Utica University

FlexWork Program:

Program Information & Frequently Asked Questions
Why an alternative or “FlexWork” schedule?

• Provide employees some balance and flexibility, more time for life outside of work, an effectively higher rate of pay per hour worked

• Allow employees a chance to innovate and think of better ways to be more efficient (for example, make better use of meeting time or even reduce meetings)

• Improve cross-training

• For those who have to work 5 days in a row during certain periods, allow flexibility to take time off in another way
What is FlexWork?

FlexWork is a program designed to effectively reduce the work obligations for employees by, in essence, 5.5 hours per week (understanding that not every week will be perfect!). For most areas, this could mean one less day of work since we are extending the work day, or it could mean the 5 days of work but for less hours per day. The goal is for the work week to still total 37.5 hours for payment purposes - inclusive of flex time.

The “bank” only refers to the internal method HR will be using to ensure that everyone has the time available to populate their time sheet or compensated absence report.
What FlexWork is Not

FlexWork is meant to provide a weekly “reprieve” from work for 5.5 hours. FlexWork is *not* an additional bank of Paid Time Off. It is not the same as vacation or sick time. It does not roll over or get paid out. Unless in an area where weekly reduction of time is not possible (e.g. Athletics, when sports are in season), employees should not be banking time for use all at once, otherwise the program is not working as intended.

We have asked supervisors to only allow banking for rare circumstances where an employee was simply unable to flex for that week. Again, if this cannot happen, then we have asked supervisors to revisit plans with us.
Who is Eligible to Participate?

All full time, non-instructional, exempt (salaried) and non-exempt (hourly) employees are eligible to participate in the FlexWork program.

This includes remote employees who are full-time.

This also applies to 10 and 11-month full time employees (the bank HR will use to draw flex time will be prorated).

This will not apply to part-time, seasonal, or temporary employees.
An Overview of the Flex Work Program

• The Flex Work program will be on a trial basis only, and will be observed for two full semesters before making a decision on whether or not to continue. The trial will begin on January 1, 2023.

• Full time employees will work 32 hours per week. The workweek will still be recorded as 37.5 hours, but 5.5 of it will be “flex time”. One question asked was how we can still be considered full time when the federal government recognizes 35 hours as full time. The answer is that we are supplementing the work week, in essence, with 5.5 hours which will be paid.

• The work day will now be 8am – 5pm (vs. 8:30am – 5pm). As an example, for an employee who moves to a 4-day work week this means they will work four 8-hour days (assumes a one-hour lunch).
An Overview of the FlexWork Program

• Employees are expected to meet requirements and expectations for performance and productivity laid out by their supervisor.

• An employee who is not meeting requirements and expectations will no longer be eligible to work the alternative schedule and will be placed on a different schedule, which will be communicated by their supervisor.

• The program will be managed by each department, requiring plans and expected outcomes. Flexibility within the departments is allowable as long as employees meet the status of “full time” under the program, and as long as all expectations are met.
Roll Out Plan/Timeline

• The Office of Human Resources met with each Joint Cabinet member to go over potential work schedules for their area. All plans have been submitted and are currently under review for any questions.

• The Office of Human Resources and IITS are working to develop training on various topics including meeting effectiveness, communication, how to make better use of technology/tools, etc. For HR training, those presentations will be loaded onto our HR web page.
Roll Out Plan/Timeline

• By November 30th, each plan will be reviewed and any clarifying questions will be asked and answered.

• Vice Presidents/Deans will be notified that their plans are approved by December 1st.

• Between December 1st and December 15th, departments will prepare their email signatures, web pages, voice mails, etc. as needed to articulate the new schedule.

• January 1, 2023 – Go Live with Flex Work Program
Program Check-Ins

• The Office of Human Resources will meet with every Vice President/Dean (or their designees) by the end of the Spring Semester (2023) for a formal report-out on program effectiveness. The review will occur again by November 1, 2023.

• November date will ensure there is enough time to adjust if plans are not working as planned.
Frequently Asked Questions

Q: What will the salary difference be, if any? Will we remain at full salary or will it be decreased due to working less hours?

A: There will be no decrease in regular pay.
Frequently Asked Questions

Q: Does this program mean that we are forgoing raises as long as the program runs?

A: No, that is not the intent. While raises are never promised as they depend on our financial performance, our hope is to once again give raises in the future regardless of whether or not we have this program.
Frequently Asked Questions

Q: What does this mean for our vacation and sick time?

A: There are no changes to vacation or sick time at this time. Remember, since the workweek will be reduced and productivity expectations are still in place, we need employees here for 32 hours each week as often as possible. This also means there should be less “come in late/leave early” instances for routine appointments and obligations since there is an additional day off to do these things. Vacation and sick time will be recorded to ensure you end up “whole” to a 37.5 hour week.
Q: Will employees be expected to use their flex time as sick time?

A: No. Sick time is a bank of time to be used specifically for sickness for yourself or your family.
Frequently Asked Questions

Q: How will FlexWork work if there is a University holiday or the campus is closed for a day during the week already?

A: Again, the expectation is that employees are at work for 32 hours, as often as possible. If a week has a Monday holiday, the overall expectation is that employees will be at work Tuesday – Friday with no additional pay above their normal weekly pay. The same holds true for closures due to inclement weather. We have figured out that there are 5 weeks in which holidays fall throughout the upcoming academic year. Those will be considered “block out” weeks for flex time since most people can already be off. Those weeks will be excluded from flex time.
Continued Q: How will FlexWork work if there is a University holiday or the campus is closed for a day during the week already?

Note: Some have asked – for example - what will happen if it is a holiday week, the holiday is on a Monday and therefore Monday is everyone’s flex day, but the employee’s normal flex day is Friday? The answer is that the employee will have already received their flex day but if they still need that Friday off for another reason, they may use their vacation time. Since we know holidays well in advance, we hope this helps employees to plan.
Frequently Asked Questions

Q: Must employees keep the same day off every week?

A: The method of staffing will be up to the department supervisor who will work with team members to devise a schedule that is fair, equitable, and meets the needs of the University. This could mean creating a fixed schedule where employees have the same day off each week, or it could mean the day varies from week to week based on staffing and other needs. Whenever possible, set schedules are encouraged but we realize it may not work everywhere.
Frequently Asked Questions

Q: If our office/staff situations allow for it, could we opt for a 30-minute lunch instead of an hour?

A: Yes. New York State Law requires employers to provide a 30-minute meal period for every 6 hours worked. The University has always provided an hour, but the requirement is for 30 minutes. Supervisors have the approval to offer 30-minute lunches as an option to make a schedule work as long as it meets all of the requirements for coverage and is equitable.
Frequently Asked Questions

Q: Will there be changes to health or other benefits? Does this impact FMLA, Paid Family Leave, short or long term disability, or TIAA? Does it impact bereavement time?

A: No, the FlexWork is not connected to any of the above items. Also, remember that salaries are not changing, so TIAA will not be impacted.
Frequently Asked Questions

Q: I work in an area where it is nearly impossible to work only 4 days during certain times of the year and still get work done (e.g. Athletics, when sports are in season). What does that mean for me?

A: We are asking supervisors in those areas to work with employees to identify blocks of time where FlexWork is not possible, up front. Of course, this has to take into account the needs of our students first, as with any department. We are allowing supervisors to be as flexible as they need to be as long as it results in a full-time schedule, expectations are met, and the plans are fair and equitable.

Employees will have a pre-populated bank of time based on 5.5 hours multiplied by the number of weeks that should have a flex day included. Weeks that have holidays in them will NOT be included in this calculation, nor will any weeks that are deemed “block out” weeks by the institution (there are 4).
Frequently Asked Questions

Q: Will there be any block out weeks, or weeks when no one at the University may work a reduced number of hours/days?

A: Yes. The President reserves the right to identify block out weeks for the benefit of our students, and will communicate those accordingly. In addition, supervisors may also identify block-out weeks. For now, the institutionally blocked out weeks are Orientation Week (for fall), the first week of classes, homecoming week, and commencement week. These weeks, in addition to the 5 holiday weeks, are backed out of the calculation for Flex Time.
Frequently Asked Questions

Q: The earlier start impacts my life (daycare, dropoff, etc.). Will there be a way to help with that?

A: Again, we are asking supervisors to devise schedules that are fair and equitable and take into account the University’s needs, but also needs like this. We need offices covered from 8am – 5pm and will rely on supervisors and their teams to make it work so that people are not negatively impacted. If an employee needs to work shorter days for 5 days instead of working a 4-day week, that is allowable with supervisory approval.
Frequently Asked Questions

Q: What is the expectation of availability on my day off?

A: Department supervisors should consider an employee unavailable on their day off. That being said, if there is a University emergency, it is our hope that employees would help as needed. This should be a rarity.
Frequently Asked Questions

Q: What is the option for those of us who cannot keep up with our workload? Will there be compensation if we come in “extra?”

A: Exempt employees are required to work the number of hours needed to complete all assigned tasks and meeting all operational requirements. Non-exempt employees who work more than 32 hours but less than 37.5 will not receive additional pay because they are already being compensated for 37.5. If they work more than 37.5 they will be compensated for the extra, and if they work over 40 (actual hours worked) they will be eligible for overtime in accordance with applicable law.

Remember – we would like departments to work on efficiency as well, so that the final result is that everyone can take advantage of reduced hours. If employees are absolutely unable to avail themselves of flex time (must be confirmed by supervisor) for a particular week, the supervisor may “bank” that flex time to use at another time preferably within the same pay period or month. But this should be a rarity. If it is not, the supervisor should speak with the employee about alternatives and talk to the Office of Human Resources.
Frequently Asked Questions

Q: If I am in a one-person or two-person office and there is little opportunity for alternating, how can we make it work?

A: It is incumbent on your supervisor to help you explore ways to cross train, even if it means collaborating with other areas. If that is still not possible, you may explore other options. For example, you may decide that you will work 5 days per week but get a large block of time off during a less busy season.
Frequently Asked Questions

Q: For those of us who are hourly and will be doing a 4-day week, for example, how do we fill out our time sheets?

A: The work day will be worth 8 hours now. Your “day off” will be coded as “Flex Work Pay” for 5.5 hours, to total 37.5 hours. This will ensure that you are paid for the full 37.5 hours.
Example Timesheet (Non-Exempt)
When Flex day is taken in a given week

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Nov 06, 2022</th>
<th>Monday Nov 07, 2022</th>
<th>Tuesday Nov 08, 2022</th>
<th>Wednesday Nov 09, 2022</th>
<th>Thursday Nov 10, 2022</th>
<th>Friday Nov 11, 2022</th>
<th>Saturday Nov 12, 2022</th>
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</thead>
<tbody>
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<td>Hours Worked</td>
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</tr>
<tr>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
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<td>0</td>
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<td>5.5</td>
<td>Enter Hours</td>
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<td>Total Hours:</td>
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<td>37.5</td>
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</tbody>
</table>
Example Timesheet (Non-Exempt)
When Flex day and vacation day is taken in the same week.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Nov 06, 2022</th>
<th>Monday Nov 07, 2022</th>
<th>Tuesday Nov 08, 2022</th>
<th>Wednesday Nov 09, 2022</th>
<th>Thursday Nov 10, 2022</th>
<th>Friday Nov 11, 2022</th>
<th>Saturday Nov 12, 2022</th>
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<td>Hours Worked</td>
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<td>75</td>
<td>24</td>
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<td>8</td>
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<td>8</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Vacation Pay</td>
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<td>0</td>
<td>8</td>
<td></td>
<td>Enter Hours</td>
<td>8</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Flex Work Pay</td>
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<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>5.5</td>
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<td></td>
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</tr>
</tbody>
</table>

UTICA UNIVERSITY
Example Timesheet (Non-Exempt)
For a week containing a single Holiday day.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Nov 06, 2022</th>
<th>Monday Nov 07, 2022</th>
<th>Tuesday Nov 08, 2022</th>
<th>Wednesday Nov 09, 2022</th>
<th>Thursday Nov 10, 2022</th>
<th>Friday Nov 11, 2022</th>
<th>Saturday Nov 12, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>1</td>
<td>75</td>
<td>30</td>
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<td>Enter Hours</td>
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<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>7.5</td>
<td></td>
<td>Enter Hours</td>
<td>7.5</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Time</td>
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<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Flex Work Pay</td>
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<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
</tbody>
</table>

Total Hours: 37.5
### Example Timesheet (Non-Exempt)

For a reduced schedule all five days

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Nov 06, 2022</th>
<th>Monday Nov 07, 2022</th>
<th>Tuesday Nov 08, 2022</th>
<th>Wednesday Nov 09, 2022</th>
<th>Thursday Nov 10, 2022</th>
<th>Friday Nov 11, 2022</th>
<th>Saturday Nov 12, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
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<td>75</td>
<td>32</td>
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<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Flex Work Pay</td>
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<td>0</td>
<td>5.5</td>
<td></td>
<td>Enter Hours</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1.5</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

**Total Hours:** 37.5
Frequently Asked Questions

Q: For salaried employees who will be doing a 4-day week, does this impact our Compensated Absence reports?

A: Exempt employees need to record vacation and sick days as 8-hour days and flex day as 5.5 hours on the Compensated Absence report. We need to think of paid time off (vacation, sick, flex, etc.) as HOURS and not DAYS in order for this to work. Ultimately, people will have enough hours to fill a timesheet. Even taking into account the 9 weeks that are blocked out (holiday weeks and institutional block out weeks), the total annual amount of flex time is 43 weeks x 5.5 hours, or 236.5 hours (pro-rated for 10 & 11 month employees). This amounts to approximately 6 weeks of time not worked for which people could be paid.

Leave Report and Timesheet completion – on time – will be even more critical if we implement this program!
Example Compensated Absence Report (Exempt)
When Flex day is taken in a given week

<table>
<thead>
<tr>
<th>Earning</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Tuesday Nov 01, 2022</th>
<th>Wednesday Nov 02, 2022</th>
<th>Thursday Nov 03, 2022</th>
<th>Friday Nov 04, 2022</th>
<th>Saturday Nov 05, 2022</th>
<th>Sunday Nov 06, 2022</th>
<th>Monday Nov 07, 2022</th>
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<tbody>
<tr>
<td>Vacation Pay</td>
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<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Floating Holiday</td>
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<tr>
<td>Sick Time</td>
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<td>Enter Hours</td>
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</table>
Example Compensated Absence Report (Exempt) When Flex day and vacation day is taken in the same week.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Tuesday Nov 01, 2022</th>
<th>Wednesday Nov 02, 2022</th>
<th>Thursday Nov 03, 2022</th>
<th>Friday Nov 04, 2022</th>
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<tbody>
<tr>
<td>Vacation Pay</td>
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<td>Sick Time</td>
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</table>
Example Compensated Absence Report (Exempt)  
For a week containing a single Holiday day.

<table>
<thead>
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</thead>
<tbody>
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Frequently Asked Questions

Q: A lot of my day is taken up with meetings. Will we do anything about that?
A: Yes. We are asking each department to evaluate meeting for effectiveness, redundancy, to see whether or not objectives could be met by emails or shared documents (or other methods), etc. Meetings must be more efficient in order for this to work well. The Office of Human Resources will be making training available that has to do with maximizing the effectiveness of meetings.
What We Need from You

• Patience & grace - realize that this is new for all of us, including the HR team. We will have bumps and mistakes but will always focus on making sure pay is correct.

• Speak up – if something is not working, please go to your supervisor as soon as possible.

• Please visit HR with any concerns that cannot be answered by your supervisor. We WANT to hear from you (and we have candy!).

• Ideas – your thoughts and ideas on how to make all of this work better are so important (see first bullet…this is new for us as well and we will learn together).
Other Questions?

Again, we want to hear from you as it will help us work through details.

Please contact us at hr@utica.edu or call (315) 792-3276