New bonus program to inspire and reward top performance

After the 2011 faculty and staff climate survey showed that Colgate staff desire a greater sense of accountability and recognition for job performance, President Herbst and his senior staff have considered a number of ways to inspire and recognize excellence on campus.

The first important and necessary step was to assure that 100% of all employees completed performance evaluations. This objective was achieved last year, and the practice will continue to be required.

The next step — to be piloted during the current cycle of employee evaluations — is a new staff incentive bonus program that will not only reward extraordinary performance but also lead to more detailed and fruitful discussions regarding goals and expectations of employees.

All non-bargaining unit administrative and support staff, including technicians, are eligible for the bonus program. Vice presidents, deans, members of the president’s staff, faculty, and coaches are not eligible.

How it works

Supervisors may submit bonus recommendations for consideration to their vice president/dean. To be considered for a bonus, employees must have demonstrated extraordinary achievements and have been evaluated in the “exceptional performance” category. Bonus recommendations will consist of written documentation detailing the nominated employee’s exceptional accomplishments during the past year. Vice presidents and deans will review bonus recommendations and documentation and, if approved, forward the nominations to human resources for review and recommendation to the president for approval.

By definition, bonus programs are designed to reward the very top performers in an organization, and to motivate everyone to strive for better and better performance over time. At Colgate, the bonus awards will be presented to up to but not more than 10 percent of eligible employees.

Bonuses will be granted as a one-time, lump-sum payment and will not affect ongoing salary rates or benefits. For salaried employees, the bonus will be in an amount up to 5 percent of the recipient’s base salary for the year of the bonus-eligible performance. Bonuses for hourly employees will be up to 5 percent of gross pay for all hours worked in the prior salary year.

The program will be piloted on a three-year trial basis, and will be assessed for its effectiveness. Determination will be made whether to continue the program beyond that period. If circumstances warrant, it also may be discontinued at any time during the trial period.

Employees awarded a bonus will be notified in their mid-June salary letter. Bonuses will be paid in the first July paycheck corresponding with salary increases. Bonuses will not affect ongoing salary rates or benefits based on compensation, and will be taxable in accordance with state and federal requirements.

As with any pilot program, there will no doubt be questions. All employees should take advantage of the coaching and guidance that is always available during the performance evaluation process, and feel free to contact human resources at any time.
RecycleMania Is Upon Us!
Submitted by the Sustainability Office

The Colgate community is once again participating in the nationwide recycling contest called RecycleMania. Each year, over 600 colleges and universities—representing over 6 million students and 1.5 million faculty and staff—challenge each other to reduce their waste, increase their recycling, and raise general awareness of sustainability issues facing campuses today.

Last year, Colgate improved its recycling rate to 20% (up 3% from 2010) and we reduced our total landfill waste by 3,500 pounds! However, Colgate still produced an average of 86 pounds of landfill waste per person over the eight weeks of the competition. Our goal for this year is to increase our recycling rate to 25% while decreasing our overall generation of waste. So, while recycling always remains important, we are also placing emphasis on reducing and reusing.

Participating in RecycleMania is easy and we need the support of all Colgate employees to achieve our goals and perform well on the national stage. Everyone can make a difference! Commit to a few simple changes, such as carrying a reusable bag for groceries, switching to reusable mugs and water bottles, printing double-sided to save paper, and recycling plastics, glass, and metals in appropriate recycling bins. Also, be sure to take advantage of our FREE Office Swap Program where you can post office items you no longer need or find office items you don’t want to purchase.

For more information about this year’s RecycleMania competition, click here to follow Colgate's progress or here to visit the national RecycleMania homepage. Please feel free to share your office’s recycling tips and/or any other “green” best practices you engage in by submitting them via email to the Sustainability Office: sustainability@colgate.edu. We would like to recognize your efforts and share ideas in future articles!

FREE Office Swap: https://docs.google.com/a/colgate.edu/spreadsheet/ccc?key=0AsscP9yCQ5vWdFBUruQYZGNY2V5eF9tQGlOQ5hQZ1E#gid=0

Colgate RecycleMania Page: https://sites.google.com/a/colgate.edu/recyclemaniacs/
Colgate RecycleMania Page: https://sites.google.com/a/colgate.edu/recyclemania/
National RecycleMania Page: http://recyclemaniacs.org/

Summer Employment Changes for 2012

Positions for summer employment are posted on the Careers at Colgate website https://careers.colgate.edu

Preferential consideration for summer jobs is given to regular employees of the university who work less than 12 months, Colgate students who are on campus for the summer and children of Colgate employees once they meet the requirements of a position. Those seeking employment should apply for all positions they are interested in. Since positions are few, it is extremely important that all applicants seeking employment at Colgate are treated equitably. All hiring departments, excluding those hiring Colgate research assistants, must coordinate their hires with Paula Musacchio, Human Resources Consultant at x6702.

New for Summer 2012: Colgate students who are hired for summer employment will now be processed by the Financial Aid Office, instead of Human Resources. This change comes with the expectation of improved efficiency and continuity regarding the on-campus employment of Colgate students. Once hires have been coordinated with Human Resources, Colgate students will now deal directly with Financial Aid at x7431 and all others with Human Resources at x7411 for payroll processing.

Watch your email for detailed information and instructions for hiring managers on the summer employment process.

Many thanks to Jill Dinski, Meghann Losee, Kris Hopkins, Donna Walker and Patti Blinebry for the work they have completed over the last several months to insure a smooth transition with this process. They will continue to work closely throughout the summer as they monitor the process and make improvements where necessary. For questions, concerns and feedback regarding this transition please feel free to contact the Human Resources Department at extension 6668 or the Financial Aid Office at extension 7431.

QUOTE OF THE MONTH

“How wonderful it is that nobody need wait a single moment before starting to improve the world.”

- Anne Frank
Have a question or suggestion?

We are pleased to offer staff the opportunity to submit questions and suggestions anonymously to the Human Resources Department. Questions may be submitted by clicking on the following link: http://www.colgate.edu/askaquestion. This link will be available year-round on the Human Resources website. Submissions will be shared, as appropriate, for responses at All-Staff meetings, informational Open ‘Gate articles or other appropriate means for responding. You may add your name at the end of your submission, if you do not wish to remain anonymous.

Reminder
Training Opportunity

Please join us on March 6 for the Giving, Receiving and Asking Feedback Workshop. This is a hands on session designed to help you navigate difficult conversations and generate more useful feedback. 8:00 am – 12:00 pm non-supervisors (including support staff) and 1:00 pm – 5:00 pm supervisors.

Presented by Jamie Resker, President of Employee Performance Solutions and creator of the Performance Continuum Feedback Method. Jamie has experience working with institutions of higher education in a collaborative and interactive format. Participants will learn how to: assess your performance and identify goals; receiving feedback; asking for feedback; and giving feedback. Please click here to register for a session.

Individual Retirement Counseling Sessions

Investments and TIAA-CREF representatives will be on-campus to provide individual counseling sessions. These individual meetings provide you the opportunity to examine your fund selection, discuss how to achieve your financial goals, and review your retirement income options with a retirement counselor.

Fidelity appointments can be scheduled online at www.fidelity.com/atwork/reservations or by calling 1-800-642-7131

TIAA-CREF appointments can be scheduled online at www.tiaa-cref.org/events or calling 1-800-732-8353

Save The Date

Wednesday, March 28, 2012

Colgate University will be hosting A CAMPUS OF DIFFERENCE™, an anti-bias and diversity training program.

A CAMPUS OF DIFFERENCE™ provides practical, experiential, hands-on training with skills to challenge prejudice, discrimination and all forms of bigotry, to foster intergroup understanding, to equip participants to live and work in a diverse world, and to create inclusive learning environments.

Please watch your email for registration and location information.
NEW HIRE

Valerie A. Brogan accepted the position of Investigator for the Campus Safety Department effective February 27, 2012. Valerie received her AS in Criminal Justice from Monroe Community College. Valerie and her husband, Don have two children, Amanda and Bridget.

Thank you to our employees!
January was our first year, under the Wage and Theft Protection Act requirement, to provide an annual Notice and Acknowledgment of Pay Rate and Pay Date to all employees. We mailed out 1,238 forms to all regular and casual employees. To date, 925 (75%) have been returned. If you have not returned your form, please sign and return as soon as possible. We appreciate your level of response. A special thanks to Meghann Losee for coordinating this compliance effort for employees.

Human Resources

Pat Kochan will be moving on March 5 from Lathrop Hall to Human Resources. Pat has most recently been providing primary support to the Office of National Fellowships and Office of Diversity. Pat will be providing administrative support for Equal Employment Opportunities and Affirmative Action, as well as, supporting employment and training functions. We welcome Pat to the HR team!

ANNIVERSARIES

30 Years
Clara Lantz-Chapel House

25 Years
Harold Comfort-Facilities Department

10 Years
Kevin English-Facilities Department
Karen Meyer-Facilities Department

5 Years
Charlotte Droll-Library
Andrew Fagon-Accounting & Control

5 Years (January)
Amanda Kalal - Alumni Affairs

POSITION VACANCIES

Administrative Assistant to the ONF (no benefits)
Associate Director of Residential Life
Campus Safety Officer/Dispatcher (p/t, no benefits)
Desktop Computer Administrator
Director for Equal Employment Opportunity and Affirmative Action
Director of Career Services
International Student Services Director
Marketing and Special Projects Leader
Personal Trainer (p/t, no benefits-
multiple positions)
Senior Instructional Technologist
Vice President and Dean of the College
Web Developer
Staff Nurse (per diem, no benefits)
Summer - Variety
Temporary - Athletic Event Staff, p/t, no benefits
Temporary - Barge Customer Associate/Cashier (temporary And p/t positions)
Temporary - Equipment Service Assistant (no benefits)
Temporary - Maintenance/ Laborers (no benefits)
Temporary - Office (no benefits)

For complete information on position vacancies and to submit an application visit our website at:

https://careers.colgate.edu

Colgate University makes no warranty, expressed or implied, about the nature or condition of items advertised and accepts no responsibility for any transaction or item.

The University reserves the right to suspend or terminate the program at any time.

Don’t lose unclaimed funds in your 2011 Flex Spending Account
All requests for reimbursement from your 2011 Flexible Spending Account must be incurred by March 15, 2012 and submitted by June 15, 2012. Protect yourself from losing unclaimed funds by taking the time to look over your eligible expenses and submit them to PayFlex for reimbursement.

You can check the balance on your account, make an online reimbursement request, download claim forms, or view a listing of eligible expenses, visit www.healthhub.com.

If your PayFlex debit card is denied because of insufficient funds in the account and you still have a balance in your account, you will need to submit claims and receipts online or by mail to expend the remaining funds. Call x7743 if you need assistance.

Generics are REAL