



Guidelines for



with Pitzer Staff Members

There are a variety of ways to reach out and provide information to Pitzer staff members. Staff Council and Human Resources communicates with staff using many of the options listed below. Any staff member or department can do the same!

Types of Staff

ADMINISTRATIVE

Administrative staff, as well as some service staff, use a computer on a regular basis.

They can be reached mostly through:

- Email
 - Staff Council's Monthly Newsletters
- Telephone
- Pitzer website or Staff Council Website
- Sakai
- Face to face meetings
- Flyers
- Supervisor:
 - Supervisors can pass on the information to their staff in a department meeting
- Campus mail

SERVICE

(Dining, Maintenance, Grounds, Custodial)

The majority of Pitzer service staff do not use a computer on a regular basis. There is computer access in the Avery lounge.

All staff have computer access including email. HR can provide for assistance for any staff member who does not know their login information.

Service staff can also be reached via:

- Flyers/posters posted in the Avery and McConnell break rooms
- Face to face meetings
- Supervisor:
 - Supervisors can pass on the information to their staff in a department meeting
 - Provide their supervisor with flyers to hand to them or provide in their department mailboxes
- Presentation at a department meeting

*Please remember that about 50% of our service staff's primary language is Spanish. Translation will be the responsibility of those who are providing the information.