

11-12 Parking Permits

A permit is required to park on -campus. Warning notices will be issued as reminders and ticketing will commence on September 26. Campus Safety will visit Pitzer on:

Sept 8 , 9 am to 12 pm

and

Sept 13, 1 pm to 4 pm

If you need a **temporary parking permit** for guests or if you will be carpooling to work and need a **carpool permit**, please contact Maricela in HR for assistance; ext. 79436.

McConnell Dining Hall Meal Prices

The employee discounted meal prices for McConnell Dining Hall have increased this year by \$0.25 to:

Breakfast:	\$5.25
Lunch:	\$6.75
Dinner:	\$8.75

Prices for visitors are \$2 more.



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Open Enrollment for Employee Benefits 2012

The Claremont Colleges are finalizing the benefits offerings for 2012. The Pitzer Human Resources Office will distribute information after final approval.

Open Enrollment for 2012 Benefits

October 24—November 10, 2011

Please mark your calendar and look for your Open Enrollment packet which will arrive to you via campus mail in late October.

Open Enrollment Educational Sessions

These presentations are designed to provide you information on all the plans, notify you of changes for the coming year, and to give you an opportunity to ask questions and meet with vendor representatives. There will be multiple sessions held across all The Claremont College during the period of Open Enrollment. You are highly encouraged to attend a session. Pitzer will be hosting sessions in the Founder's Room on the following dates and times:

October 27, 11:00 am to 12:00 pm | English

October 27, 2:00 pm to 3:00 pm | Spanish

Review Your Current Elections

Make sure to review your current benefits elections to determine if you need to make changes for 2012. You can view your elections, as well as all the plan documents, forms, your beneficiaries and dependents, and informational sheets by visiting www.cuc.claremont.edu/benefits. Click on the hyperlink at the bottom right titled "Benefits Online Information", then click on "Login to benefits enrollment via Aliquant" at the top of the next page. Your default PIN is your birth MMY and you'll need your social security number.

Important: Generally, if you do nothing, your current elections will continue for the following year, including any FSA and HSA amounts you designated. However, this may not always be the case due to occasional plan changes. It is your responsibility to inform yourself through the Open Enrollment materials and educational sessions provided to you in order to make decisions that best serve your needs.



BackUp Care

BackUp Care is a unique program to support employees when they experience a temporary gap in their normal care arrangements and need to get to work. Through this benefit, benefits-eligible employees have access to licensed and experienced backup care so they can get to work with confidence.

Pitzer College has partnered with Bright Horizons® to offer employees a subsidy for up to 80 hours per calendar year of backup care for times when regular care arrangements for a child or adult/elder relative is unavailable. You may use this benefit for an individual for whom you are the **primary caregiver**, including a child, spouse/domestic partner, parent, grandparent, grandchild and "step" relationships of the aforementioned relatives.

Pitzer covers the majority of the cost. The employee is billed for a copy after care is provided at the rate of \$2 per hour per child for center-based care; \$4 per hour for in-home care (this rate applies for up to 3 dependents).

REGISTER

To access this benefit you must first register with Bright Horizons by calling (866) 273-2773 or by visiting them on the web at <http://backup.brighthorizons.com>.



TRIP: Transportation Reduction Incentive Program

We encourage our faculty and staff to go the extra mile to reduce carbon emissions while commuting to campus.

Purpose and Compliance

TRIP is Pitzer' rideshare program, designed to encourage carpools, walking, biking or using public transit to get to work from off campus locations in order to reduce Pitzer's carbon footprint and minimize our contribution to Southern California's air pollution.

Our annual transportation survey conducted in April 2011 showed an average of 1.6 riders per vehicle. The Air Quality Management District (AQMD) sets Pitzer's minimum requirement at 1.5 persons per vehicle. 2011 was the 17th year we met our air quality requirement. Thank you for your continued participation!

Incentives

- \$1.50 per day—up to 5 days per week— on your paycheck or your employee ID card.
- Monthly Prize Drawing .
- \$3 per day for first-timers for their first month.
- Reimburse up to \$50 per month for a bus or Metrolink pass, if used at least 3 times

per week to get to work.

How to Participate

Benefits-eligible faculty and staff who commute from off campus locations by walking, biking, carpooling or using public transit are eligible for the program incentives.

To participate, contact Maricela Rios in Human Re-

sources and ask for the monthly TRIP calendar form, or find it online on Sakai under the Human Resources documents section. Return the TRIP

form by the end of each month and we will process the incentive pay on to your next paycheck. Please note that only forms submitted no more than one month back will be accepted.

Public Transit Reimbursement

For information about public transportation resources, or area-wide carpools visit www.metro.net or

call 1-800-COMMUTE

Carpooling Resources

New Carpools: If you're a carpool driver, register with Maricela in Human Resources. She will send you a permit for 11-12 to place on your vehicle's dashboard so you can park in a carpool reserved spot on the days that you carpool.

Carpool Matching: HR

can contact on your behalf faculty or staff who live in or near your city. Carpool partners do not have to be employed at the same work site.

“Every time I see an adult on a bicycle, I no longer despair for the future of the human race.”
~ H.G. Wells

Children: The AQMD will acknowledge carpools made up of employees dropping off children to school or child care centers as long as the shared ride is at least 50% of the trip.

Keep in mind that Campus Security will ticket drivers in reserved carpool parking spots with outdated or missing carpool permits.

Carpool parking is available only on days when you are the carpool



Hiring Student and Temporary Employees

The student hourly rate for 11-12 is \$8.50. Please note: only Pitzer students are considered "student employees"; any other student is considered a "temporary employee". Hire paperwork should be submitted *before* the individual begins working

Safety Orientation: Supervisors of student and temporary employees must provide a safety orientation and training related to the position.

Working in Staff Offices

Work-study and non-work study hires

are managed by Financial Aid and Human Resources respectively.

Work-Study Student: Send the student to Catherine Acosta in the Financial Aid Office; Scott Hall Room 125, ext. 73822.

Non-Work-Study: Submit an *Authorization to Hire a Student* form to HR. Send the student to fill out hire paperwork in HR. Students not already on payroll must bring original, legal documents for the mandated employment eligibility verification.

Hiring non-Pitzer students and other temporary employees is the same process but requires a *Authorization to Hire a Temporary Employee* form.

Working for Faculty

Before anyone starts working for you, please direct them to Sandy Hamilton in the Office of the Dean of Faculty; Fletcher Hall, Room 208, ext. 79108. Once approved, the individual will be directed to HR to complete payroll paperwork. HR will notify you when the student is cleared to begin working.

RETIREMENT Plan Ahead

Every month, The Claremont Colleges make available on-site counseling for retirement planning to all benefits eligible employees through TIAA-CREF, the administrator of our Academic Retirement Plan (ARP).

After an employee meets the eligibility period, Pitzer makes a contribution equal to 12% of the employee's base salary into a 403(b) retirement account.

We encourage you to take advantage of these individualized sessions to plan for your financial needs in retirement. Call (877) 209-3140 to schedule your appointment.

LA County Fair Tickets for Sale

Once again the Human Resources Office will be selling tickets for the L.A. County Fair.

Please contact Maricela in McConnell Center suite 310 to purchase tickets.



Only exact cash or checks made out to "Pitzer College", please.

Adult Ticket: \$10
(Ages 13+)
Child Ticket: \$6
(Ages 6-12)

Observed Holidays for 2011-12

The days indicated below will be observed as holidays at Pitzer College.

Independence Day	Mon, July 4	Winter Break	Tues, Dec 27
Labor Day	Mon, Sept 5*		thru Fri, Dec 30
Thanksgiving Day	Thurs, Nov 24	New Year's Day	Mon, Jan 2**
Day After Thanksgiving	Fri, Nov 25	Martin Luther King, Jr. Day	Mon, Jan 16
Christmas Eve	Fri, Dec 23**	Cesar Chavez Day	Fri, March 30**
Christmas Day	Mon, Dec 26**	Memorial Day	Mon, May 28

* Classes will be in session. Administrative offices will be closed. ** Day observed



HR Staff

Questions? We're here to help.

Marni Bobich

Director
Ext. 78533

Kiara Canjura

Associate Director
Ext. 18254

Hortensia López

Senior Payroll Administrator
Ext. TBD

Maricela Ríos

Payroll & HR Assistant
Ext. 79436

Great News & Upcoming Events

• **New In-House Payroll Services**

For the first time, Pitzer will be processing payroll in-house using a new, web-based, hosted system from Ultimate Software, as well as a new time and attendance system from Work force. The new vendors and systems will allow Pitzer to provide additional services and conveniences to employees. The "go live" date is scheduled for January 1, 2012. More details and training will be provided for staff and faculty supervisors later in the semester.

• **Ticket Sales from the Human Resources Office**

The HR office is adding Regal Cinemas movie tickets to the line up of ticket sales offered; \$7.50 each. This is in addition to LA County Fair and NASCAR tickets coming up later in the year. Stay tuned for details in announcements from Maricela.

• **State of the College Address**

President Laura Skandera Trombley will be giving her annual State of the College Address on Friday, September 30 at 4:00 pm in the George C.S. Benson Auditorium.

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Our Newest Faculty and Staff Members

The following employees joined Pitzer as of June 1, 2011. Please help us welcome them!

Elizabeth Affuso, Academic Director of Intercollegiate Media Studies/Adjunct Assistant Professor

Stephanie Baker, Residence Director for Holden Hall

Terrie Bissonnette, Administrative Assistant for the Office of the Dean of Faculty

Lucinda Block, Urban Fellow for the Pitzer in Ontario Program

Shannan Boss, Assistant to the Vice President for Academic Affairs/Dean of Faculty

Evinnie Casanova, Administrative Assistant to the President

Tegan Diercks, Interim Admission Counselor

Robert Escobar, Graduate Admission Fellow

Rhonda Fonseca, Administrative Assistant for Development

Alayna Goins, Residence Director for Mead Hall

Melissa Hidalgo, Assistant Professor for English and World Literature

Jee Won Lee, Interim Admission Counselor

Hortensia Lopez, Senior Payroll Administrator

Alexandra Mertz, Urban Fellow for Affiliated Programs

Daria Nunez, Urban Fellow for Prototypes

Ruti Talmor, Assistant Professor for Media Studies

Stephen Tanenbaum, Major Gifts Officer

Pamela Tittle-Jones, Major Gifts Officer

Garrett Terrones, Student Accounts Supervisor