There has been discussion this year among the President’s Staff, the Personnel Advisory Council (PAC) and the Benefits Committee about Colgate’s paid time off policies. Colgate’s policy of providing 26 days vacation in the first year of employment has created a hardship for some supervisors who must cover for staff absences. The December 2003 Executive Letter published by the Segal Company (a benefits, compensation and consulting company) points out, “paying people for time not at work may be the most expensive “hidden” benefit that employers offer because not only is compensation paid for zero productivity, but when employees are absent, supplemental staffing may be required – further impacting profitability.”

The goal of Colgate’s compensation program is to provide pay and benefits that are competitive with the external labor market in order to attract, retain and motivate a diverse, talented, and effective staff. In the past, most colleges and universities tended to have very generous vacation policies in order to attract staff at a time when salaries were not competitive with industry. In addition, the seasonal nature of campuses allowed for more time off during the quieter summer months. Much of this has changed – campuses are busy year round and staff salaries have increased and are now competitive with the labor market. Most of our peer schools have revised their paid time off policies to reflect these changes. Colgate has worked hard to improve staff salaries - the survey data collected by Mercer Human Resources Consulting for us this spring indicates that we have been successful (see “Salaries” below).

**SALARIES**

In the spring of 2003, Mercer Human Resources Consulting conducted a salary survey of support staff and technical positions for Colgate in conjunction with Bucknell University that included many of the schools in Colgate’s reference Group. The participants included:

- Amherst College
- Bowdoin College
- Bucknell College
- Colby
- Connecticut College
- Dartmouth
- Hamilton
- Hobart & William Smith
- Middlebury
- Mount Holyoke
- Smith
- St. Lawrence
- Swarthmore
- Trinity
- Union
- Williams

The survey data showed that Colgate’s salaries were competitive with our peers except in a few instances. Based on the survey data, some individual adjustments were made in July to those staff members whose salaries were below market. Although this survey is conducted every three to five years, salary ranges and individual salaries are reviewed annually to help maintain salaries at competitive levels.

**VACATION**

Colgate support and technical staff currently earn 26 days vacation beginning with their date of hire (in the past, Colgate staff received 24 vacation days and 2 personal days - those were later combined for a total of 26 vacation days).

According to a survey of Colgate’s peer schools done by Human Resources which was shared with members of the Benefits Committee, most schools have graduated accruals with breakpoints at 5, 10 and 20 years. The average accrual in the first few years of employment is about 12 days. In addition, of the 16 schools that responded to our request for information, 9 schools also give staff an average of 3 personal days/year.

**SICK TIME**

Most of our peer schools give 12 sick days per year to staff as opposed to the 8.5 Colgate support staff currently earn. Colgate’s policy includes a sick leave payout provision whereby employees whose cumulative total of (Continued on page 2)
accrued days of sick leave exceeds 75 days shall have the option of receiving payment for accumulation above 75 days, once yearly, up to a maximum of 10 days, on the first payday in January. Employees who do not exercise this payout option may accumulate unused sick leave up to 85 days.

Upon termination, accumulated but unused sick leave shall have no monetary value. However, Colgate will pay employees for all unused accumulated sick time upon their retirement, at the pay rate in existence at the time of their retirement.

**PROPOSAL**
Please note that the proposed changes would apply to new hires only. They would not apply to current Colgate staff who would continue to earn 26 days vacation per year. In addition, the staff in Buildings and Grounds who are covered by the collective bargaining agreement would not be impacted by this change – they already have a graduated accrual schedule that applies to all union employees.

The original proposal was to introduce a graduated vacation accrual schedule for new hires designed to give staff an increasing number of weeks of vacation while still having a few extra days for unforeseen circumstances:

<table>
<thead>
<tr>
<th>0 - 4 Years</th>
<th>5 – 9 Years</th>
<th>10 – 19 Years</th>
<th>20+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 days</td>
<td>17 days</td>
<td>20 days</td>
<td>26 days</td>
</tr>
</tbody>
</table>

Also proposed was an increase in the sick leave accrual from 8.5 to 12 days/year for new hires and an elimination of the annual sick leave payout. After receiving feedback from the Benefits Committee, the proposal to eliminate the sick leave payout was dropped and the vacation accrual proposal was amended to give staff more vacation up front:

<table>
<thead>
<tr>
<th>0 - 9 Years</th>
<th>10 – 19 Years</th>
<th>20+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 days</td>
<td>20 days</td>
<td>26 days</td>
</tr>
</tbody>
</table>

The Benefits Committee discussed this revised proposal at its December meeting. Committee members shared some of the concerns they had heard from staff:

- Changes could create inequities in departments where some staff would receive more vacation than others;
- Staff are concerned that this could be the beginning of other reductions in benefits;
- This benefit reduction would impact support staff only, particularly lower paid women with young children.

Some committee members felt that 10 years was a long time to have to wait to get an increase in the vacation accrual and felt that more breakpoints would be preferable. As a result of their feedback, the proposal has been revised yet again to try to address those concerns:

<table>
<thead>
<tr>
<th>0 - 4 Years</th>
<th>5 – 9 Years</th>
<th>10 – 19 Years</th>
<th>20+ Years</th>
</tr>
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<tbody>
<tr>
<td>15 days</td>
<td>17 days</td>
<td>20 days</td>
<td>26 days</td>
</tr>
</tbody>
</table>

While Colgate is always reviewing its total compensation package, this change is not made to signal the beginning of cut-backs in benefits – in fact, we recently improved the dependent health insurance subsidy – an area in which we knew that we were not competitive with our peers. On the other hand, the amount of vacation given to newly hired staff is one benefit which appears to be overly generous.

There will be one more Benefits Committee meeting scheduled this spring to discuss the proposal. We do need to make changes to this benefit, but would like your feedback as to how the new accruals will be structured. Please contact any of the Benefit Committee members listed below with suggestions, comments, questions, etc.

- Amy Barnes
- Jackie D’Amore
- David Hale
- Richie Head
- Takao Kato
- Sue Kazin
- Carol Kinne
- Harley Mason
- Amy Barnes
- Merrill Miller
- John Novak
- Linda Rauscher
- Aaron Robertson
- Amy Ryan
- Trish St. Leger
- Eric Van Schaack
- Gary Ward

**SUMMER EMPLOYMENT**

Children of employees who are interested in summer employment should complete an application for employment in the Human Resources Department as soon as possible. Our goal is to provide all applicants an equal opportunity in the application process. Preference is first given to employees who occupy less than 12 month positions, Colgate students who are on campus for the summer and children of Colgate employees. In most cases, children must be 18 years or older, however, younger children are hired on occasion. Applications will be referred to hiring departments on a first-come first-served basis depending on the types of positions for which the applicant indicates an interest.

Departments should coordinate all summer hires through HR by contacting Jill Burdick at x6668. All hires must be approved by HRD, prior to making any commitments. Funds must be available in the department casual wage line (account 141). It is not appropriate for departments to hire children/relatives of their employees.

Applications can be found on the HR website, offices.colgate.edu/hr/; please be sure to indicate Summer as the type of work desired.

Employees who hold less than 12 month positions who are interested in working during the summer months should contact Jill at x6668 as soon as possible so that every effort can be made to find temporary employment for the summer months. Employees who will not be working should coordinate arrangements for payments of normal deductions while in a no pay status. HRD must be informed of your last day on campus, use of vacation time, as permitted, and your anticipated return to work date before you leave for the summer.

Please contact Jill at x6668 with any questions.
**Colgate University Camp**

Do you know about Colgate Camp - the rustic, family camp tucked in New York’s Adirondack Mountains? With your own cabin, a main room and common dining room, Colgate Camp is a great vacation spot. Enjoy the lake, water ski, fish, read, play tennis, sail, kayak, canoe, partake in happy hour, climb a mountain, hike, or simply relax with other Colgate families.

The 2004 summer season runs from Saturday, June 26th through Saturday, August 21st. The camp is opening a week later than usual but the season runs the same length. Families can stay for one or two weeks, running Saturday to Saturday (check-in is after 3:00 pm). Faculty/staff rates are as follows, and include lodging and meals:

- Adults $55.00 per day
- Youth (6-11 years of age) $31.00 per day
- Children (1-5 years of age) $22.00 per day

Tax, gratuity and incidentals are extra. No credit cards or pets.

If you are interested, you may contact Greg and Sandy Drechsel, Directors at 315-265-4406 or gdrechse@twcny.rr.com.

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**Flex Plan Website**

Upstate Administrative Services now has an interactive website available to employees participating in the Flex Plan. Log on to www.upstatetpa.com and click on the “ezflexplan” icon. You will be asked to set up a PIN account. Once that is set, you can access your account (View Account), as well as other information pertaining to Flex expenses.

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**Heart Run & Walk Results**

7,802 participants (the largest number since 2001)

$1,090,903 (a new pledge record)

Congratulations to “Team Colgate” in the Annual America’s Greatest Heart Run & Walk. A record breaking 111 participants joined “Team Colgate” to raise more than $14,000. Colgate was awarded first place for the highest total pledge in the team category of Colleges and Higher Education.

Team Colgate participated in the 30th Anniversary of America’s Greatest Heart Run & Walk at Utica College on Saturday, February 28, and surpassed their goal of 100 participants and $10,000. Led by Co-captains Heather Payne and Dianna Lundrigan, additional “Team Colgate” organizers included Margie Bikowsky, Financial Aid Assistant; Amy Hargrave ’03, Student Affairs Program Assistant; Dan DiCesare ’05, Community Service Chairperson of the Interfraternity Council (IFC); Kelsy Hill ’04, Colgate Panhellenic Association and sophomore Jane Maguire ’06.

Team Colgate raised money through various “wrap-around” events, including 50/50 raffles, bake sales, as well as team members collecting pledges from individual sponsors. “Dianna and Heather would like to thank all those involved in the event, well beyond the actual participants, but the entire community as well.”

The Run and Walk is held each year (in February) to raise funds for the American Heart Association. There are a number of events, including three and five mile walks, as well as, three, five, and eighteen mile runs. With more than 7,000 participants, the event generates over $1 million dollars annually for the American Heart Association. Colgate has entered a team for a number of years.

If you are interested in participating next year, please contact Heather, Dianna or Margie via e-mail.

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**A Blast from the Past**

**Spirit Day 2004**

**July 22, 2004**

Plans have just begun for Spirit Day 2004. We are in need of committee members and ideas! This year’s theme will be A Blast from the Past, with themes from the 50’s, 60’s, 70’s and 80’s. Even if you are not able to help out and have fun on the committee, your ideas are needed and welcomed! Early ideas are dance lessons, talent show, and a walk Down Memory Lane poster contest. Spirit Day is an event held for employees and all faculty and staff are invited. It is an afternoon of fun, relaxation and getting to know your fellow employees. Help make this day a Blast!

Please share your ideas by emailing humres@mail.colgate.edu or calling x7411.

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**Improvements**

We are working on creating a new and improved process for handling annual computer upgrades. Department chairs and administrative assistants have received a preliminary notification about upgrades, and next month’s ITS column in the Open ‘Gate will feature more upgrade news.

The ordering process with IBM has been streamlined, and is going much more smoothly than last year. Joint ITS/Chair meetings have begun and will continue through March and April. Watch this space for further information!

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**Work Related Injuries**

Reminder: If you have an accident, injury, or illness that is a result of a work-related event, it needs to be reported to the Human Resources Department within 24 hours. Incident Report forms can be obtained for the HR offices or online at offices.colgate.edu/hr/ (Forms to Download).
APRIL ANNIVERSARIES

25 Years
Carol Alton - Undergraduate Studies
Kathy Head - Dean of the College
Mary Keys - Women’s Studies

BIRTH ANNOUNCEMENTS

Jim and Mary Jo Jeffris had a baby boy on March 1, 2004. Dominic Bradford weighed 6 lbs 9 ozs and was 19 inches long. Jim is a Visiting Instructor of Religion in Philosophy & Religion, and Mary Jo is a floater in the Bookstore.

Sabrina Sinardo and her husband, Gene, had a baby boy on March 6, 2004. Beau Anthony weighed 6 lbs 5 ozs and was 18 ½ inches long. He joins older brother Christian, 1. Sabrina is an Administrative Assistant in the Picker Art Gallery. Proud grandmother is Sally Sinardo, Senior Administrative Assistant to the Vice President for University Relations.

NEW HIRES

Becki English was hired as a Custodian for the Physical Plant on February 23, 2004. Becki previously worked in housekeeping at Altera Clare Bridge Cottage of Assistive Living. She is married to Kevin, a Carpenter/Mason in the Physical Plant, and they share four boys, Taylor, 11, Dylan, 9, Jacob, 6, and Brandon, 4. In her spare time, Becki enjoys skiing and playing with her children.

MARRIAGES

Ray Gonzalez, Assistant Director of Residential Education, married Heather Kelly in a small ceremony at the Seven Oaks Clubhouse on February 29, 2004.

RETIREMENT

Rick Merhib retired February 23, 2004 after serving the University for nearly 28 years. Rick began his service as an apprentice plumber in July 1976 and in 1979 assumed the duties of preventive maintenance journeyperson. Rick’s specialty was Lineberry Pool. His smiling face was a fixture at Huntington Gym.

Rick plans on spending his retirement years playing golf, fishing, traveling and shopping at Cabelos.

Rick was honored at a dinner with his coworkers.

Congratulations!!

POSITION VACANCIES

Assistant Director for Media Relations
Assistant Director of Annual Fund
Barcoding Project Staff
Capital and Planned Gift Associate
Circulation/ILL Lending Supervisor
Convenience Store Cashier (part-time, no benefits)
Convenience Store Manager
Customer Service Associate, Bookstore
Director of Athletics
Director of Development Records & Information Systems
Director of Facilities
Director of Picker Art Gallery
Nursing Director
PM Journeyperson

SUMMER VACANCIES

Boathouse Monitor

"Review of resumes for all positions listed above will begin immediately and continue until position is filled."

(More information can be found at offices.colgate.edu/hr/)

COLGATE UNIVERSITY IS AN EO/AA EMPLOYER
Developing and sustaining a diverse faculty and staff further the University’s educational mission.

SELL & SWAP

For Sale: French provincial Kendall Swinger 400 organ with music for beginners. $45. Call 495-5031 evenings.

For Sale: 5 piece sectional sofa (beige) with sleeper and recliners on each end. $300. Call 824-1973.

For Sale: Wide plank cherry floors, exposed hand-hewn beams, a skylight, and wood stove (VT Castings) highlight the kitchen of this charming 1835 cottage in Poolville. 2.5 BR, 1 Bath (newly remodeled) and pine interiors. New deck, second wood stove in LR, dishwasher and hot water heater. Barn is fully wired for a workshop, yard is fenced and wooded – great for dogs and kids. $92,500. Call 691-4031 for an appointment.

For Sale: Extra large plastic dog kennel. Used once, like new. Fits Labrador retrievers or other large breeds. Suitable for use on airplanes. Original price $130, asking $40. Call Kelly at 824-9876 and leave a message.

For Sale: Used upright piano (with matching bench); Gulbransen; 62" wide, 53" high, 28" deep. Still plays well, but could use some tuning. Asking $350. Call 824-1873.

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.