Wi s hin g al l o f yo u a w a rm a n d s u nn y s prin y ! Thi s i s t h e t im e o f y ea r th a t brin gs p ro mi ses o f h a ppin ess, p os iti v e e n e r gy, a nd v igo r as we v e ntur e ou t s id e int o w arm e r w e at h e r , and loo k f o rw a rd t o w e ll -e arn ed s umm e r va cat io n s .

W e've acco m p li s h e d mu c h th is p as t ac ad e mi c yea r, a nd w e s h o ul d a ll b e e xc it ed a bout o ur s u ccess e s a s w e m o v e t0 w a rd s co mm e nce m e nt fo r th e c la ss o f 2 022 !

I n thi s e dit i o n o f o ur qu a rt e rl y ne w sl e tt e r, I'm e xc it e d t o s h ar e mor e i nf o rmat i o n a b o ut o ur U- M a tt e r i niti a ti ve, w hi c h is foc u se d o n ac hi ev in g b e tt e r w o rk / li f e b a la n ce . U- M a tt e r i s a c ampu s- wid e e ff o rt , a nd it a ll s t a rt s with o ur e mpl oyees .

M an y o f th e id eas pr ese nt e d a t thi s s prin y's co mmunit y co nf e r e n ce w e r e tak e n int o co n s id e rati o n as w e th o u g h t ab o u t w ays w e co uld r e ward yo u fo r yo ur d e di c a ti o n a nd t h e hi g h qua li t y o f w o r k that yo u p ro v id e to t h e co ll eg e eve r y day . Th ese n ew ini t ia t i ve s in c lu d e a n e w par e nt a l le av e p o li cy fo r a ll e mpl oyees- w hi c h a lso b e tt e r s upp o rt s o ur i n c lu s i o n e ff o rt s o n ca mpu s - a s we ll a s a re m o t e wo rk p o li cy fo r e li g ibl e p os it i o n s : a pil o t s umm e r h o ur s pro g ram; an expa nd e d h o lid ay ca l e n dar: a n d t he r e t u rn o f w e ll n ess d ays f o r t h e n ex t fi sc a ly e a r .

I 'm p ro ud o f th ese pro g ram s a nd th a t w e've w o rk e d to ge th e r to m a k e th e m a r ea lit y fo r eac h o f y o u .

F in a ll y, s t ay sa f e . W e've b ee n s u ccess ful in r e turnin g t o a fu ll in - p e r so n r es ide nti a l e xp e ri e n ce fo r o ur s tud e nt s fo r t w o aca d e mi c y e a r s n o w a n d w e h a ve mu c h t o l oo k fo rw a r d t o i n th e m o nth s a h e ad. O ur wh o le ca mpu s co mmunity h a s b ee n dili ge nt ab o ut fo ll ow i ng g u id a n ce f o r CO VI D- 1 9 a n d w e w i l l co ntin u e t o k e ep yo u u p t o d a t e o n th e la t es t f ro m o ur Vir u s Ta s k Fo r ce, t he CD C , a n d a n y o th e r c h a n ges o n c ampu s a nd in o ur r eg io n .

A s a lw ays , p le a se f ee l fr ee to r eac h ou t to th e HR t e am s h o u ld yo u ha ve a n y q u es ti o n s . H app y s prin y t o e a c h o f yo u! Ma y it m a k e yo ur da ys b ri g h te r, h appi e r, a n d w arm e r !

K E L L E Y W I L L I A M S
ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Contact us: email hr@ursinus.edu or visit ursinus.edu/offices/human-resources
PUTTING FAMILY FIRST

Ursinus College is like family, but more importantly, we understand how critical it is for our employees to take time off from work to care for their own growing families. We've instituted the following extensions to our Family Medical Leave of Absence policy: paid time off for birth mothers increases from 13 weeks to 15 weeks; paid time off for spouses/domestic partners of birth mothers increases to six weeks; and paid time off for those who are adopting is increased to 15 weeks for the primary caregiver and six weeks for the secondary caregiver. To see the full policy, visit the HR website.

LONG SUMMER WEEKENDS

The summer should be a time to relax and recharge, and in that spirit, Ursinus is offering all employees a four-day work week this year from May 16 until July 29. This is a pilot program, and it will replace the "flex hours" summer schedule that you enjoyed in previous years. It is important to note that the college will continue to operate on a five-day work week and while employees may choose to work either Monday through Thursday or Tuesday through Friday, all offices must maintain minimum coverage on Mondays and Fridays to continue essential operations and outreach. Supervisors and employees are encouraged to remain as flexible as possible in determining an appropriate four-day schedule for their areas. The program will not include the shortened weeks of May 30 and July 4, given the Memorial Day and Independence Day holidays.

EMBRACING YOUR HOME OFFICE

Ursinus recognizes that offering its employees flexibility to work from home leads to increased productivity, better work/life balance, and reduced stress. And over the course of the COVID-19 pandemic—when we had to adopt a hybrid approach to working in person and remotely—you proved just how effective this can be. Beginning August 1, the college will implement its remote work policy, which was designed with your feedback to provide you with greater flexibility to split time between their on-campus and at-home offices. The policy allows for generally no more than two (2) days of remote work for eligible positions. Check with your supervisor to determine if your position is eligible for this program and to work out a customized remote schedule that best suits your team’s on-campus needs. The full policy is online at https://ursinus.edu/RemoteWorkPolicy.
U-Matter at a Glance: Our Top Priorities

In addition to the initiatives, policies, and programs detailed in this edition of Our People, the human resources team has worked closely with employees over the last several years to make the following initiatives a reality:

- **Improved vacation day benchmarks.** We've provided more consistency in paid vacation time for both administrative staff and support staff.

- **Revised inclement weather policy.** This increased paid personal days from three to five to acknowledge the need for more time for weather related issues.

- **Tuition remission/Tuition exchange.** When this policy was revised, we lowered the years of service for eligibility for tuition remission (from three years to one year) and tuition exchange (from five years to three years).

- **Lower health insurance costs.** By joining PAISBOA, we've been able to lower costs, lower deductibles, and ensure no copays after deductibles are met. Additionally, we've maintained college contributions to HRAs and HSAs while maintaining the full college funding for wellness participants and offering additional opportunities for wellness rewards through PAISBOA.

- **Salary increases.** After the COVID-19 pandemic year, reinstating 2% salary increases was a high priority for the senior leadership team and was fully supported by the board of trustees.

- **Wellness days.** All employees are again entitled to take five wellness days in FY2023, maintaining a popular paid time off program from the current fiscal year.

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Welcome!

Ursinus is pleased to welcome its newest colleagues to the college! New hires as of December 2021 are as follows:

- **Sherjeel Akhtar** (Campus Safety)
- **Thomas Jeffrey Bender** (Environmental Studies)
- **Bruce Brobst** (Education)
- **Ross Buckwalter** (Athletics)
- **Courtney Burns** (Biology)
- **Jeannine Calhoun** (Athletics)
- **Jodi Clugston-Voss** (Athletics)
- **Katherine Mary Damato** (Admission)
- **Andrew deJong** (Business and Economics)
- **Evan Paul Drauschak** (Athletics)
- **Aidan Durkan** (Biology)
- **Christine Hayward** (Chemistry)
- **Kimberly Horgan** (Wellness Center)
- **Jason Jenceleski** (Facilities)
- **Daniel Kelly** (Student Affairs)
- **Kimberly Kremer** (Academic Affairs)
- **Tomoka Mano** (Admission)
- **Mark Martinez** (Health and Exercise Physiology)
- **Lauren McCardel** (Berman Museum)
- **Jacob Menard** (Athletics)
- **June Mitchell-Anigbogu** (Academic Affairs)
- **Danielle Neal** (Athletics)
- **Isabelle Dean O'Connell** (Athletics)
- **Alexis Rauth** (Academic Affairs)
- **Erna Reinhard** (Career and Postgraduate Development)
- **Elaine Savoy** (Education)
- **Nicole Marie Schulz** (Athletics)
- **Robert Squillace** (Business Office)
- **Bryan Tarlecki** (Facilities)
- **Lizabeh Trace** (Athletics)
- **Eric Usner** (Environmental Studies)
- **Eric Zimmerman** (Athletics)
Honoring Our Peers

On March 2, 2022, during the annual Community Conference, Ursinus recognized two valued staff members with the Flora A. Tortorelli Staff Award and the Laughlin Distinguished Administrator Award. Both awards recognize staff members whose impact and significant contributions to the college went far above and beyond the normal responsibilities of an employee’s role. Nominations will soon be open for the next two honorees, so be on the lookout for details.

The Flora A. Tortorelli Award
Dominique de Saint Etienne, Interlibrary Loan Coordinator

The Tortorelli Award—generously established by former professor Vic Tortorelli and his wife, Kathryn, in memory of Vic’s mother—recognizes a non-exempt staff member with a minimum of 10 years of service to the college who has demonstrated exemplary performance.

Dominique de Saint Etienne received a total of 18 nominations for this award from faculty and staff colleagues across the college. She was described by her nominators as a "life-saver," and someone who works quietly, yet exudes a genuine kindness that never falters. One of our faculty said, “The services that Dominique does for so many across campus is often unrecognized. However, her role in attaining and managing interlibrary loan materials is critical for scholars such as myself to produce scholarship and teach effectively.”

Dominique’s role was further amplified during the pandemic as access to physical materials became more and more scarce. Her impact extended even beyond our Ursinus campus, as one colleague stated, “In addition to being a hero to our academic community, Dominique became a bit of a hero across the state during the COVID-19 pandemic. When many academic libraries were shuttered and their interlibrary loan efforts closed, Dominique was still loaning materials from the modest Ursinus collection.”

The Laughlin Distinguished Administrator Award
Carol McMillin, Director of Environmental Health and Safety & Risk Management

The Laughlin Award was established by Dr. Henry P. Laughlin ’38 and M. Page Laughlin to recognize an exempt staff member who has gone above and beyond in their job performance as well as their commitment to Ursinus. Recipients need to have at least three years of service to the college.

Carol McMillin has been with the college for more than two decades, is an alumna of Ursinus, and grew up and still lives in Collegeville. As director of environmental health and safety and risk management, the work that she has done has grown in scope and was magnified in an unanticipated way during the COVID-19 pandemic, when she became an invaluable member of the Virus Task Force shouldered added responsibilities that kept our classrooms and labs suitable for in-person learning.

A nominator said, “Since the pandemic, her workload has increased significantly as we struggled with protocols to continue to have students face-to-face in the lab. Carol organized meetings of science chairs and helped us each develop the policy, signage, and get the supplies we needed. We would not have been able to have student in our lab without her guidance and support.”