



WILLIAM & MARY

CHARTERED 1693

**Report of the W&M Staff Liaison representing the
Professional and Professional Faculty Assembly (PPFA) and Staff Assembly (SA)
February 2023
Marc D. Kelly**

The new year brings renewed excitement for the William & Mary community as we enter the spring semester.

The leadership of the Staff Assembly (SA) and Professional and Professional Faculty Assembly (PPFA) would like to celebrate recent accomplishments of refreshed policies and practices, adjustments for equity, and new benefits to employees.

Members from both assemblies in partnership with HR have worked tirelessly to update the staff Development Support Fund process. It is our pleasure to announce the efforts are completed and the fund is once again available to the W&M community. Changes include:

- Redesign of the application and review process to make more equitable and approachable
- Establishment of review committee and responsibility assignments
- Establishment of partnerships with HR and Assembly representatives for assisting staff with the process
- Efforts made to manage and distribute funds equally between assemblies
- New and exciting marketing campaign to share information about the opportunity to all eligible employees
 - Routine Digest Postings
 - New Flyer for distribution at all campuses (Main Campus, DC, Highlands)
 - HR Minutes
 - Listserv distribution
 - New links and instructions on each assembly web pages
 - In-person presentation of opportunity to work groups where fund has traditionally been under-utilized
- The instruction also includes hyperlinks to resources such as the Swem Library for staff to check-out laptops or use available computers.

The leadership of both assemblies reached out to several departments to gain partnerships for supporting staff through the application process, as well as contacting representatives at other campuses to ensure the fund availability is well-communicated.

The assemblies would also like to acknowledge the exciting benefits recently shared through the HR minutes correspondence. Assemblies have received positive feedback from the community regarding these changes. We would like to thank W&M leadership and HR for matching the State policy and allowing military service to be counted towards leave accrual. Also, the new Holiday Policy for Hourly Employees has been well received.

Assembly leadership have committed focus through partnership with HR to review all existing policies to ensure equity for all employees. In the spirit of that effort, assemblies are requesting that retirement recognition be improved. Current retirees receive an unframed certificate. We request that a centralized fund be developed to support departments with proper retirement recognition, such as certificate framing.

Recognition leave days are appreciated by staff, however, can be problematic and interfere with scheduled work, especially when a short notice occurs. There is unsurety from the staff as how recognition leave days are tracked and why they expire so quickly. This presents a challenge for employees that are unable to use recognition on the days identified and attempt to use the time prior to expiration. We request a review of how recognition leave expires, such as moving the deadline for recognition leave use to coincide with the ending of the fiscal year.

*Update – We would also like to thank the university leadership and HR for increasing the carryover limit of annual leave from 240 hours to 320 hours (with payout remaining at 240 hours for anyone who separates from the University). We are excited to see this added benefit's positive impact on staff.

*Update – The assembly leaders have learned that HR is working with a third-party partner to review all policies to ensure equity and revisions to match the modern workforce culture. SA and PPFAs offer support for this process and are hopeful and excited to see positive results.

In closing, we would like to celebrate our accomplishment with the food drive through December 2022. In partnership between SA, PPFAs, volunteers, and other members of the community, we were able to provide a record turn-out of over 400lbs of food donated to the House of Mercy. We thank everyone who contributed, coordinated, collected, sorted, and transported food to help those in need in our community. Using this momentum, let's strive for a goal of 500lbs of food in 2023!