, a local attorney and therapist, has an 80% success rate for smoking cessation through hypnosis. **Cost is \$100 per employee. If all meetings are attended, W&L will subsidize half.** We need a minimum group of four with a start date of mid January. Contact Mary Katherine Snead at 8355 or [mksnead@wlu.edu](mailto:mksnead@wlu.edu) to express interest.

### Guided Meditations

Tuesdays at 4:45 - January 20, 27

Wednesdays at 12:15 - January 7, 14, 21, 28

Sacred Space, 2nd floor Leyburn Library Room 218

### Buddhist Meditation Classes

Finding Inner Peace—Through listening to Buddha's teachings and practicing the meditations, we will experience increasingly peaceful and beneficial states of mind that together form the entire Buddhist path to enlightenment. Friday, January 9 and January 23, Sponsored by the Dharmapala Kadampa Buddhist Center

\$10/class, W&L students attend free

Elrod Commons, Room 214



### Group Fitness Schedule: <http://www.wlu.edu/x8299.xml>

**For \$50, you can take unlimited classes through the academic year. Payroll deduction is available.**

*Fitness classes are held in the Dance Studio located on the 300 level in the Doremus Gym and Group Cycling classes are held on Mezzanine level of Warner Center.*

#### Monday:

- 7:00–8:00 a.m.: Group Cycling
- 12:15 - 1:15 p.m.: Group Cycling (Faculty/Staff Only)
- **4:45 - 5:45 p.m.: Group Cycling**
- 5:00 - 6:00 p.m.: Power Yoga
- 6:00 - 7:00 p.m.: Hip Hop

#### Tuesday:

- 7:00 - 8:00 a.m.: Group Cycling
- 12:15 - 1:15 p.m.: Group Cycling (Faculty/Staff Only)
- 12:30 - 1:30 p.m.: Zumba
- **4:45 - 5:45 p.m.: Group Cycling**
- 5:00 - 6:00 p.m.: Step/Kick
- 6:00 - 7:00 p.m.: Pilates
- 7:00 - 8:00 p.m.: Sports Circuit
- 8:15- 9:15 p.m.: Group Cycling

#### Wednesday:

- 7:00 - 8:00 a.m.: Group Cycling
- 12:15 - 1:30 p.m.: Group Cycling (Faculty/Staff Only)
- 5:00 - 6:45 p.m.: Ashtanga Yoga
- 7:00 - 8:00 p.m.: Sports Circuit

#### Thursday:

- 7:00 - 8:00 a.m.: Group Cycling
- 12:15 - 1:15 p.m.: Group Cycling (Faculty/Staff Only)
- 12:30 - 1:30 p.m.: Zumba
- 5:00 - 6:00 p.m.: Step/Kick
- 6:00 - 7:00 p.m.: Pilates
- 7:00 - 8:00 p.m.: Sports Circuit
- 8:15- 9:15 p.m.: Group Cycling

#### Friday:

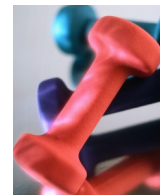
- 7:00 - 8:00 a.m.: Group Cycling
- 12:15 - 1:30 p.m.: Group Cycling (Faculty/Staff Only)
- **4:45 - 5:45 p.m.: Group Cycling**

#### Saturday:

- 9:15 - 10:30 a.m.: Yoga Workshop

#### Sunday:

- 5:00 - 6:00 p.m.: Group Cycling



### Interested in an individual fitness plan?

Contact Patti Colliton to discuss! Avoid the rush after Jan 1st; Have it ready now! Two short meetings will get you ready to make a healthy choice for the new year. To make an appointment email [collitonp@wlu.edu](mailto:collitonp@wlu.edu) or call 8287.

New exercises will be posted on the bulletin board in the Fitness Center each week and the "Learn by Doing" series will continue.

## Washington and Lee University

Office of Human Resources  
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<http://www.wlu.edu/x11351.xml>

### HR Mission

The Human Resources Department provides leadership, guidance and expertise on human resource issues through the development, motivation and support of an exceptional workforce. We will provide quality service and, through teamwork and collaboration, promote a climate of mutual trust, confidence and respect.

***If you prefer to receive future newsletters electronically  
contact [humanresources@wlu.edu](mailto:humanresources@wlu.edu)***



## Compensation, Classification and Performance Development

### Next Edition ...

As you may know, we are working with Mercer Human Resources Consulting to develop a Classification and Compensation System and a Performance Development Program consistent with the culture and strategic vision for Washington and Lee University. There is a small Design Team working with the staff in HR on this project. This group has been meeting to review the employee data gathered from the 2007 Total Rewards Survey and PIQ's, and has begun to design the program. Over the next few months the Design Team will continue to further develop the program and focus groups will be held to share some of the initial work that has been done on the project.

*Resources; Kelly Brown, Assistant Manager, Board and Cash Operations; Steve McAllister, Vice President for Finance/Treasurer; Emily Nicely, Administrative Assistant in Athletics; Jodi Owsley, Manager for Compensation Programs; Larry Peppers, Dean of the Williams School of Commerce; Louise Uffelman, Editor, Law Magazine and Communications Writer; and Sherry Wright, Assistant Director for Workforce Development.*

TIAA/CREF Representative Tony Cassidy will deliver seminars in early February on investing tips during these economic times.

We are developing a quarterly orientation for new employees. This expanded orientation is designed to introduce new employees to the University's mission and goals. The weekly benefits and payroll orientation by HR will continue to be held each Monday.

The Employee Handbook is being revised. Review sessions will be offered when the revised handbook is published.

Design Team members include: Amy Barnes, *Executive Director of Human*

