



# EMPLOYEE INFORMATION PACKET

*Prepared by Staff Affairs Committee*

**2010-2011**

Revised: July 2011  
Brenda Rigby/SAC Chair

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## *Introduction*

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Congratulations on your new position and welcome to Mount St. Mary's University!

The Staff Affairs Committee (SAC) has compiled this guide, as part of your orientation. The purpose of this guide is to serve as a resource, not only for you as a new employee, but also as a guide for supervisors to help with your transition into Mount St. Mary's.

The information is designed to be used as a reference guide for you and act as a checklist for supervisors in order to make your transition easier, as well as to highlight some of the benefits offered to you as an employee of Mount St. Mary's University. This information is in addition to your orientation with Human Resources and will not cover health and pension benefits. For policy related information, please refer to the Governing Documents, found at the Department of Human Resources web page.

Once you get acclimated to your position, please feel free to make suggestions and comments on how this guide can be improved by contacting an SAC representative.

### **Current SAC Representatives for 2010-2011:**

Brenda Rigby (Chair) Admissions	x 4032	<a href="mailto:rigby@msmary.edu">rigby@msmary.edu</a>
Connie Barnes (Co-Chair) Athletics	x 4805	<a href="mailto:cobarnes@msmary.edu">cobarnes@msmary.edu</a>
Karen Barnes (Mount Card Office)	x 5348	<a href="mailto:barnes@msmary.edu">barnes@msmary.edu</a>
Ana Ulrich (Library)	x 4254	<a href="mailto:ulrich@msmary.edu">ulrich@msmary.edu</a>
Steve Myers (Physical Plant)	x 4879	<a href="mailto:smyers@msmary.edu">smyers@msmary.edu</a>
Nicole Welsh (Annual Giving)	x 4022	<a href="mailto:welch@msmary.edu">welch@msmary.edu</a>
Kathleen Hollenbeck (Alumni)	x 4016	<a href="mailto:hollenbeck@msmary.edu">hollenbeck@msmary.edu</a>
Cathy Graupner (Resident Life)	x 5274	<a href="mailto:graupner@msmary.edu">graupner@msmary.edu</a>
Melissa Mathias	x 5377	(Physical Plant)
Ex Officio Dan Soller, Executive Vice President		
Ex Officio Mike Malewicky, Vice President for Business & Finance		

## *Staff Affairs Committee*

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### **Purpose**

The Staff Affairs Committee (SAC) is a duly elected body established to act as a representative voice for staff employees at Mount St. Mary's University regarding issues, concerns and policies relating to staff employees. The Committee shall have the authority to submit recommendations to the University Council or the President. These recommendations shall be documented in the minutes and be presented for approval.

### **Membership and Organization**

The Staff Affairs Committee shall be composed of nine (9) staff members. Staff employees shall be elected from the following areas: Physical Plant – 3, Support Staff – 4, and At-Large – 2. The Vice President for Business and Finance serves *ex officio* without vote. However, should an area, for whatever reason, not have the required number of representatives; the committee vacancy shall be filled by an At-Large membership. An employee (staff), to be eligible for membership, must have successfully passed his/her probationary period. Regular terms of office for staff members shall be for two (2) years with members eligible for renewal for two (2) consecutive terms. Terms are based on the academic year. They must be off for one year before then becoming eligible for re-election. In the event that no one is nominated from one of the designated areas, a current member may serve one extra term.

The members shall be a self-perpetuating body in number and classes as set forth above. Any and all vacancies, irrespective of cause, shall be promptly filled by holding a new election to elect a new representative to the Committee. Any member who fails to attend three (3) meetings in the academic year, whether regular or special, unless their absence shall be excused by the members present at the meeting, shall be considered as having resigned. A member may be removed if he or she no longer meets the membership eligibility requirements. Any member may be removed by the vote of at least two-thirds (2/3) of all of the other members when, in the opinion of the other members, the welfare of the Committee dictates such action.

Elections to fill vacancies on the Committee shall be held according to the timetable as set forth below:

1. March: Call for nominations.
2. April: Elections.
3. May: The newly elected SAC members will come to the last meeting of the academic year.

In the event of a special election as called for in the cases of resignation or removal during the academic year, regular election procedures will be followed. The call for nominations will be made within two weeks of the vacancy and the chair will call for an election within two weeks of close of nominations. In case of a tie, a new ballot with only the nominees involved in the tie will be made and a vote called.

At the last meeting of the academic year, the Staff Affairs Committee shall elect a Chair and Vice Chair from among its members. The Chair shall preside at all meetings of the Committee. The Vice Chair shall assume the duties and a responsibility of the Chair in the latter's absence.

The recording secretary shall be selected out of the members of the Committee. The Secretary shall be responsible for the keeping of the minutes and records of the Committee and shall make notices and minutes of meetings available on the University website.

The Committee shall meet once a month during the academic year (September-May). If the need arises, the committee may hold additional meetings. The presence, in person, of five (5) staff representatives, including at least one for each section (Physical Plant, Support Staff, and At-Large) shall constitute a quorum for all meetings. The agenda for the following meeting shall be established at the end of each meeting and will be included in the minutes, which are distributed to all staff members in advance of the next scheduled meeting. If a quorum shall not be present at any meeting or if the business to be discussed is not prepared, such a meeting may be adjourned without notice by the Chair or Vice-Chair. All matters properly presented for the consideration of the members shall be determined by a vote of the majority of members present at any meeting at which there is a quorum.

Approved:

\_\_\_\_\_  
Thomas H. Powell  
President

\_\_\_\_\_  
7/1/11  
Date

## *Accounting and Finance Policies*

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### **AP Checks**

Checks are issued every Monday. If the check request or invoice is received by Wednesday afternoon, the check will be in the following Monday check run if applicable. All invoices must be approved by the appropriate person and assigned the proper account number before it can be processed.

### **Travel and Expense Policy and Procedure**

Mileage is calculated at .45 cents per mile for personal vehicle usage. Please make sure to update your travel expense reimbursement form with the new amount. Also, please keep in mind if you request a reimbursement for mileage, you cannot be reimbursed for gas put into the vehicle.

The maximum amount of reimbursement for meals is \$34.00 per day. To be reimbursed for meals, you must have receipts to support the expense. If you spend more than the maximum allowed, you will only be reimbursed the \$34.00.

Cash disbursements are given out for amounts up to \$200. If you need to be reimbursed or are requesting a cash advance which is more than \$200, you will receive a check in the next check run. Checks are cut every Monday. If the check request is received by Wednesday afternoon, the check will be in the following Monday's check run. All cash disbursement requests are required to have the proper approvals and backup attached before any money is exchanged. Cash advances are to be settled in a timely manner, usually within a week.

The Mount has sales tax-exempt status. **When making purchases in the state of Maryland or Pennsylvania, you should not be charged sales tax.** The Accounting Office does not reimburse for the sales tax you may have paid. Copies of the sales tax-exempt certificates for your use are available in Accounting and Finance.

Feel free to contact us with any questions.

Thank you.

Barb Knott  
Accounts Payable Coordinator, ext. 4036

Brian Ecker  
Comptroller, ext. 4035

Marketing and Promotion  
2<sup>nd</sup> Floor Knott ARCC  
X4805 Fax: 5300  
[www.msmary.edu/athletics](http://www.msmary.edu/athletics)

## *Athletic Event Tickets*

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Faculty, Staff, and Administration will be provided tickets to home Mount athletic events with the use of a current Mount St. Mary's University identification card. All current employees, with an ID, will be able to receive tickets for Mount Athletic events for:

1. The Employee
2. Their Spouse
3. Dependent children within the immediate family

These tickets can only be picked up at the ticket office at the start of the event. Tickets will not be dispensed in advance of the athletic event. Athletic events generally open their doors one hour prior to the start of the event.

Current students of Mount St. Mary's will be provided one ticket with their current Mount St. Mary's University identification card when they attend home athletic events.

Bookstore  
2<sup>nd</sup> Floor McGowan  
X5271 Fax: 5629  
[www.msmary.edu/bookstore](http://www.msmary.edu/bookstore)

## *The Bookstore*

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### **Discounts for Mount St. Mary's employees include:**

- 10% off textbooks
- 15% off emblematic clothing and gifts, trade and reference books, supplies, backpacks, and greeting cards.
- We can also special order any trade or reference title in print.

### **Our normal hours are:**

Monday-Thursday: 8:30 a.m. - 5:30 p.m.

Friday: 8:30 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 1:00 p.m.

## *Welcome to the Center for Campus Ministry!*

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***The Center for Campus Ministry welcomes you!*** Located in lower level of the McGowan Center, we are open Monday through Thursday 8:30 AM–7:00 PM. Friday 8:30 AM- 5:00 PM. The Center for Campus Ministry provides the Mount community with opportunities to cultivate a mature spiritual life. Rooted in our Catholic identity and embracing students of all faiths and Christian denominations, Campus Ministry encourages the integration of faith, vocation and leadership in the lives of students.

Campus Ministry, the heart of the Mount, has over 20 clubs and organizations in the following six categories: 1) Faith Formation & Evangelization, 2) Spiritual Growth & Vocation, 3) Liturgical Ministries, 4) Justice & Human Dignity Awareness, 5) Fellowship and 6) High School Retreats and Conferences.

Every year there are numerous opportunities for spiritual growth through Christian leadership formation, retreats, Bible studies, catechetical evenings and “Faith and Culture” events. There is an emphasis on providing guidance in discerning one’s vocation and gifts to be used for the Church, the professions and the world. Students serve in the wide variety of liturgical ministries as lectors, Extraordinary Ministers of Holy Communion, cantors, music ministers, altar servers and ushers.

Campus Ministry raises awareness of the dignity of the human person, no matter a person’s sexual orientation and inclinations. There are groups that promote the dignity of the unborn, the less fortunate and men and women on death row. On-going social events and fellowship are an integral part of Campus Ministry. In addition, students enthusiastically embrace opportunities to lead high school retreats and youth conferences hosted by the Mount. All activities are open to every member of the Mount Community, regardless of their religious affiliation.

Campus Ministry supports and promotes the University’s mission statement “Mount St. Mary strives to graduate men and women who cultivate a mature spiritual, who live by high intellectual and moral standards, who respect the dignity of other persons, who see and seek to resolve the problems facing humanity, and who commit themselves to live as responsible citizens.”

In addition to the many activities and ongoing ministries of Campus Ministry, the Center provides Mass cards and a bi-weekly Chaplain’s Memo seeking prayers for Mount community members and their families.

**Center for Campus Ministry**  
✉ [campusministry@msmary.edu](mailto:campusministry@msmary.edu)

Community Service  
McGowan Center, Lower Level  
X5223  
[www.msmary.edu/communityservice](http://www.msmary.edu/communityservice)

## *Welcome Community Service!*

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Grounded in Catholic Social Teaching and utilizing an experiential service learning approach, the **Office of Community Service** strives to compassionately expose, engage, and educate students on the needs of the marginalized, the underlying issues of social justice, and one's responsible role within our global society. Throughout the year, the Community Service Office offers many ways for our Mount community to be engaged with surrounding areas through service trips (both local, domestic and international), on-campus events (lectures, documentaries, Relay for Life, and Special Olympics), and collections (Advent Giving Trees, Campus Move-out Drives, Change4Change). We invite all people to be involved and encourage each individual to consider ways in which he or she can be an agent of positive social change in our world.

**Jeff Abel (Director)**  
[abel@msmary.edu](mailto:abel@msmary.edu)  
**301-447-7437 extension: 4353**

## *Employee Benefit--Conference Services*

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As an employee of Mount St. Mary's University, you can enjoy the benefit of a 50% discount on room rentals for your personal use. Planning a baby shower, birthday party, anniversary party or wedding reception? Contact the Conferences and Special Programs Office to inquire about available space here at the Mount! We have rooms that can accommodate 25-500 people. For more information, contact the Director of Conferences and Special Programs, Marianne Dempsey at 301-447-5330 or [Dempsey@msmary.edu](mailto:Dempsey@msmary.edu)

**CHAPELS:** The Campus Ministry Office schedules all activities and events in the Immaculate Conception Chapel, Kane Chapel/Our Lady of Lourdes and Pangborn Chapel/Our Lady Queen of Peace. If there is a need to use Seminary space (St. Bernard's Chapel) by the Special Events or Conference Offices, please contact Paula Smaldone Ext. 5780 or [psmaldone@msmary.edu](mailto:psmaldone@msmary.edu) to discuss the need with the Seminary prior to scheduling.

**Contact:** Campus Ministry, Laura Hullett, Ext 5223, [hullett@msmary.edu](mailto:hullett@msmary.edu) or Anne Marie Hallinan, Ext. 5223, [hallinan@msmary.edu](mailto:hallinan@msmary.edu)

Dining Services  
McGowan Center, 2<sup>nd</sup> Floor  
Extension: 5276 Fax: 5764  
www.msmary.edu/diningservices

## *Dining Services - General Information*

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### **General**

Dining Services is operated by Aramark Corporation and is one of two outsourced service providers on campus, the other being the Book Store operated by Barnes & Noble. Aramark has operated the Dining Services here since 1999. Aramark Dining Services operates the Patriot Hall Food Court, the Mount Café, Vending, Concessions, and Catering.

### **Hours of Operation**

*Hours below represent in session hours. Break and summer hours vary.*

Patriot Hall Food Court:           M – F       7:00AM - 7:30 PM  
Weekends 11:00 AM - 7:30 PM

The Mount Café:                   Monday thru Thursday 8:00 am - Midnight  
Friday, 8:00 am to 2:00 am  
Saturday, 9:00 am to 2:00 am  
Sunday, 9:00 am to Midnight

### **Contacts**

Howard Williams, Food Service Director	Ext. 4642
Rick Hindle, Production Manager	Ext. 4276
Dawn Alexander, Catering Manager	Ext. 4644
Jean Stidom, Administrative Assistant	Ext. 4179
Jennifer Maida, Assistant Food Service Director	Ext. 7428
Jerry Howerin, Executive Chef	Ext/ 4187

### **General**

The accepted forms of payment: Cash, Mount Money, and Department Charge. Employee Discounts are available for employees paying with Mount Money. To setup or add funds to your Mount Money account visit the Mount Card Office. Visa, MasterCard and Discover are accepted.

When booking a catered event, please reserve your room first through Karen Buck at Extension: 5330. Then contact Dawn Alexander at Extension 4644 to plan your menu. Ideally, catered events should be planned 2 weeks ahead.

Human Resources  
220 Bradley Administration  
Building  
X5372 Fax: 5864

## *Department of Human Resources*

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It is the purpose of the Human Resources Department to support Mount St Mary's University by providing an environment conducive to the attraction, retention and development of qualified, diverse, and dedicated employees, which support liberal learning in the pursuit of trust. To that end, we will provide high quality customer focused service, including: assuring a smooth, effective and efficient administration of payroll and benefits; providing leadership, training and development; fostering an environment of confidence, mutual respect, integrity and trust in response to the needs, issues and concerns of our community; encouraging freedom of inquiry. It is our goal to reflect the Catholic Identity of Mount St. Mary's University and to maintain the dignity of all employees in the execution of all relevant policies and procedures.

Faith....Discovery....Leadership....Community

For inquiries regarding jobs - [resume@msmary.edu](mailto:resume@msmary.edu)

<http://www.msmary.edu/hr>

Our office hours are:

Monday - Friday: 8:30 a.m. to 5:00 p.m. (during the academic year)

Monday – Friday: 8:30 a.m. to 4:00 p.m. (during the summer)

Our mailing address:

Mount St. Mary's University  
Office of Human Resources  
16300 Old Emmitsburg Road  
Emmitsburg, MD 21727

Our location:

Bradley Hall - Suite 220  
phone: (301) 447-5372  
fax: 301-447-5864

For immediate access to your employment information including pay history, current pay, and benefits, please visit our secure HR web site at <https://hrweb.msmary.edu/>.

## *Information Technology Quick Guide*

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### **IT Supplies the Following to New Office Employees: (Room 117, Bradley Hall)**

- 1) Username and Password
- 2) This gives you an email account and logon information for your computer

### **Guide for Placing Work Orders:**

- 1) Email [helpdesk@msmary.edu](mailto:helpdesk@msmary.edu) with **computer or phone problems**. This will automatically generate a work order that can be tracked and will be reported to you when it is closed. Be sure to give a call back number.
- 2) If you do not have access to email, call **x5805** from on campus or **301-447-5805** from off campus or your cell phone to place a work order. Be sure to give a call back number.
- 3) Requests for any hardware or software purchases **MUST** go through the helpdesk for approval.

### **Guide for Getting Email from off Campus:**

- 1) From a computer, go to Internet Explorer and type **email.msmary.edu** in the browser address field. **(DO NOT type www. In front of email.msmary.edu).**
- 2) This will give you a pop-up box that asks for a user name and password.
  - a. In the user name field type **msmary/(your username)**
  - b. Type your email **password** in the password field

This will connect you to the Mount St. Mary's E-mail system and you can read your email from anywhere in the world.

### **Guide for Getting Voicemail from off Campus:**

- 1) Dial 301-447-8300 (This gets you into the voice mail system.)
- 2) Dial your extension, followed by the # sign.
- 3) Dial your password, followed by the # sign.

Now you will be able to follow the prompts and use all of the functions of voice mail as if you were in your office on campus.

Phillips Library  
X5244 Fax: 5099  
www.msmary.edu/library

## *Library Facilities*

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The Philips Library provides resources and facilities to all of the Mount Community. The book collection contains more than 185,000 volumes. In addition, there are some 700,000 volumes from the member libraries of the Maryland Interlibrary Consortium (MIC) available free to the Mount Community through a daily courier delivery system. Electronic books are available online through Ebrary and Net Library, both accessible via the Library's webpage: <http://www.msmary.edu/library/online-databases.html> Interlibrary Loan service is also provided to supplement the current collection.

The Library subscribes to over 900 literary, scientific, and professional journals and in addition provides access to thousands of magazine, newspaper, and scholarly journal titles through online databases. Among those databases, available at no additional cost to library patrons, are the MIC Consortium libraries' online catalog (SHARC), ProQuest's Full Text Newspapers, EBSCOhost's Academic Search Premier, Business Source Premier, and LEXIS-NEXIS.

The Library catalog, online databases, library hours, and contact information are all available from the Library webpage: <http://www.msmary.edu/library>  
Off campus access to the online databases is available to the Mount Community by using campus network user name and password.

### **Mount Card**

The campus Mount card is used as a Library card to check out books, request books from MIC Consortium libraries, and also to request Interlibrary Loans. The Mount card may also be used at MIC libraries to check books out. The other MIC libraries are: Hood College Library in Frederick, Washington Adventist University's, Weis Library in Washington, D.C., Loyola/Notre Dame Library in Baltimore, Stevenson University Libraries in Baltimore and Owings Mills and Baltimore International College Library.

Books may be kept for 28 days and renewed once.

### **Direct you're Questions:**

Please contact the Library at 301-447-5244.

Mail Room  
2<sup>nd</sup>. Floor McGowan  
X5339 Fax: 5755

## *Mail Room*

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### **Personal Mail**

Note that the University Mailroom focus' primarily to service the student community - however there are limited services available to employees.

- Have your personal mail/packages sent to your home address.
- Window service hours: Monday through Friday noon to 4 PM.
- Window service does not accept cash, Mount Money Only.

## *Public Safety*

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The Mount St. Mary's University **Department of Public Safety** is a full-service campus safety and security organization with certain prescribed police powers on campus. The department provides for the safety of persons and security of all buildings and property on campus. The Public Safety building (and Campus Information Center) is located at the main entrance to campus from Route 15, the first white building on the right as you enter campus. Public Safety is staffed twenty-four hours a day, seven days a week, by dispatchers and open to the Mount community and Mount visitors all the time.

### **General Contact**

The General information number for Public Safety is x 5357

### **Emergency Contact**

Emergency number is x 5911.

There is a Public Safety officer on duty on campus at all times. Patrolling campus, responding to emergencies and requests for assistance, enforcing parking rules and regulations, University policies, local and federal laws, crime prevention, student and employee safety education, investigations, fire safety, assisting local law enforcement authorities, overseeing: key control, ID cards, card access, transportation (incl. driver training program and fleet vehicles scheduling) safety and environmental health and special events are the primary duties of Public Safety.

Public Safety officers are fully trained in all aspects of campus law enforcement procedures (some are certified Emergency Medical Technicians) as well as in patrolling, emergency responses, first aid, fire safety and crisis intervention. Some officers possess police powers on campus that may be employed in emergencies and special situations. Public Safety officers work closely with the Frederick County Sheriff's Department in maintaining order on campus and the University prosecutes all persons on campus who violate the law. All members of the campus community are urged to **report all problems and incidents to Public Safety**, no matter how small. Officers are trained to deal with all types of situations in a diplomatic and discreet manner. All employees, students, guests and visitors should report any infractions of University policies and violations of the law to Public Safety. Confidentiality will be observed in appropriate situations.

The campus of Mount St. Mary's University is **private property**, and as such, all employees, students, guests and visitors are subject to the University's policies and regulations, **ID requirements**, and all local, state and federal laws. They must identify themselves when asked to do so by Public Safety officers or authorized University officials. Failure to do so

can result in removal from campus, banning from future campus access and/or criminal prosecution. Visitors and guests are permitted only in those areas authorized for their use or visits and not in private offices, residences or posted areas.

### **Safety while on campus**

There are fifteen emergency blue light telephones on campus that may be used to contact the Public Safety dispatcher directly at any time, if assistance is needed. When the receiver is lifted, the dispatcher is automatically notified of the location of the call. All campus members are encouraged to know where these emergency phones are and use them. In addition to the emergency phones, Public Safety also provides a **safety escort** service to and from parking lots, residence halls and offices after dark.

### **Parking**

Parking on campus is subject to University parking policies and regulations and applicable laws. Hard copies of these policies and regulations are available at the Public Safety Office or on-line on the Mount's website, Public Safety link.. **All parking on campus is registered parking**, unless otherwise arranged, designated to certain areas and parking lots on campus and subject to all parking regulations and posted parking signs. Violators are subject to citations, fines and towing. All guests and visitors must sign in at Public Safety, register their cars, and park in the **designated visitor parking** areas. Employees and students may not park in visitor parking areas.

### **Special Events**

For **Special Events**, hosts, sponsors and events operators are responsible for all University policies and regulations to include parking policies and regulations on the Main and East Campuses. This includes regulations posted on campus signs. Outside groups that are sponsoring events on campus are encouraged to make the proper provisions for parking monitors through the Office of Conferences and Special Programs at X 5847.

The Dept. of Public Safety complies with the **Jeanne Clery Campus Security Policy and Campus Crime Statistics Act** and makes all its security and safety policies and procedures, and its annual security report and crime statistics, available on line at [www.msmary.edu](http://www.msmary.edu), via the Public Safety or Security Report link

### **Crime Prevention**

No campus is crime free. A college campus is like any other community in that it has crimes and problems although they are, for the most part, usually less frequent and less serious. Employees, guests and visitors are urged to familiarize themselves with the **crime prevention** section of the **Public Safety website** and to follow the same common sense practices they would follow at home in regards to their personal belongings, keys, vehicles and travel. The same applies to University property assigned to employees. The department has an **Operation ID** program for employees and students who wish to engrave and record their valuables.

The Director, Associate Director of Administration and Assistant Director of Operations are highly trained professionals who are here to assist you. They have an **open door policy** and will meet with anyone who has a problem or complaint about security and safety on campus, the performance or conduct of the Public Safety staff, or is seeking advice on an issue or problem.

## *Recreational Services (Athletic Recreation Convocation Complex)*

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The Director of Recreation Services & Operations schedules all Recreation Department activities and events solely using recreation facilities. In addition, any event that requires use of ARCC Member space OR outdoor recreation space should be discussed with the Director of Recreation Services before being scheduled. This includes the field house, racquetball court, group exercise studio, or pool as well as Echo Field, Old Morgan Field, and outdoor basketball and sand volleyball courts.

**Contact:** Director of Recreational Services & Operations, Denise Ditch, Ext. 5290, ditch@msmary.edu

**If full time employee:** Faculty, Administrators, and Staff *and their dependents* (employee's spouse and all unmarried children from birth to age 19 {23 if full time student}) may use all of the facilities in the ARCC free of charge. Privileges are accorded for the fiscal year (July 1 to June 30) in which they are employed. Specific information on hours of operation, guest privileges, fees for classes and amenities can be found on our website at <http://www.msmary.edu/page1.aspx?id=74> or by calling the main Recreational Services Office at 301-447-5290. Employees must use their University issued MOUNTcard as access to the ARCC. Spouse and dependents (age 13 or above) must report to the Recreational Services Office to obtain a picture ID.

**If part time employee:** Faculty, Administrators, and Staff may use all of the facilities in the ARCC free of charge. Privileges are accorded for the fiscal year (July 1 to June 30) in which they are employed. Specific information on hours of operation, guest privileges, fees for classes and amenities can be found on our website at <http://www.msmary.edu/page1.aspx?id=74> or by calling the main Recreational Services Office at 301-447-5290. Employees must use their University issued MOUNTcard as access to the ARCC.

**Note:** Spouse/dependents of part-time employees do NOT have access to the ARCC unless they choose to purchase a membership.

## *Tuition Remission and Tuition Exchange Benefits*

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Please refer to the Governing Documents, Section 15.3.10 to see the specifics on each employee's tuition remission benefits.

To register for undergraduate and graduate level classes, please contact the Registrar Office at 301-447-5215. To register for graduate-level courses in the Seminary contact the Seminary Registrar's Office at 301-447-4897.

For general inquires regarding admissions requirements, please contact the following offices:

- For the Adult Accelerated Undergraduate Program:  
Contact Person: Janene Horne, 301-682-8315
  
- For the Master's in Business Administration (MBA) Program:  
Contact Person: Dr. Carolyn Jacobson, 301-447-5326
  
- For the Master's in Education (MED) Program:  
Contact Person: Mary Newton, 301-447-5371
  
- For Master's in Arts in Teaching (MAT) Program:  
Contact Person: Julie Schenk, 301-447-5371
  
- For the undergraduate degree seeking students Admissions Office:  
Contact Person: Mary Catherine James, 301-447-5214
  
- For the undergraduate non-degree seeking students Registrar's Office:  
Contact Person: Margot Rhoades, 301-447-5215

\*Master's in Seminary (/M.Div/STB) Program and Information contact the Office of the Seminary Registrar: Amelia Rodriquez (301-447-5295)

\*Graduate-level courses in the Seminary (or M.A. (theology), M.Div., or S.T.B. degree program information).

- Contact Person: Amelia Rodriguez (Seminary Registrar), 301-447-5897 or Susie Nield (Seminary Admissions), 301-447-5295

## *Website: Useful Information*

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If you have a question about content, rather than navigation, please contact the pertinent office or department directly. We have now trained more than 50 web editors, who are each responsible for updating the information in their portion of the site.

Links geared directly toward Faculty & Staff are found at <http://www.msmary.edu/faculty-and-staff/index.html>

An alphabetical Office Directory is found at <http://www.msmary.edu/directory.html>

Seminary faculty, staff, administrators and seminarians should set their browser to open to [www.msmary.edu/seminary](http://www.msmary.edu/seminary), the grotto to [www.msmary.edu/grotto](http://www.msmary.edu/grotto), and the Frederick Campus to [www.msmary.edu/frederick](http://www.msmary.edu/frederick).

We have many other URL redirects (shorthand addresses to reach specific web pages, such as [www.msmary.edu/mba](http://www.msmary.edu/mba)). A list of shortcuts follows. If you need a redirect created please contact [webmaster@msmary.edu](mailto:webmaster@msmary.edu) or x4789.

# APPENDIX



## *Mount St. Mary's Orientation Checklist for Employees*

The following checklist is designed as a guide to acquaint the new employee with the department and the University. This checklist is to act as an outline of the minimum information that should be discussed with the employee within the first week following the date of appointment. This checklist can also be used for employees who have been promoted or transferred to another department. All items on the checklist should be discussed with the new employee by the employee's supervisor(s). The spaces provided beside each item should be checked after each item is discussed. After completion, the checklist must be forwarded to Human Resources.

Please ✓	<b>GENERAL HOUSEKEEPING</b>
	<b>Email &amp; Phone Set Up:</b> Contact the IT department (x4001) to set up email & voice mail, personal pin number for personal calls. <b>HR</b>
	<b>Keys &amp; Parking:</b> Contact Public Safety for keys & parking permit (x 5357). <b>HR</b>
	<b>Dress:</b> Explain dress policy for your department.
	<b>Co-workers and supervisors:</b> Introduce and explain their work relationships
	<b>Introduce to Community:</b> Send email to community introducing the new employee
	<b>Mount Card:</b> Discuss where to obtain them, contact Mount Card office (x 5348) – Refer to Employee Packet Information Packet. <b>HR</b>
	<b>Office Hours:</b> Discuss office hours and work times.
	<b>Campus Tour:</b> Confirm whether employee has received a campus tour
	<b>Personal Emergency Situations:</b> Review when and whom to call when absence is necessary because of personal emergencies or sickness.
	<b>Inclement Weather:</b> Discuss inclement weather and whether the employee is identified as an emergency employee. Explain where employees can obtain information concerning closure of the University or reduced schedule (Liberal Leave). See <a href="http://www.msmary.edu/inside1.aspx?id=1642">http://www.msmary.edu/inside1.aspx?id=1642</a>
	<b>Health &amp; Safety:</b> Discuss fire evacuation procedures and any other health related procedures pertaining to your department. Emergency number contact for public safety x5357.
	<b>Reimbursements:</b> Explain reimbursement procedure eg. travel, meals, cash reimbursements.
	<b>Leave:</b> Discuss how it is requested, i.e. orally, written notice, periods of time leave may not be requested. Length of leave period and from whom to request the leave.
	<b>Overtime Review.</b> If applicable, discuss authorization required for overtime and probability for scheduling.
	<b>Timesheet Completion for Support Staff:</b> Explain completion of timesheets and their timely submission to HR
	<b>Review of Employee Packet:</b> Hand out Employee Information Packet and discuss.
	<b>HRIS:</b> Explain the Human Resource information System- contact Human Resources x5372 <b>HR</b>
	<b>Web Resources:</b> Explain what resources are on the web e.g Governing Documents, Communication Style guide, Quick Guide for students, faculty & staff on the website.
	<b><u>WORK RESPONSIBILITIES &amp; WORK ASSIGNMENTS</u></b>
	<b>Position Description.</b> Review the employee's position description and give the employee a copy of the job description.
	<b>Work Assignments.</b> Arrange for specific work assignments and assist in initial performance.
	<b>Strategic Plan &amp; Mission &amp; Strategic Goals</b> Review the University's Strategic Plan with the employee concentrating particularly on the department's more specific role in the plan. Review departments Statement of Purpose and Strategic Goals.

Please ✓	GENERAL HOUSEKEEPING
	<b>Performance Appraisal Program.</b> Explain the University's performance appraisal process and any unique departmental review systems.
	<b>Records.</b> Locate any records or files necessary for the job. Explain which records may be confidential and how confidential information is managed.
	<b>Technology.</b> Review various software programs the employee will need to use in the job and arrange for any necessary training.
	<b>Professional Organizations/Committees :</b> Discuss any professional organizations and registration, include the shared governance procedure
	<b>Professional Development.</b> Explain any training opportunities and training programs available to the employee. (AAC Professional Development Fund).
	<b>Office Procedures:</b> Train on general office procedures eg. Fax Machine, Copiers, Telephone- how to answer etc.

I, as the employee, agree that the above checked items have been explained to me by my supervisor and I have had an opportunity to discuss and ask questions for clarification.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Start date)

I, as the employee's supervisor, have explained the above checked items to this employee.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## Mount Annual Fund

Your gift to the Mount Annual Fund is a commitment to the important educational mission of the university. Donations help provide scholarship assistance to deserving students, resources for academic and co-curricular programming, and campus maintenance.

There are several options for making a gift. You can make a gift with a check or credit card or you can elect to make a donation through payroll deduction. Payroll deduction can be for one occurrence or will spread your payments out over many months and, once set up, these payments are automatic. Select the option that meets your financial needs or contact the Office of Annual Giving at 301/447-5360 for further information. Keep in mind that a charitable donation can help reduce your income tax liability for the calendar year in which it is made.

Please return this form to the Office of Annual Giving, Bradley Hall, Room 314.

*Make your gift on-line!* Visit [www.msmary.edu/support-mount/index.html](http://www.msmary.edu/support-mount/index.html).

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Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Yes!** I support the mission of Mount St. Mary's University and would like to make a gift to:

Mount Annual Fund     Other \_\_\_\_\_

My gift is in the amount of \$ \_\_\_\_\_.

Enclosed is my check made payable to *Mount St. Mary's University*.

Please charge my:



Card number: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

Security Code: \_\_\_\_\_ (Found on the back of the card)

I authorize Mount St. Mary's University to deduct \$ \_\_\_\_\_ from my paycheck each pay period. Please begin deductions on \_\_\_\_\_ and end on\*:

One time deduction

June 30, 2011

Other date (*please specify*): \_\_\_\_\_

Until I leave or specify otherwise.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Calculating Payroll Deduction

The following table provides examples for the amount that would need to be deducted per pay period to achieve a range of gift levels. For example, if you wish to make a gift of \$100 and are paid biweekly, your payroll deduction would be \$3.85 per pay period. Over 26 pay periods, your actual gift would total \$100.10.

<b>Gift Level</b>	<b>Monthly Payroll Deduction</b>	<b>Actual Total Gift</b>	<b>Biweekly Payroll Deduction</b>	<b>Actual Total Gift</b>
\$50	\$4.17	\$50.04	\$1.93	\$50.18
\$100	\$8.34	\$100.08	\$3.85	\$100.10
\$250	\$20.84	\$250.08	\$9.62	\$250.12
\$500	\$41.67	\$500.04	\$19.24	\$500.24
\$750	\$62.51	\$750.12	\$28.86	\$750.36
\$1,000	\$83.34	\$1,000.08	\$38.47	\$1,000.22
\$2,500	\$208.34	\$2,500.08	\$96.16	\$2,500.16