Professional Compensation Study

During the Winter of 2008, the College undertook a three-year project to conduct a comprehensive review of all positions on campus. Our current compensation plan has been in place for the last ten years and consists of numerous grades and ranges. The new system is made up of broad bands that cluster jobs with similar levels of responsibilities. Our goal is to create a system that is easy to use and understand and that is fair, equitable, and consistent. Throughout this study we are comparing positions against the market and establishing market competitive, broad salary bands which have a minimum and maximum salary. This process will allow us to engage and educate employees about our compensation philosophy and help employees understand career opportunities.

The Human Resources Department began the study with Administrative Support staff and then moved on to the Service staff. Over the last several months we have reviewed the job descriptions and conducted interviews with all Professional staff on campus. Like the previous two studies, the purpose of the review is to update job descriptions, create a job classification system with salary ranges, and to determine the competitiveness of our salary ranges to the labor market.

The professional study touches almost every department on campus; the largest percentage of staff being in Admissions, Information and Library Services and College Advancement. There are 137 employees, in approximately 120 positions, that were interviewed with their supervisors. We would like to thank all of those individuals for their time in assisting us in this study. The market data has been collected and analyzed and the final slotting and analysis is coming to completion. Employees and supervisors included in the study will be notified at the beginning of May and changes will go into effect with the May payroll.

The final phase of the study will begin this fall and will consist of a review of all management positions on campus.

Fire Extinguisher Training

With the weather improving and the temperatures a little higher the safety guys’ minds turn to thoughts of….FIRE EXTINGUISHER TRAINING! If you have a regularly scheduled department meeting, why not have Jim and Ray come by and do the training for you during one of your meetings?

The training includes a twenty minute PowerPoint presentation that explains the various types of fires, differences in fire extinguishers and instruction on when and how to use an extinguisher safely. Then we “take it outside” and give everyone a chance to put out a real fire!

This may be one of the most practical and important things you ever learn. The information is transferrable to non-work environments and may just help you sleep better (at night, not at work).

Contact Jim Guzelian (x6413) or Ray Potter (x8226) to arrange a training session for your department. If the department meeting approach just doesn’t work for you, we will be announcing a schedule that will allow you to sign up for a class that meets your schedule. We look forward to seeing you this summer!
Safety Analysis: At Home and On the Job

How often do you think about safety in your job or in your home projects and hobbies? Most of us don’t ever stop to give much thought to things we do routinely. It’s not such a bad idea to take a few minutes of focused thinking to identify the hazards we are exposed to in our lives.

In the safety business, we use a tool called Job Safety Analysis. It’s a pretty straightforward process in which you break a job down into its individual component tasks and then apply a check list to identify the hazards that might exist in each task. If you identify hazards that have serious potential for injury or that occur frequently, you can take steps to minimize your exposure.

Some of the common exposures we should think about fall into the category of Health Hazards like: chemicals, heat exposure, cold stress, high noise levels, muscle strains or other ergonomic conditions, biological and/or infectious hazards, etc. The other category would be Physical Hazards such as: electric shock, falls from elevations, fire hazards, exposure to heavy equipment with moving parts, possibility of being struck by something, slips, trips and falls, objects falling from above or entrapment in confined spaces.

Once you identify the hazards it’s usually pretty easy to figure out how to avoid exposure or at least reduce the chances of dangerous exposure. You can often find ways to shield yourself from hazards. A second way to reduce exposure would be to change the way you perform a job. When all else fails there are lots of different types of personal protective equipment matched to the various hazards you might face.

Let’s think about a common example. Let’s assume you are repainting a chair; consider the major tasks involved in repainting a chair. The job might include removing old loose paint, wiping the surface to prepare for painting, applying the paint and cleaning up the brush. Removing old paint might include using a chemical paint stripper and/or scraping and sanding the surfaces. Exposures to harmful chemicals could include toxic paint stripper, or fine paint dust which might contain lead. To minimize exposure it would be best to perform the work in a ventilated place that draws the fumes and/or dust away from you without pulling it past your breathing zone. You might consider using a non-toxic paint stripper. If you know the paint contains lead you could have it stripped by someone with facilities designed to deal with this hazard. A less desirable option would be to wear a respirator. This approach has its own set of hazards. You need to know that you are fit to use a respirator safely. You need to know how to select a respirator effective for the materials you are using. You need to know how to fit the respirator and test its effectiveness. And you need to know how to recognize when the respirator needs to be changed or have its cartridges replaced.

To do a complete Job Hazard Analysis you will need to take each task and go through this type of assessment. It takes a little time and careful consideration. Is it worth it? Absolutely! Consider this: everything you do can be done safely if you think it through in a systematic way.

~Ray Potter

New Staff—April 2010

Michael Day, Database Analyst, Information and Library Services
Matthew Hutchinson, Sanitation Worker, Dining Services
Louise Woodbury, Administrative Assistant IV, Enrollment and External Affairs

Performance Development Timeline Reminder
Year-End Review
April ‘10—July ‘10

Dates of Interest in May
13th  Bi-Weekly and Monthly Pay Date
27th  Bi-Weekly Pay Date
As spring time blooms around us and the weather warms up, it is a great time of year to get outdoors and be active. One of the best ways to get motivated to move and be fit is to sign up for a 5k run/walk. Having such an event to train for can keep you focused on keeping up your routine whether you enjoy the casual walk in the sun or if you are a hard core runner. There will be many opportunities to participate in a 5k run/walk in the area throughout the spring and summer. The following are just a few of the many events taking place this summer.

March into May 5k Run/Walk - May 29th at 9am at Portland’s Back Cove. This event is free for all Bates employees who signed up for "March into May". Registration can be done at marchintomay.org

The Greater L/A Triple Crown 5k Series: June 12th, July 25th, August 29th in Lewiston and Auburn. Sign up for one or all three at triple-crown5k.com.

The 1st Annual Road to B Well 5k: June 18th at 9:30am at Alumni Walk in front of New Commons. Open to all Bates employees at no cost. Come wrap up Staff Enrichment week with a jog or walk through campus!

The HR Communicator is going on hiatus for the months of July and August. In anticipation of a great summer season, we are preparing a June issue focused on fun.

Last year, we asked you to submit your favorite day trips in Maine. This year, we’re looking for those “vacations on the cheap.” What are the greatest places you’ve visited in summers past that were both inexpensive and positively memorable? Please submit your ideas to the attention of Amie Parker, Human Resources at aparker@bates.edu or via campus mail.

We look forward to sharing favored summer adventure recommendations and other summer tips with you before the Communicator breaks for the summer.

Be safe, be happy, B-Well!

The Class of 1997 Scholarship was established by the Class of 1997 to support the children of hourly-paid Bates College employees in their educational pursuits. Recipients use the scholarship winnings to offset educational expenses. A committee of Bates College employees reviewed nearly double the number of qualified student applications as in previous years and selected two outstanding and deserving recipients.

The 2009-2010 awards will be granted to Travis Chouinard and Luke Pinard.

Travis Chouinard is the son of Tim Chouinard, who works in the Carpenter Shop. Travis will attend the New England School of Communications in the fall, where he plans to major in Audio Engineering.

Luke Pinard is the son of Antonio Pinard, who works in Dining Services. Luke is a senior at St. Dominic’s Regional High School and will likely attend the University of New England, majoring in biology with a pre-med focus.

Congratulations Travis and Luke!
Imagine your reaction to a phone call, out of the blue, from a CBS News reporter who wanted to put your story on national network television. Your first inclination might be, "Why me?" or "But, I don't have a story."

For the past few years, CBS News Correspondent Steve Hartman has been proving that everybody does, indeed, have a tale worth telling with his "Everybody Has A Story" reports.

Hartman and CBS News cameraman Les Rose have criss-crossed the country since the first "Everybody Has A Story" report was broadcast on July 1, 1998, on the CBS News magazine show, Public Eye. The subject of that segment was a Garden City, Texas, man who came to the U.S. as an illegal immigrant and was forced to learn the value of hard work, which he taught to his family, including his deaf son.

Viewed collectively, the reports represent a vivid first-person mosaic of real-life America. From small towns such as McMullen County, Texas, where the phone book consists of one page and the population totals 851, to big cities like Miami, Fla., "Everybody Has A Story" has taken Hartman to off-the-beaten-path places where network television simply doesn’t go.

His odyssey has introduced him and CBS News viewers to a colorful collection of Americans, from a Laurinburg, N.C., funeral director who has kept a mummy in his garage for 60 years, to two senior citizens who found love the second time around in a senior center in Camden, Tenn. Hartman’s youngest subject (the general rule is that the person who answers the phone becomes the subject of the report) was a 4-year-old cowgirl from Nephi, Utah, and his oldest was an 87-year-old woman in Bastrop, La.

Perhaps surprisingly, the offer of national network television exposure doesn't always engender the expected reaction from Hartman’s telephone inquiries. In fact, he has been greeted with more than his share of hang-ups and has often been mistaken for a telemarketer.

Hartman’s current record for the most rejections before finding a willing subject in a single location stands at 44. But, while many are initially skeptical, he finds it isn’t long before his subjects open up their homes and hearts, and that the effort is well worth the payoff.

Reporting and producing the series has had an effect on Hartman. "Working on this project has forever changed how I look at people," he says. "It's impossible now to walk past anyone and not realize that every single person is unique and has something worthy to say. I've met so many people from so many different walks of life during this project, and I've been able to see firsthand how wonderfully complicated we really are."

While we may not be winning any awards for our "Everybody Has a Story" segments, it’s certainly been interesting to learn about our colleagues.

If you would like to nominate a co-worker to be interviewed (they always have right of refusal!), please submit nominations to Amie Parker, Human Resources via e-mail: aparker2@bates.edu or via campus mail.