WELCOME

❖ Joan Hinde Stewart, President

❖ Amy James - COOP Holiday Outreach
PRESENTATION

A Window into the Work of the Chaplaincy

...Jeff McArn, College Chaplain
INTRODUCTION OF NEW EMPLOYEES

Katy Boyer ’93
Associate Director, Annual Giving
Communications & Development
Effective Date: 11/9/15

Sander Doucette ’09
Investment Associate
Investments Office
Effective Date: 11/2/15
INTRODUCTION OF NEW EMPLOYEES

Matthew Foster
Wellin Museum Safety Officer
Wellin Museum
Effective Date: 10/23/15

Lana Makarchuk
Academic Office Assistant
Science Center
Effective Date: 11/2/15
STAFF ASSEMBLY
COMMITTEE REPORTS

➢ Communications Committee
➢ Employee Environmental & Professional Development
➢ Wellness Committee
Communications Committee:

New Issue Coming Soon!

Publish Date: Wednesday, December 16

- Traditions and Favorites
- Getting to Know Hamilton Series:
  The Last Dormitory: A Guided Gambol through Hamilton’s Cemetery
- Selfies with Our Pets!
- Seasonal Blooms
- Indoor Farmer’s Market Info
- Favorite Holiday Recipes
- Announcements
- News from Human Resources

Send Nominations for Employee Spotlight to:
staff@hamilton.edu
Staff and M&O
Sick & Emergency Leave Banks
Donation Deadline December 18, 2015

Maximum Allowable Carry Over:

- Personal Time carry over on June 30:
  Staff: 21 hours  M&O: 24 hours

- Sick Time: Maximum Accrual Staff: 420 hours
  Maximum Accrual M&O: 480 hours

- Vacation Time Carryover on December 31:
  Staff: 70 hours  M&O: 80 hours

Donation Deadline: 12/18/15.

Bank Allocation of Donated Time:

- Vacation Days = Emergency Bank
- Personal Time = Emergency Bank
- Sick Time = Sick Bank
Wellness Committee:

Save the Date:

Resolution Revolution 2016

Wednesday, January 13, 2016

(A Wellness Cup event)
CLOSING ANNOUNCEMENTS

Don’t Forget:

● Sick Leave & Emergency Leave Bank
  You can make a difference, please donate.
● Community Outreach Donation
● Resolution Revolution...1/13/16

Have a Happy and Healthy Holiday Season!