

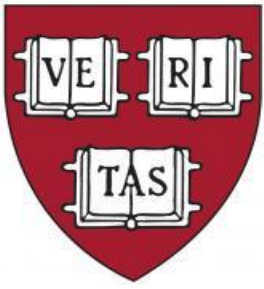
**Administrators' Town Hall will  
be starting soon...**



# Rules of the Road

- **Attendees** are asked to **stay on mute** with **video off** to preserve meeting bandwidth
- If you have a **general question** that you think others would benefit from, please use the **chat** to send a message to “Everyone”
- Q&A is **not** a forum for **specific questions**. If you have a specific question, please follow up with one of the subject matter experts we will be providing to you at the close of the meeting
- Please be mindful that while the chat is monitored, we may not be able to respond to every question during the meeting

**Please note:** The chat from this meeting will be saved to help update future FAQs. We will not be distributing the chat transcript



# **FAS Administrators' Town Hall**

**September 29, 2022**  
**Zoom**



# Welcome

**Scott Jordan**

*Dean of Administration and Finance*



## Presidential Search Committee Staff Feedback Sessions

You are invited to attend one of the following Zoom sessions:

<a href="#"><u>Monday, October 3</u></a>	11:00am-12:00pm
<a href="#"><u>Thursday, October 6</u></a>	2:00pm-3:00pm
<a href="#"><u>Tuesday, October 11</u></a>	1:00pm-2:00pm
<a href="#"><u>Wednesday, October 19</u></a>	12:00pm-1:00pm
<a href="#"><u>Friday, October 21</u></a>	11:00am -12:00pm

If you are unable to attend, you may also write to the Presidential Search Committee directly at [psearch@harvard.edu](mailto:psearch@harvard.edu) or submit your responses to [these questions](#).

We have an important opportunity to help inform the search for Harvard's 30<sup>th</sup> president, and I look forward to hearing from many of you.

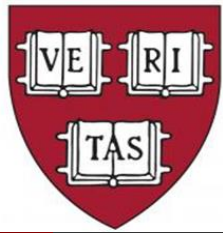


# A Conversation with Dean Gay

**Scott Jordan**

*Dean of Administration and Finance*

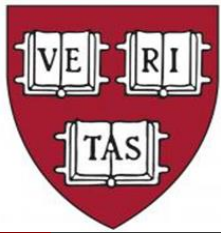




# Community Renewal – Cookie Monstah Truck



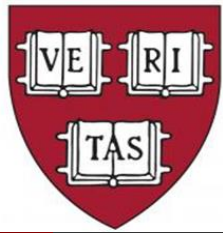




# Community Renewal – Archery w/Math







# Community Renewal – Goat Yoga w/Economics







# Community Renewal – Mobsters & Lobsters w/HR

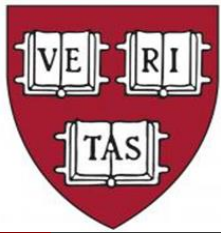




# Community Renewal – Duck Boat w/Admin Ops







# Agenda

**Welcome**

Scott Jordan

**A Conversation with Dean Gay**

Scott Jordan

**Financial Updates**

Jay Herlihy

**PREP, Final Paychecks, Open Enrollment, New Hire Handbook**

Tiffany C. Jadotte, Jeanette Sanchez Kamieneski

**Conduct and Equity Engagement Work Overview**

Kwok Yu, Seth Avakian, Danielle Farrell

**Administrative Operations Initiatives**

Mary Ann Bradley, Stephanie Nasson

**Closing**

Scott Jordan



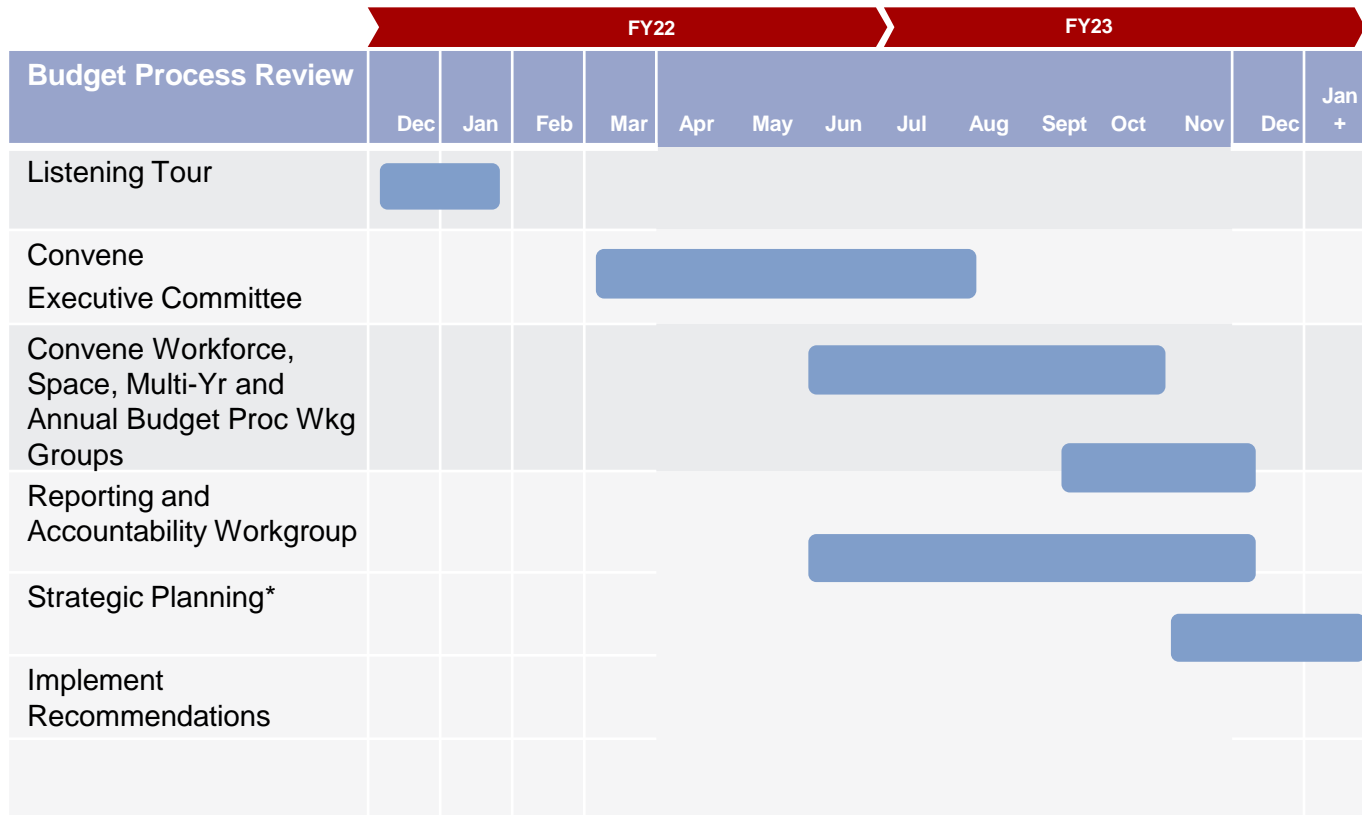


# Financial Updates

**Jay Herlihy**

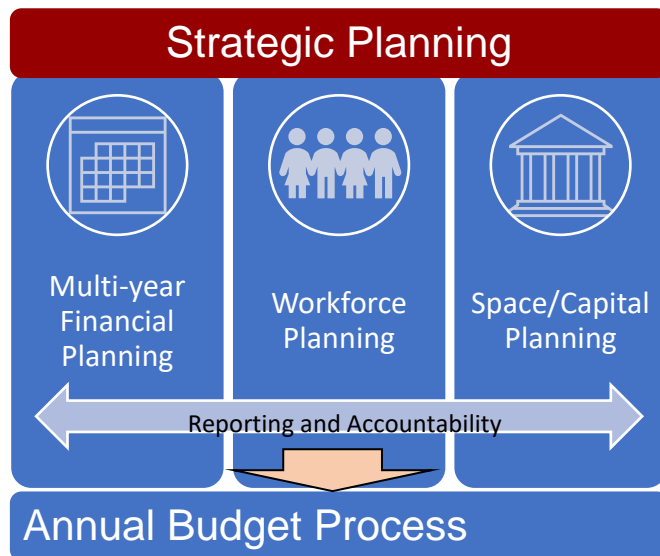
*Associate Dean for  
Finance*

# Budget Reimagining Timeline



\* Managed by the FAS Dean's Office

# Budget Reimaging Workgroups - Update



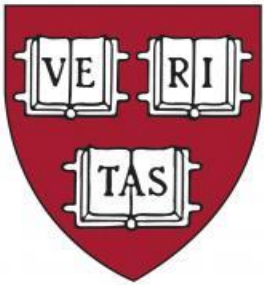
- **Four of the five Budget Workgroups have met bi-weekly since June (Reporting and Accountability kicked off in Sept)**
- **Workgroup members include 66 staff representing 46 different departments**
- **All five workgroups include at least one Ad Dean and at least one representative from each of the divisions and affiliated tubs.**

# Budget Workgroups - Preview

We will give a more detailed report on all Budget Workgroups in November but here is a preview:

- **Multi-Year Financial Planning (MYFP) Workgroup** – defined a new multi-year financial planning process that allows for unit level planning to inform resource allocation decisions; launched a discovery project to select a new tool for multi-year planning.
- **Workforce Planning Workgroup** – defined a process that incorporates best practices for workforce planning; expect to pilot with a couple units later this fall
- **Space/ Capital Planning Workgroup** – calculated a space occupancy cost to pilot with a couple units later this fall
- **Annual Budget Process Workgroup:**
  - ✓ clarified roles and responsibilities
  - ✓ answered questions raised in the listening tour in Dec 2021
  - ✓ exploring creating different approaches for small units vs large units
  - ✓ considered multiple approval methods for units that develop multi-year plans and for those that don't





# Updates on PREP Process, Final Paychecks, Open Enrollment, and the FAS New Hire Handbook

**Tiffany C. Jadotte**

*Associate Dean for Human  
Resources*

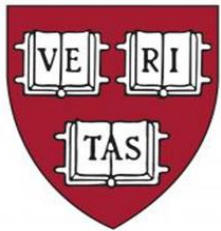
**Jeanette Sanchez  
Kamieneski**

*FAS Human Resources  
Consultant*

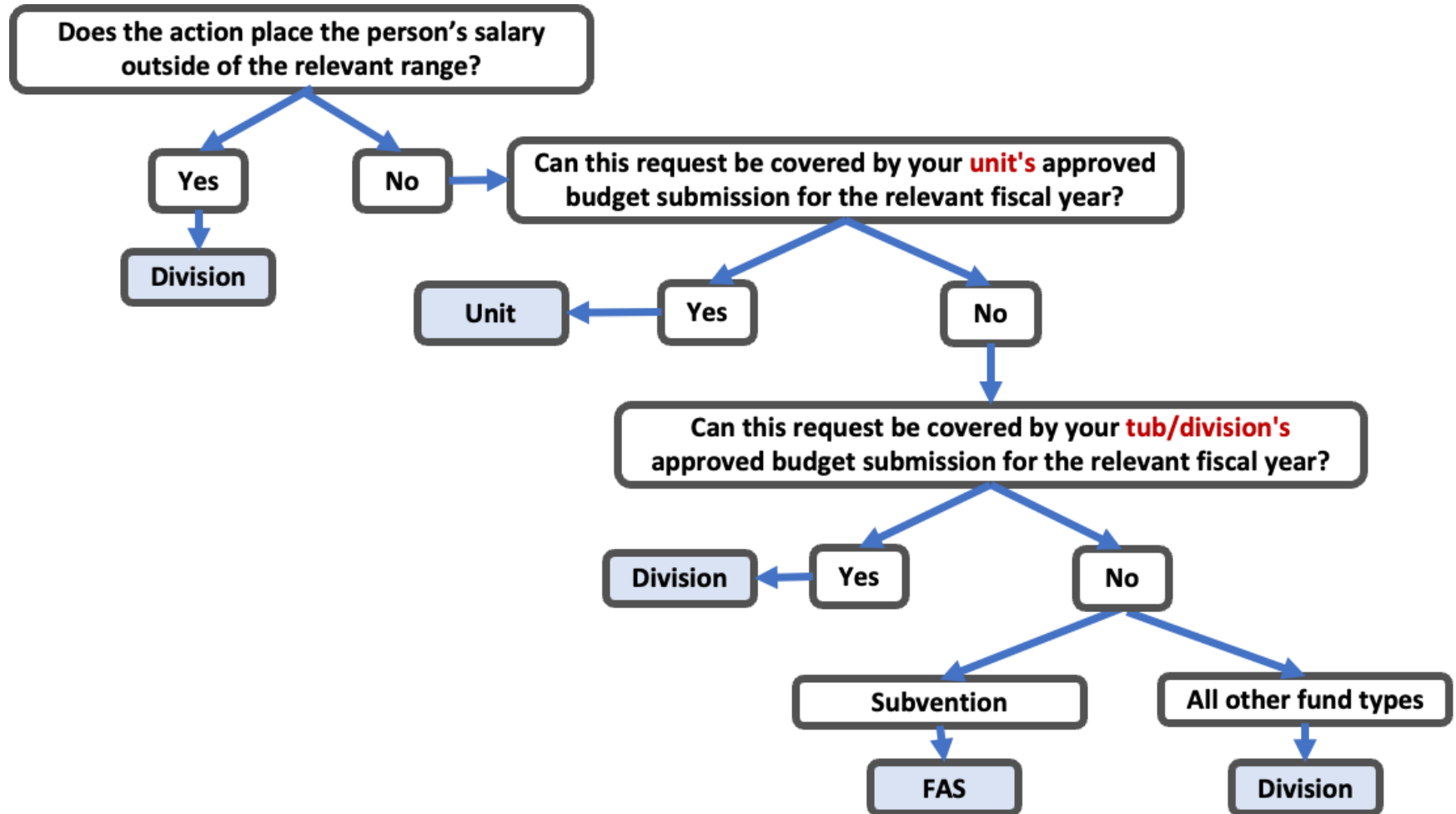


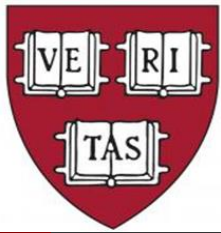
# PREP Process

- New approval requirements went into effect on **August 25, 2022**.
- Many requests can now be approved at the **local or divisional level**.
- There is no longer “*provisional approval*”. Departments should have a position classified/reclassified **in advance of submitting the PREP** so that the classification and any resulting salary adjustment is included in the PREP request.
- The question “Can this request be covered by your unit's approved budget submission for the relevant fiscal year?” has been added to the form and is a key factor in determining the **appropriate level of approval required**.
- Currently, the form does not include the ability to select an adjustment type for an “**Equity Adjustment**” and requesters should select adjustment type “**Other**”.



# PREP Approval Decision Tree

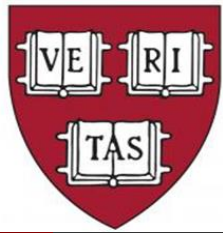




# Final Paycheck for Involuntary Terminations

- Recent Massachusetts Supreme Court case (Reuter v. City of Methuen) ruled that employees who are terminated involuntarily must receive their final paycheck, inclusive of wages and accrued but unused vacation time, on their last day of paid employment.
- Failure to comply carries a penalty of triple damages plus legal fees.
- Term positions that end and are not renewed or reappointed (unless the employee voluntarily resigns) are considered to be involuntary terminations.
- Departments should run and monitor reports from Aurora sent at the beginning of the month for terms scheduled to end in the next 90 days and in the next 10 days as well as run monthly reports of term appointments scheduled to end to plan for the employee's final paycheck and not just let the appointment auto-term.
- If necessary, the employee can be notified, put on administrative leave until the final paycheck can be provided on the last day of paid employment.
- It's important for managers to plan the timeline for all involuntary terminations in advance and coordinate with their HR Consultant and Payroll.





# 2023 Benefits Open Enrollment

- Open enrollment will run **October 25-November 3, 2022**.  
<https://hr.harvard.edu/open-enrollment-2023>
- **New Dental Plan Carrier** - MetLife Dental is replacing Delta Dental of Massachusetts as Harvard's dental insurance. If you're currently enrolled in the dental plan, you will automatically be moved to the MetLife plan.
- New **medical plan rates** are available on HARVie.
- FAS Faculty, Admin/Professional and HUCTW staff will receive an **email with a link** to an online Open Enrollment Guide.
- Employees in service and trade unions, based in Washington DC **or** on leave will receive an Open Enrollment packet by **US Mail**.
- There will be a **Virtual Benefits Fair** on Thursday, October 27 from 11am-2pm. A link to pre-register is available on HARVie.  
<https://harvardbenefitsfair.vfairs.com/>



# FAS New Hire Handbook

Presenter: Jeanette Sanchez Kamieneski

Team: Annie McGough, Elise Sacchetti, Jennifer Callahan

September 29, 2022



# New Hire Handbook

- Created as an inclusion tool for new hires and transfers.
- Main Goals:
  - Provide as much information for a new hire to succeed and understand their new workplace as soon as possible.
  - Create a sense of belonging and ensure their first 90 days at Harvard/department is less overwhelming.
- Developed to be adapted by individual departments/teams.

# Handbook and User Guide

## New Hire Handbook Template

### *Welcome*

### *Harvard- and FAS-Wide Resources*

- Orientations
- Getting Around Harvard – Online
- Getting Around Harvard – On Campus
- Important Policies and Procedures
- Connecting Across Harvard
- Benefits

### *Department- and Role-Specific Resources*

- Role and Responsibilities
- Collaboration
- Time Reporting and Requesting Time Off
- Recognition
- Helpful Things to Know

### **New Hire Handbook – User Guide**

The New Hire Handbook is a document created to welcome new hires in a more personal and detailed format- not just to Harvard/FAS, but to their department. We understand that Harvard and FAS can be overwhelming for staff especially those coming from outside the University. There is a lot to learn, and numerous websites, guides, and resources that we wanted to compile in one place to make the onboarding experience easier for our new staff. Our goal is to make new hires feel included and in-the-know within their first 90 days. We encourage managers to share the New Hire Handbook with their new employee after they sign and accept the offer and before their start date.

Every section in the new hire handbook is optional as we understand that every position is different and some of the information may not be relevant for every individual. **Please feel free to edit, delete and add any information you wish to include to make this document most helpful and effective for your new hire.** We encourage you to review the document yearly to ensure names and information are up to date.

The Handbook is not replacing the Onboarding checklist or any other onboarding resource. Managers and Department Administrators should still follow the onboarding toolkit and guidance referenced on the [FAS HR website](#).

If you have any questions or comments regarding this template, please contact FAS Human Resources [fashr@fas.harvard.edu](mailto:fashr@fas.harvard.edu)

# Handbook Snapshot

## Important Policies and Procedures

New employees should be aware of the [University's policies](#), which apply to all Harvard staff. You can also learn more about Harvard's policies and procedures in the [Harvard Staff Personnel Manual](#) and on Harvard's [union contracts](#).<sup>1</sup>

### Keeping Harvard Healthy

Harvard and the FAS are committed to ensuring health and safety for our staff, students, and faculty.

- [COVID19 Testing and Tracing](#)
- [Vaccination Requirements](#)
- [Harvard University Health Services](#)
- [Environmental Health and Safety](#). EHS supports Harvard University's mission of teaching and research by promoting a culture of safety, health, environmental protection, and emergency preparedness.

You can find more information on Harvard's commitment to community well-being on [Keep Harvard Healthy](#).

## Department and Role-Specific Resources

[INSERT WELCOME FROM DIRECTOR/CHAIR/OR LEAD ADMIN]

### Role and Responsibilities

As the [\[business title\]](#) in [\[department\]](#), some of your [particular responsibilities](#) include:

- [\[list any projects or responsibilities this job may include\]](#)
- [\[list any projects or responsibilities this job may include\]](#)
- [\[list any projects or responsibilities this job may include\]](#)

[\[You can take some of this information from the job description. If appropriate, you can break this into specific areas of responsibility, such as individual programs, processes, or groups.\]](#)

### 90-Day Orientation and Review Period

As you may remember from your offer letter, the first 90 days of a job (and sometimes longer) is an orientation and review period. This allows both you and your manager to evaluate how your new job is going, what resources you might need, and if any changes need to be made.

## Meetings

Some regular meetings you'll attend are:

- [\[Include relevant meetings that the employee will attend, relevant participants/ times/ locations/etc. This could include:\]](#)
- [\[Weekly one-on-one meetings with your manager to go over ongoing work and any needs that may arise.\]](#)
- [\[Monthly internal department meetings\]](#)
- [\[Quarterly divisional meetings\]](#)

Find it on the [FAS HR Website](#):

Faculty of Arts and Sciences  
Human Resources Department

FAQ

Q

Working at FAS ▾

Managing at FAS ▾

Learning & Development ▾

Diversity & Inclusion ▾

About ▾

MANAGING AT FAS

▸ Talent Acquisition Services

▸ Compensation

Onboarding and Orientation and Review Period

Recognizing and Rewarding Your Staff

▸ Position Requests, Classification and Reclassification

Contingent Labor

▸ Managing Leaves of Absence

HOME / MANAGING AT FAS /

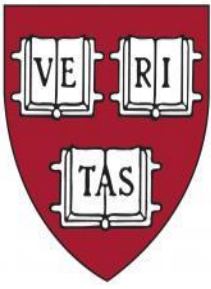
## Onboarding and Orientation and Review Period

During the Orientation and Review (O & R) Period, you will also be onboarding your new staff member, as you observe their performance for the purposes of determining the right match. Onboarding is the orientation and integration of your new employee into your department. It provides your new employee with an overview of your department and the resources and tools needed to excel at their job. These guidelines will help your new employee feel welcomed, engaged and prepared. It also helps to shorten your new employee's time to achieving productivity.

For more information about the onboarding process, please see the [FAS Onboarding Toolkit](#).

▸ FAS New Hire Handbook

▸ Before Your New Employee Arrives



# Conduct and Equity Engagement Work

**Kwok Wah Yu** (he/him)

*Senior Associate Dean for Faculty Affairs*

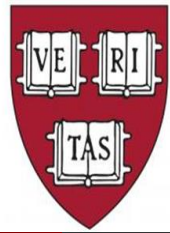
**Seth Avakian** (he/him)

*Program Officer for Title IX and Professional Conduct, GSAS and FAS Faculty Affairs*

**Danielle Farrell** (she/her)

*Program Officer for Title IX and Professional Conduct, FAS HR and Faculty Affairs*





# Summary

- The University is in the process of finalizing the policies and procedures based on the work of the Discrimination and Bullying Policy Working Groups and Steering Committee. In the interim, the FAS has initiated an interim conduct approach that will be revisited once the policies are finalized.
- The University has prescribed and complex procedures for responding to disclosures and cases that involve possible violations of the Title IX Sexual Harassment and Other Sexual Misconduct Policies. As a result, this approach does not address those types of disclosures or cases.



# Existing Policies and Procedures - Employees

- [University Discrimination Policy](#): “Any employee who feels that they are a victim of discrimination is encouraged to discuss the matter with their supervisor or local human resources officer. Through such discussions, a satisfactory resolution to the problem may be developed. The supervisor or local human resources officer will seek to complete the Informal Problem-Solving process ordinarily within two to three weeks after receipt of the request...”
- Find your FAS HR Consultant: <https://hr.fas.harvard.edu/pages/hr-consulting>



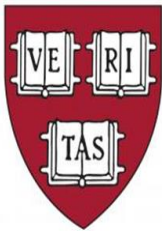
# Existing Policies and Procedures – Students

- [GSAS Discrimination and Harassment Policy](#): “Before making a formal complaint, a student should first seek a resolution of a matter involving discrimination or affirmative action through an appropriate officer, such as a department chair, advisor, director of graduate studies, director of the Disability Access Office, or the GSAS dean for student affairs. If the matter is not satisfactorily resolved by informal methods, the student may lodge a formal complaint with the dean of GSAS... Any member of the GSAS community who believes that they have been harassed on account of race should contact GSAS staff.”
- [Undergraduate Students Complaints of Discrimination](#): “Ordinarily, students should direct their initial inquiries to their Resident Dean or to the Office of the Dean of Harvard College. Students can also report an incident of bias, harassment, and/or discrimination by emailing [reportbias@fas.harvard.edu](mailto:reportbias@fas.harvard.edu) or by submitting an incident report via the anonymous bias report form (<https://diversity.college.harvard.edu/report-bias>)... In cases of racial harassment, students may always seek the assistance of their Resident Dean, Faculty Dean, or Racial Harassment Hearing Officer in the Office of the Dean of Harvard College.”



# Interim Conduct Approach

- When the options listed above do not resolve the issue, are not available, or not appropriate, the relevant HR office (Faculty Affairs, HR) or the relevant student office (GSAS, College) of the person identified as engaging in the conduct (the respondent) will take the lead on responding to disclosures, including: non-Title IX harassment/ discrimination, bullying, and mixed. The FAS Office for Diversity, Inclusion and Belonging (FAS ODIB) will be available to provide support and consultation in all situations to those respective units (FAS HR, Faculty Affairs, GSAS, College).
- The relevant HR/student office of the impacted party will partner with the lead to assist with the implementation of supportive measures for the impacted party.



# Resources

Contact Information		Type of Cases
<b>Faculty Affairs</b>  (Faculty/researcher/ post doc respondent)	<b>Seth Avakian</b> Program Officer for Title IX and Professional Conduct <a href="mailto:avakian@fas.harvard.edu">avakian@fas.harvard.edu</a>  <b>Danielle Farrell</b> Program Officer for Title IX and Professional Conduct <a href="mailto:farrell@fas.harvard.edu">farrell@fas.harvard.edu</a>	Discrimination (Non-Title IX)  Unprofessional Conduct / non-discrimination  Mixed
<b>FAS HR</b>  (Staff respondent)	<b>Danielle Farrell</b> Program Officer for Title IX and Professional Conduct <a href="mailto:farrell@fas.harvard.edu">farrell@fas.harvard.edu</a>	Discrimination (Non-Title IX)  Unprofessional Conduct / non-discrimination  Mixed
<b>GSAS</b>  (Graduate student respondent)	<b>Sheila Thomas</b> Dean for Academic Programs and Diversity and Interim Dean of Students <a href="mailto:studaff@fas.harvard.edu">studaff@fas.harvard.edu</a>  <b>Patrick O'Brien</b> Assistant Dean of Student Affairs <a href="mailto:jpobrien@fas.harvard.edu">jpobrien@fas.harvard.edu</a>	Discrimination (Non-Title IX)  Unprofessional Conduct / non-discrimination  Mixed
<b>College</b>  (Undergraduate respondent)	<b>Alta Mauro</b> Associate Dean for Inclusion and Belonging <a href="mailto:altamauro@fas.harvard.edu">altamauro@fas.harvard.edu</a>	Discrimination (Non-Title IX)  Bullying / non-discrimination



# Administrative Operations Initiatives

**Mary Ann Bradley**

*Associate Dean for  
Administrative Operations*



# FY23 Administrative Operations Initiatives

## Completed Projects

*Summer – Fall 2022*

- University PCR testing program

-  is now:

*Harvard  
Sponsored Role  
(HSR)*

- Crimson Fax for Tub 370

## Upcoming Projects

*2022 - 2023*



### Current

*End of Year 2022*

- AD Migration



### Future

*Late 2023*

- eShip Global in B2P
- Electronic I-9
- FAS Data Hub
- Phone infrastructure upgrade

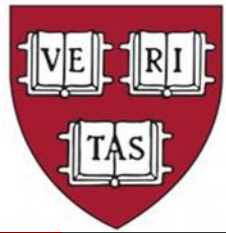


### Near term

*Early 2023*

- PCard Reconciliation in Concur
- File Share Department migrations to SharePoint





# AP/Supplier Portal Update

- Thank you for your feedback!
- Recent changes implemented:
  - Daily AM huddles
  - Voicemails converted to Service NOW tickets for faster triaging
  - HUIT developing Service NOW ticket with specific categories for faster triaging
  - Three new term employees to assist with backlog and new inquiries
  - Prioritizing 'reworks' to be sent back to staff for faster turnaround
  - SLA now reduced to 1-2 business days
  - SLA for GLACIER issues within 5 business days
- Please send all inquiries to: [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu)
  - Unable to track issues accurately if sent to individual staff members
- Resources:
  - Recent training offered by Karen Kittredge on 9/14 - <https://policies.fad.harvard.edu/>
  - FAS specific training scheduled for 10/21 - [Register in HTP](#)



# PeopleSoft Updates - effective Sept 12

- **Absence Approval Workflow Changes (Approvals Tile)**

**Only Managers** will be able to view their direct reports' absence requests under the Approvals Tile.

- **Proxy Absence Approvals Page Changes**

- Based on your individual security access in the system, you can now access the tile in one of the following locations:

1.Home > Manage My Team > Team Time and Absence > Proxy Absence Approvals

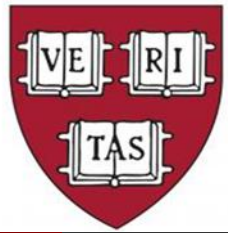
2.Home > Administer Time and Absence > Manage Absences > Proxy Absence Approvals

- **Weekly Absence Approval Emails**

- Managers and Administrators will continue to receive the same weekly Absence Approval emails. The format of the email will contain 2 sections to make it easier to identify your direct reports and approvals you may need to perform on behalf of a colleague.

- **Benefit Enrollment Page**

- **New Hires can add/update Gender Identity via the PeopleSoft Onboarding Guide**



# Questions?





# Who makes your favorite cider doughnut?

- Cider Hill Farm, Amesbury, MA
- Mann Orchards, Methuen, MA
- Parlee Farms, Tyngsborough, MA
- Smolak Farms, North Andover, MA
- Russell Orchards, Ipswich, MA
- Brooksby Farm, Peabody, MA
- Bolton Orchards, Bolton, MA
- Wilson Farm, Lexington, MA
- Calareso Farm Stand, Reading, MA
- Honey Pot Hill Orchards, Stow, MA
- Red Apple Farm, Phillipston, MA
- The Big Apple, Wrentham, MA





# Additional Information

How to become more involved with students:

- Become a First Year Adviser with the APO!: <https://advising.college.harvard.edu/first-year-advisers>

Visit the Harvard Forest:

- <https://harvardforest.fas.harvard.edu/>

Learn more about the Legacy of Slavery workshops:

- <https://odib.fas.harvard.edu/harvard-and-legacy-slavery-workshop-series>

Review the FAS 3 Year Strategic Plan:

- <https://www.fas.harvard.edu/fas-strategic-planning>

Download and update your Department New Hire Handbook:

- <https://hr.fas.harvard.edu/onboarding-and-orientation-and-review-period>

Information about non-discrimination policies:

- <https://hr.harvard.edu/staff-personnel-manual/general-employment-policies/discrimination-policy-and-review-procedure>
- Contact: : [communitymisconductpolicies@harvard.edu](mailto:communitymisconductpolicies@harvard.edu)
- <https://harvardombuds.harvard.edu/>

How to order personal use antigen tests through Harvard's insurance:

- [https://huhs.harvard.edu/files/huhs/files/free\\_antigen\\_ordering.pdf](https://huhs.harvard.edu/files/huhs/files/free_antigen_ordering.pdf)