WELCOME TO TEMPLE!
NEW EMPLOYEE ORIENTATION

Facilitated by:
Eric Brunner, Ed.D., SPHR, SHRM-SCP, Assistant Vice President
Mike Mullin, M.S., M.Ed., Manager
Lyndsey Karp, Training Coordinator
HR Learning and Development
10. Improve your chances of winning a Temple trivia contest with copious fun facts.

9. Go home with some new Temple friends (or, at the very least, some new LinkedIn connections).

8. Learn how to stretch your Temple dollar with discounts and other benefits.

7. Fast track your way to “Employee of the Month” with accurate knowledge of Temple policies and procedures.

6. Find out how to stay safe at the University.
TOP 10 REASONS TO ATTEND ORIENTATION

5. Learn about Temple technology resources that will help you maximize your productivity.

4. Hear how you can help make Temple’s campus more inclusive for all.

3. Win a fabulous prize.

2. Enjoy the most exclusive lunch on campus!

1. You have no choice - it’s required.
Introduce yourself to the person next to you. How do you think your new position at Temple relates to the mission?
State of the University Address (https://www.youtube.com/watch?v=olAqL8PdjXo)

**No spoken dialogue in video**
TEMPLE’S COMMITMENTS

Accessible
High Quality
Engaged
Affordable
Diverse
### ADMISSIONS (FALL 2016)

<table>
<thead>
<tr>
<th>Category</th>
<th>Completed applications</th>
<th>Admitted</th>
<th>Enrolled</th>
<th>Percent admitted</th>
<th>Percent admitted who enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Freshmen</td>
<td>33,139</td>
<td>17,295</td>
<td>5,162</td>
<td>52.2%</td>
<td>29.9%</td>
</tr>
<tr>
<td>Incoming Transfers</td>
<td>5,125</td>
<td>4,087</td>
<td>2,552</td>
<td>79.9%</td>
<td>62.3%</td>
</tr>
</tbody>
</table>

### Freshman Quality Indicators

- Average SAT (combined math & verbal): 1170
- Average ACT composite score: 27
- Average high school GPA: 3.26
- Percent in top 10% of high school graduating class: 23.4%
- Average transfer GPA: 3.13

### Graduate and Professional

<table>
<thead>
<tr>
<th>Completed Applications</th>
<th>Admitted</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>5,706</td>
<td>3,196</td>
</tr>
<tr>
<td>1,619</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNIVERSITY LEADERSHIP

- **Board of Trustees**
  - Patrick J. O'Connor, Chair
- **President**
  - Richard M. Englert, Temple's 7th President
- **University Officers**
  - William T. Bargman, Vice President for Public Affairs
  - Kevin G. Clark, Executive Vice President and Chief Operating Officer
  - James Dickens, Vice President for Institutional Advancement
  - Joanne A. Epps, Executive Vice President and Provost
  - Michael G. Grebe, Vice President, University Counsel
  - John Kaiser, Vice President, Chief Financial Officer, and Treasurer
  - Larry R. Kaiser, President and CEO of Temple University Health System, Dean of the Lewis Katz School of Medicine, and Senior Executive Vice President of Temple University Health System
  - Kenneth Lawrence Jr., Vice President for Alumni Relations
  - Cindy Leavitt, Vice President for Computer Services and Chief Information Officer

### LIBRARY SYSTEM (FALL 2016)

- **All Libraries**
  - Titles held: 3,776,559
  - Volumes held: 4,527,843
  - Electronic books: 1,207,914
  - Total library expenditures: $21.4 M
  - Total full-time equivalent staff: 150

### ENROLLMENT (FALL 2016)

<table>
<thead>
<tr>
<th>Category</th>
<th>Undergraduate</th>
<th>Graduate/Professional</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Count</td>
<td>29,416</td>
<td>10,165</td>
<td>39,581</td>
</tr>
<tr>
<td>Full-time equivalent</td>
<td>35,813</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td>5,746</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA residents</td>
<td>27,717</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-SA residents</td>
<td>11,864</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>20,767</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>18,743</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Enrollment by Race/Ethnicity

<table>
<thead>
<tr>
<th>Category</th>
<th>Undergraduate</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>1,813 (62.2%)</td>
<td>2,293 (70.9%)</td>
</tr>
<tr>
<td>African American</td>
<td>3,685 (12.5%)</td>
<td>4,580 (11.6%)</td>
</tr>
<tr>
<td>American Indian/</td>
<td>31 (0.1%)</td>
<td>42 (0.1%)</td>
</tr>
<tr>
<td>Alaska Native</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td>3,266 (11.1%)</td>
<td>4,388 (11.0%)</td>
</tr>
</tbody>
</table>

### STUDENT SUCCESS

- Degrees Conferred (July 1, 2015–June 30, 2016): 9,307
  - Postsecondary certificates: 192
  - Associate: 7
  - Bachelor's: 6,270
  - Master's: 1,638
  - Graduate certificates: 100
  - Doctoral—professional practice: 885
  - Doctoral—scholarship/research: 272

### INSTRUCTION AND ACADEMIC PROGRAMS

- **Instruction (Academic Year 2017)**
  - Classes with fewer than 20 students: 38%
  - Classes with 50 or more students: 9%
  - Undergraduate sections offered: 4,721
  - Student-to-faculty ratio: 15:1

- **Academic Programs (as of July 2016)**
  - Postsecondary certificates: 55
    - Associate: 2
    - Bachelor's: 153
    - Master's: 167
    - Doctoral: 49

### GENERAL TUITION AND FEES (ACADEMIC YEAR 2017)

- **Undergraduate (per Academic Year)**
  - PA residents: $15,384
  - Non-PA residents: $26,376
  - Room and board (on campus): $11,298

- **Graduate (per Credit Hour)**
  - PA residents: $977
  - Non-PA residents: $1,202

### FINANCE

- **All Libraries**
  - Titles held: 3,776,559
  - Volumes held: 4,527,843
  - Electronic books: 1,207,914
  - Total library expenditures: $21.4 M
  - Total full-time equivalent staff: 150

- **FACULTY, STAFF AND ADMINISTRATION (FALL 2016)**
  - Full-time faculty: 2,205
  - Part-time faculty: 1,664
  - Full-time staff and administration: 4,297

- **GENERAL TuITION AND FEES (ACADEMIC YEAR 2017)**
  - Undergraduate (per Academic Year)
    - PA residents: $15,384
    - Non-PA residents: $26,376
  - Room and board (on campus): $11,298

- **Graduate (per Credit Hour)**
  - PA residents: $977
  - Non-PA residents: $1,202
17 Schools and Colleges

6 Pennsylvania Campuses
2 Global Campuses
UNIVERSITY OFFICERS

http://www.temple.edu/president
RESOURCES & SERVICES

• Parking
  http://www.temple.edu/parking/
    - Pre-Tax Payroll deduction
    - TUPortal/Staff Tools/Employee Forms

• Public Transportation and Non-Temple Parking Lot Program
  - Payroll deduction plan through www.wageworks.com

• Direct Deposit
SUSTAINABILITY

• 10% off select bikes at Cycles PHL.
• Temple Surplus Program
• CSA groceries through the Rad Dish Café
• Office Supply Swap at the Student Center
• Water bottle refilling stations

sustainability.temple.edu
• Free Savings or Money Market Account
• Free PNC Bank ATM transactions
• Free Online Banking
• Free Overdraft Protection Transfers
• Free PNC-exclusive checks
• Unlimited check writing
• PNC Purchase Payback Rewards Program
Myth vs Fact: Supporting Temple (https://www.youtube.com/watch?v=AEdvgKnORUw)
**No Spoken Dialogue**
• Payroll Deduction Plan
  • $10.00/month
  • Complete enrollment forms at:

Campus Recreation
Pearson/McGonigle Complex
1800 N. Broad Street, Suite 303
215-204-1267

Campusrecreation.temple.edu
KRONOS TIME & ATTENDANCE SYSTEM

• Kronos is an automated time, attendance and leave management application.
• All employees that are paid on a bi-weekly schedule will use Kronos.

How will Kronos record my time?
• By punching in and out at a Kronos time clock.
• By punching in and out by use of the Kronos web based employee module.
• By reporting leave activity to a timekeeper (for employees not eligible to receive overtime).

Questions? Click on the Kronos link on the HR website. (http://www.temple.edu/hr)
EMPLOYEE MANUAL

• Policies and procedures apply to all faculty and staff (including student workers, temporary employees, TA’s & RA’s, and Post Doctoral Fellows)

• Applicable Collective Bargaining Agreements (CBA) supersede any inconsistent provision

• Employees are required to learn procedures in manual and abide by them

• The University may make changes periodically in the policies

• The official copy of the manual can be found at www.temple.edu/hr and all TU policies are at http://policies.temple.edu
EMPLOYEE MANUAL:
YOUR RESPONSIBILITIES

• Review the official copy on the HR website
• Understand provisions that apply to you and your position
• Review annually and when changes occur
  • All manual/policy changes are documented on HR website
• Call HR with any questions
UNION MEMBERSHIP
DO EMPLOYEES HAVE TO JOIN?

CLOSED SHOPS
835 (20) BUE (10)

- Union membership is a condition of employment
UNION MEMBERSHIP
DO EMPLOYEES HAVE TO JOIN?

AGENCY FEE SHOPS
1199c Clerical (50, 51, 5C) 511 (30,33)
PASNAP (15,16)

• Employees are not required to become full dues paying members
• Non dues paying members must pay a fee which is a large percentage of the annual dues
• Agency fee members (employees who do not pay full dues) do not have the right to vote
UNION MEMBERSHIP
DO EMPLOYEES HAVE TO JOIN?

OPEN SHOPS
TAUP (60, 65, 67, 68), AFSCME (45-49),
Law Professors (70, 74)
1199C - PTEA (95, 96, 9C), 835A (25)

- Employees may choose whether or not to pay dues
- No fee assessed to non dues paying members, but positions are still covered by the provisions of the CBA
- TAUP & TUGSA CBAs allow for the collection of an agency fee if membership reaches a certain percentage
Once a membership card is signed, it will be submitted to Payroll Management and dues are automatically deducted from your pay.

Dues vary by union - flat rate or 1.4 - 3.12% of salary

In most cases, union membership withdrawal is permitted ONLY within the 15 day period prior to the expiration of the contract.

TAUP CBA allows for an annual withdrawal period within the first 15 days of October.

Whether or not you choose to be a dues paying member, all of the contract provisions apply, including pay increases and benefits.

For additional questions, please contact Labor Relations at 215-926-2290
12.1 EXPECTATIONS FOR WORK BEHAVIOR

- All employees must conform to certain basic standards of behavior:
  - Abide by all University and departmental policies and procedures;
  - Meet established expectations of job performance;
  - Comply with attendance policies;
  - Respect personal and property rights;
  - Observe all safety policies, regulations & procedures;
  - Maintain a courteous and professional demeanor.

*Rules of Conduct* is a guide that outlines violations of expected work related behavior.
11.0 UNIVERSITY & EMPLOYMENT STANDARDS

• 11.3 Disability – Reasonable Accommodation
  • TU must engage in an interactive process if employee asks for a reasonable accommodation
  • To discuss reasonable accommodation requests, please contact Employee Relations at 215-926-2290

• 11.15 HIV/AIDS Non-Discrimination

• 11.7 Conflict of Interest – Faculty
  • Must avoid any conflict or appearance of conflict in dealing with organizations or individuals having business relationships with the University.
  • Disclosure to chair and/or Dean
CITY OF PHILADELPHIA PREGNANCY ORDINANCE

• Compels employers to make reasonable accommodations for female employees affected by pregnancy i.e., women who are pregnant or have medical conditions relating to pregnancy or childbirth—regardless of whether those employees have been “disabled” by the pregnancy.

• Identifies a number of possible accommodations that may be required, including restroom breaks, periodic rest for those whose jobs require that they stand for long periods of time, special assistance with manual labor, leave for a period of disability arising from childbirth, reassignment to a vacant position, and job restructuring

• Most significant aspect of the amendment is that it extends privileges to employees affected by pregnancy that are unavailable to other employees, including many disabled employees
11.5 Conflict of Interest – Employees

- Disclosure to supervisor/manager of any potential conflict of interest
- Whistleblowers protected from retaliation
- Gifts and Conflict of Interest
- Disclose gifts > $50 (lunches, concerts, gift certificates, sporting events)
- Special limitation on sponsorships of dept. programs – prohibited if dept/unit has decision making authority over vendor selection/business relationship
- See University policy on Gifts and Conflict of Interest at http://policies.temple.edu
11.0 UNIVERSITY & EMPLOYMENT STANDARDS

• 11.8 Drug Free Workplace
• 11.9 Drug & Alcohol Abuse
• 11.10 Drug & Alcohol Testing
  • Pre-employment
  • Reasonable suspicion/after an accident
• 11.11 Gambling in the Workplace
11.0 UNIVERSITY & EMPLOYMENT STANDARDS

• **11.12 Political Activities**
  • May not use position or university connection in any way.
  • If elected, duties cannot interfere with work

• **11.14 Safety**
  • Employees must follow all safety regulations promulgated by Environmental Health & Radiation Safety (EHRS)
  • Employees responsible for reviewing EHRS website
12.0 WORKPLACE CONDUCT

• 12.2 Weapons on Campus
  • Prohibited except for Temple Police/Campus Safety

• 12.3 Violence in the Workplace
  • Threatening or violent behavior toward anyone is prohibited
  • Physical, written, oral, expressions, behavior, email, telephone, stalking
  • Reporting of such behavior is required
BE TEMPLE’S SAFETY NET

• Please be vigilant about warning signs of problematic behavior exhibited by students, faculty or staff.

• Civility on Campus— a practical guide and step-by-step process for dealing with incivility on campus or in the classroom. (CARE Team, p. 7)
  • careteam.temple.edu

• Referral Guide for Faculty & Staff
Both documents can be found at this website:
www.temple.edu/counseling
11.6 Conflict of Interest - Employment of Relatives (“Nepotism”) and Consensual Romantic Relationships

- Prohibited within reporting relationships – nepotism and voluntary relationships
- Including relationships between administrators and students where reporting relationship exists

- Faculty and Student Relationships
  - Including academic advisors
  - Prohibited
12.5 Confidential Information

- Everyone must obey the law and abide by policy
- FERPA, HIPAA, GLBA, etc.
- Every Temple employee must sign a Confidentiality Form
- Failure to sign/abide – termination
- Specific guidelines for compliance with policies and law:
  - [http://policies.temple.edu](http://policies.temple.edu)
12.0 WORKPLACE CONDUCT

• 12.6 Workplace Surveillance and Searches
  • Employees on notice that Temple may for search for safety related concerns or investigations of misconduct

• 12.7 Use of Communication Systems
  • For lawful TU purposes only
  • TU has right to investigate concerns regarding unlawful use
12.0 WORKPLACE CONDUCT

12.8 Monitoring and/or Recording of Telephone Calls
   • For business purposes
   • Employees will be notified if department monitors
   • Employees must consent

12.9 Voicemail and E-mail
   • Notice to employees that Temple has right to review for business purposes including investigation of inappropriate use.
12.0 WORKPLACE CONDUCT

• 12.12 Outside Activities or Employment
  • Consulting
  • Approval needed for administrators and faculty
  • Faculty – up to 1 day per week

• 12.13 Smoking in the Workplace – Prohibited 25 ft from any entrance

• 12.14 Solicitations and distribution of literature
12.0 WORKPLACE CONDUCT

• 12.15 Emergency Closings
  • If classes are cancelled, all admin/staff expected to report
  • If Temple is open and an employee does not come to work – vacation/personal time must be used unless CBA states otherwise
  • Employee is responsible for checking status of Temple
  • TU Alert notification registration
    • [http://safety.temple.edu/](http://safety.temple.edu/)
12.0 WORKPLACE CONDUCT

• 12.15 Emergency Closings, continued
  • Policy pertains to closure of University for extreme conditions
  • Does not pertain to cancellation of classes
  • All staff in designated “essential areas” must report in a closure
MINOR VISITORS ON CAMPUS POLICY

• Temple University welcomes the presence of minors who come to the University for limited periods of time to visit the University and to participate in programs and activities on campus.

• Temple University has an obligation to its students, faculty, staff, and visitors, including minors, to conduct its operations and maintain its facilities in a reasonably safe manner consistent with its mission.

• New policy defines roles related to activities that could include minors on campus

• Outlines process for proposing a program and information that must be provided to Risk Management prior to program implementation
ABSENCE MANAGEMENT

Tom Johnston
Director - HR
WHAT IS WORKERS’ COMPENSATION?

- A state mandated law called “The Act” which defines the liability of an employer to pay medical and indemnity (wages) benefits for work related injuries.
ELEMENTS OF WORKERS’ COMPENSATION

• 100% Employer Sponsored
• No-Fault System
• Employee’s sole remedy is WC
• Rates are locked in on the day of injury
• Fringe benefits continue for 6 months
• Seniority continues for 1 year
EMPLOYEE RIGHTS AND RESPONSIBILITIES

• To notify your supervisor when you are injured even if you do not require medical treatment
• To proper medical care - treat with the posted panel of physicians for 90 days
• Switch medical providers
• Second opinion for surgical procedures
• Notify your supervisor/employer of any changes in your medical or employment status.
• Fraud provisions for non-compliance
• REPORT ALL UNSAFE CONDITIONS
SLIPS, TRIPS, AND FALLS IN THE OFFICE

• Are the number one (1) cause of office injuries – 50% on average

• Nationally, 10% of all injuries are slips trips and falls
COMMON CAUSES OF SLIPS, TRIPS, AND FALLS & HOW TO PREVENT THEM

• Obstructed views/carrying objects
• Lighting – lack of/change in
• Clutter/obstructions left in pathways
• Improper footwear
• Steps – poor lighting – not using handrails
• Running/rushing
COMMON CAUSES OF SLIPS, TRIPS, AND FALLS & HOW TO PREVENT THEM

• Surfaces – uneven, wet, slippery
• Distractions – talking on cell phones, reading text messages and listening to iPods
• Falls from ladders, stools, desks, chairs and other objects.
• Trips over open desk drawers and file cabinet drawers
PREVENTION OF OTHER WORKPLACE INJURIES

• Ergonomics and Posture
• Awareness of Work Environment
• Be considerate to your back
OTHER WORKPLACE COMPENSATION ISSUES

• Student workers and volunteers are covered while performing work-related duties.

• Employees exposed to bloodborne pathogens must follow the Hep B guidelines.
To report any and all unsafe conditions, safety related problems, or to give safety related tips or suggestions send an email to:

healthandsafety@temple.edu

For Workers’ Compensation questions or claims, contact the Workers’ Compensation department @ 215.926.2286 or 7-2286 or:

workcomp@temple.edu
FAMILY & MEDICAL ACT (FMLA)

- Federal Law which provides up to 12 weeks of unpaid leave (26 weeks to care for wounded military personnel).
- FMLA grants employment and benefits protection for associated absences.
- Employers may require utilization of paid leave programs concurrently with FMLA.
FMLA ELIGIBILITY

- Worked 1,250 hours in the past 12 months
- 1 Year of service in the past 7 years
- FMLA may be used intermittently or continuously
FMLA LEAVES MAY BE GRANTED TO CARE FOR...

• Spouse
• Domestic Partner (if certified under the University’s domestic partnership policy)
• Son or daughter
• Parent
SERIOUS HEALTH CONDITIONS COVERED UNDER FMLA

• 1. Pregnancy, care of a newborn, or placement of an adopted or foster child.

• 2. In-patient care – overnight stay in a hospital, hospice or residential medical care facility.

• 3. Absence plus treatment – Incapacity of more than 3 consecutive calendar days that involves 2 treatments or 1 treatment resulting in a “regiment of continuing treatment.”
SERIOUS HEALTH CONDITIONS COVERED UNDER FMLA

4. Chronic conditions – Those that require periodic visits, continue over extended periods or cause episodic incapacity (e.g. asthma, diabetes, epilepsy).

5. Permanent/long-term conditions – Those where treatment may not be effective but an individual needs medical supervision (e.g. Alzheimer’s, stroke, terminal stages of a disease).

6. Multiple treatments for non-chronic conditions – (e.g. cancer, arthritis, kidney disease).
UNIVERSITY LEAVES OF ABSENCE

- Medical
- Personal
- Military
PHILADELPHIA SICK POLICY

• Employees who work at least 40 hours a year are eligible to earn paid/unpaid sick leave
• Employees are eligible to earn 1 hour of sick time for every 40 hours they work
• Earned sick time can be used for the employee’s own health needs, to care for a family member or for leave due to domestic abuse or sexual assault.
• Employees covered by collective bargaining agreements are not covered under this policy
Phone: 215-926-2282
or
Email: loa@temple.edu
Escort service is available daily from 4pm – 6am

From a campus phone, call: 8-WALK (8-9255)
From a cell phone, call: 215-777-9255
THE CLERY ACT

- Federal law mandated by the US Department of Education.
- Colleges and universities must inform parents, students and employees about campus security and crimes on and around the campus.
- Clery reportable incidents include criminal offenses, hate crimes, drug, alcohol and weapons violations.
- View our daily crime log at safety.temple.edu
- Annually by October 1st our ASFSR is distributed through email.
- Campus Security Authority (CSA) are employees who have specific responsibilities for students and campus activities.”

- Responsibilities of CSAs include:
  - reporting incidents for inclusion in ASFSR
  - contacting Temple Police: 215-204-1234
Temple university is committed to preventing and addressing sexual assault, domestic violence, dating violence, harassment and stalking

The Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy provides for:

• **Comprehensive education and prevention programs** that inform the university community about the risks and myths that contribute to sexual assaults, domestic violence, dating violence and stalking.

• **Procedures sensitive to victims in responding to reports** of alleged sexual assault, domestic violence, dating violence or stalking, including informing victims about their right to file criminal charges as well as the availability of medical, counseling and support services, and alternative remedies such as housing and academic accommodation, if reasonably available.

• **University disciplinary sanctions** for those who commit sexual assault, domestic violence, dating violence and stalking.

• [https://sexualmisconduct.temple.edu/](https://sexualmisconduct.temple.edu/)
• Prompt investigation of complaints pertaining to dating violence, domestic violence, sexual assault and stalking;
• Ensure awareness of and training on sex discrimination, sexual harassment and sexual misconduct across campus

Direct Phone: 215-204-7188
Email: andrea.caporale@temple.edu
HAZARDOUS MATERIALS IN THE WORKPLACE

Online Hazardous Materials training required for all faculty and staff
INSTITUTIONAL REVIEW BOARD (IRB)

- Human subjects research does not require interaction with humans, but can be merely data collection.
- The research must not begin until you receive the IRB approval letter.
- The determination of a study’s exemption is made by the IRB, not the investigator.
- All changes to a research study must be approved by the IRB before implementation.

http://www.temple.edu/research/regaffairs/irb/irb_references.html
FIRE MARSHAL’S OFFICE

• Inspects all buildings
• Conducts fire drills
• Provides fire and occupational site-specific safety training
• Annually certifies of all fixed fire protection systems

In the event of fire, call 215-204-1234 or 1-1234
TECHNOLOGY AT TEMPLE
WHAT’S IN IT FOR YOU
Main Menu

**Personal Information**
View and update: address, phone, emergency contact and TUalert information.

**Student**
Apply for Admission, Register, View your academic records.

**Employee**
Review benefits and deductions, pay information, tax forms, leave activity, and enter a Leave of Absence request.

**Finance**
Create or review financial documents, budget information, approvals.
Search Results for: jame papacostas

James C. Papacostas
James Papacostas (preferred)
Executive Director Systems, Computer Services : Client Services
P: 1-215-204-5645
E: James.Papacostas@temple.edu

Profile

James C. Papacostas
Executive Director Systems, Computer Services : Client Services
Direct Phone: 1-215-204-5645
Department: 1-215-204-1030
Email: Jim.Papacostas@temple.edu
James.Papacostas@temple.edu
jimp@temple.edu
jp@temple.edu
J.Papacostas@temple.edu
jimtesting@temple.edu

Organization: TEMPLE UNIVERSITY
Mailing Address: 1101 W Montgomery Ave
TECH Center - 4th Floor, Suite 401
Philadelphia
PA
19122-2715
United States of America

Map it! (Beta)  Add to Contacts  Print
Outlook Exchange

TUMAIL powered by Google

Email for Employees, Faculty, and Students
What is WebEx?

Temple University’s web conferencing application

- Host online meetings, interviews, office hours
- Display and share documents
- Present PowerPoint slides
- Allow others to present and share documents
- Poll your audience
- Record an event
TECH SUPPORT AT THE HELP DESK
Welcome to the Computer Services website!

Explore this site to learn all about Temple's technology resources. Have any questions? We're here to help. Click on Help Chat on the right to chat with us or use the tabs below to search, request technical help, manage your account or report a problem.

What would you like to know?

ABOUT COMPUTER SERVICES

Temple University is one of five institutions internationally recognized for the innovative use of classroom technology in improving the classroom experience for students and faculty.

LEARN MORE

THANK YOU FOR JOINING US
INFORMATION SECURITY & PRIVACY
AccessNet Username: 
Password: 

PROTECT YOUR DATA & IDENTITY
Unrestricted (Public)

Sensitive (Internal)

Confidential (Restricted)

KNOW & SECURE YOUR DATA
TREAT CONFIDENTIAL INFORMATION WITH CARE
SAFELY STORE & SHARE DATA

TU safesend

- Pick-up
- Drop-off
- Share
- Collaborate
- Request Drop-off
SEE SOMETHING
SAY SOMETHING

SPEAK UP!
Welcome to the Computer Services website!

Explore this site to learn all about Temple’s technology resources. Have any questions? We’re here to help. Click on Help Chat on the right to chat with us or use the tabs below to search, request technical help, manage your account or report a problem. Best wishes for a successful summer session!

Report a Problem

Don’t provide confidential information such as password, SSN or date of birth.

What type of problem is it? *

- Report a Problem
- Report a Security Incident

Details - Be specific: (i.e., location, time, device) *

Visit Us
Computer Services Help Desk
Room 106,
12th St. & Montgomery Ave.
Philadelphia, PA 19122

Call Us
215-204-8000

Chat With Us
Launch Chat
UNIVERSITY COUNSEL
universitycounsel@temple.edu

INFORMATION SECURITY AND PRIVACY
ciso@temple.edu

ASK SPECIFIC QUESTIONS
10.0 YOUR CAREER AT TEMPLE UNIVERSITY

• 9.6 Performance Development System (PDS)
  - Non-faculty administration and staff who work 20 hours or more
  - Both Union and non-union positions
  - All new employees’ PDPs should be started during the first month of their introductory/probationary period.
  https://pds.temple.edu

• Please review the PDS Tutorial or register for Speak Up: Taking an Active Role in Your PDP
PERFORMANCE DEVELOPMENT SYSTEM
(Fiscal Year begins July 1 and ends on June 30)

Beginning of Fiscal Year

PLANNING

APPRAISING

MANAGING

End of Fiscal Year

During Fiscal Year
HR LEARNING & DEVELOPMENT

Signature Programs
• Supervisory Development Program
• Management Academy
• Leadership Academy
• International Educators Academy

Additional Services
• Scheduled Workshops
• Got 15 Minutes? E-Learning
• Departmental Training
• Organizational Development, Coaching, and Consultation

Visit: www.temple.edu/hr/departments/training/
VALUING DIVERSITY AND PREVENTING HARASSMENT AT TEMPLE UNIVERSITY
ORGANIZATIONAL DIVERSITY

THE COMBINATIONS OF WAYS IN WHICH EACH OF US IS...

...LIKE ALL OTHERS

...LIKE SOME OTHERS

...AND LIKE NO OTHER

Source: Kluckhohn and Murray
DIMENSIONS OF DIVERSITY

• Race/Color
• Gender
• Age
• Sexual Orientation
• Gender Identity & Expression
• Ability
• Social Style/Personality
• Ethnicity/Nationality

• Class/Socioeconomic status
• Appearance
• Educational Background
• Work Experiences
• Language Differences
• Religion/Spirituality
• ...and many more
STAGES OF DIVERSITY COMPETENCE

• Unconscious Incompetence

• Conscious Incompetence

• Conscious Competence

• Unconscious Competence
“The University is committed to providing a workplace and educational environment, programs, and activities, free of unlawful discrimination and harassment. This policy does not allow curtailment or censorship of constitutionally protected expression.”

Policy Number: 04.81.11
13.1 NON-DISCRIMINATION POLICY

“Temple University is committed to a policy of equal opportunity for all in every aspect of its operations.”

In employment, any program or activity offered or sponsored by the University, discrimination is unlawful on the basis of:

<table>
<thead>
<tr>
<th>Race</th>
<th>Age</th>
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<tbody>
<tr>
<td>Color</td>
<td>Disability</td>
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<tr>
<td>Religion</td>
<td>Marital Status</td>
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<td>Gender</td>
<td>Veteran Status</td>
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<td>National Origin</td>
<td>Genetic Information</td>
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<td>Ancestry</td>
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13.2 ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT

• Temple University is committed to creating and maintaining an academic and work environment free of all forms of harassment.

• Harassment is a form of discrimination and is based on the same protected classes as Temple’s non-discrimination statement.
MANAGER AND SUPERVISOR RESPONSIBILITIES

• Knowing, understanding, explaining and enforcing this policy;
• Being receptive to concerns and complaints
• Taking appropriate action (including consultation with Equal Opportunity Compliance (EOC) and/or EOC Ombudspersons
• Following up with a complainant
OFFICE OF EQUAL OPPORTUNITY COMPLIANCE

Sullivan Hall, 200M
1330 West Berks Mall
Philadelphia, PA 19122

Phone 215.204.8890
Fax 215.204.8897
https://www.temple.edu/eoc/

Sandra Foehl, Director
Tracey Hamilton, Assistant Director
ONLINE COMPLIANCE TRAINING

• Preventing Discrimination and Harassment program completion required within the first month of employment and additional compliance training programs required periodically as determined by the President

• Username@temple.edu and TUID are used to login

• All compliance training program announcements are sent via email from compliance-training@temple.edu
PLEASE COMPLETE YOUR EVALUATION
WE LOOK FORWARD TO WORKING WITH YOU!

Eric Brunner, Ed.D., Assistant Vice President
eric.brunner@temple.edu

Mike Mullin, M.S., M.Ed., Manager
mike@temple.edu

Lyndsey Karp, Training Coordinator
lkarp@temple.edu