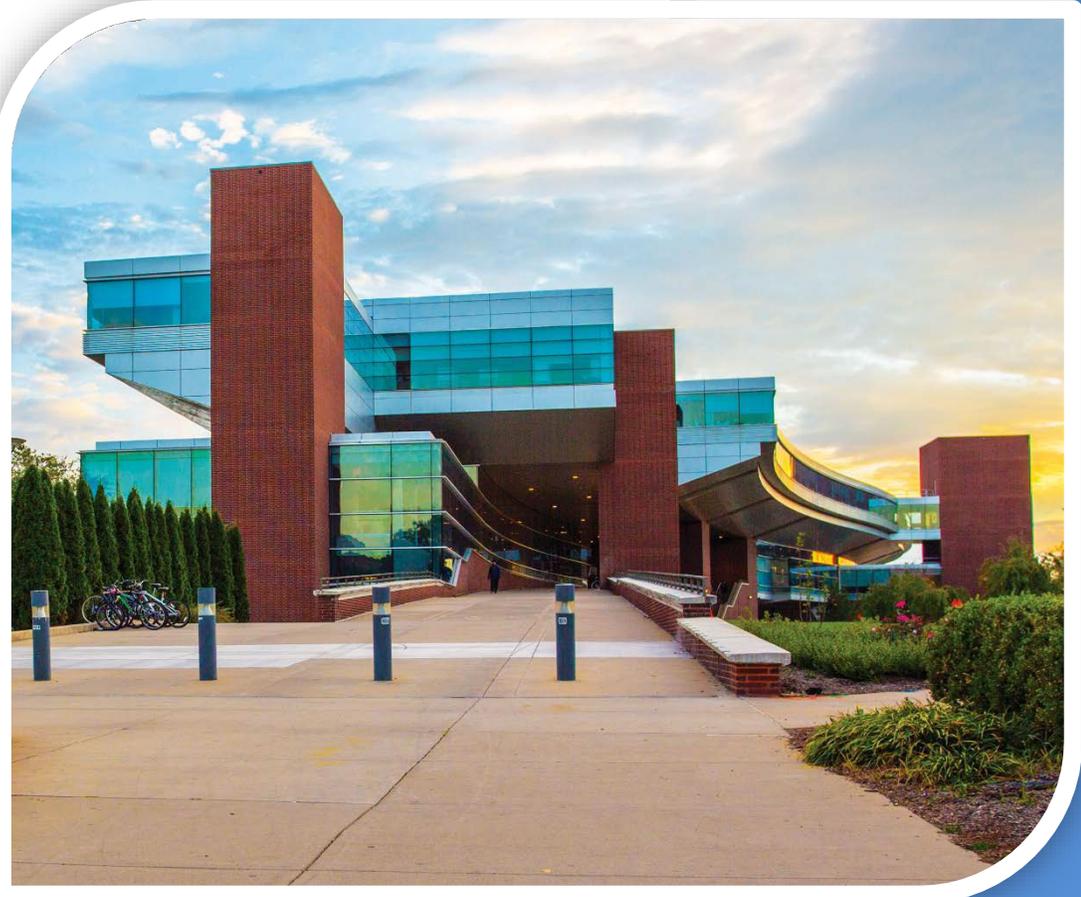


2019



Staff Handbook **College of Information Sciences and Technology**



PennState
College of Information
Sciences and Technology

College of IST Staff Handbook

This handbook aims to acquaint staff employees with the University's various policies, services, and facilities that will directly affect them during their careers at Penn State and in the College of Information Sciences and Technology. This resource is prepared as a ready reference to answer the questions most frequently asked by employees. However, it is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees.

Please contact [Karen Brewster](#) if you have suggested additions or revisions to this handbook.

Table of Contents

College of IST Staff Handbook.....	1
Welcome to IST	3
Dean’s Message	3
About the College	3
IST Core Values.....	3
New Employee Resources.....	4
New to Penn State	4
New to State College.....	4
Ethics and Responsibilities.....	5
Office of Inclusion and Diversity Engagement	5
Background Checks at Penn State.....	5
Sexual Harassment.....	5
Reporting wrongdoing and Mandatory Employee Training	5
Directory of IST Services	6
Administrative IST Guidelines	6
Benefits	6
Box	6
Computer	6
Construction Updates	6
Faculty & Staff Directory.....	6
First Aid (AED and CPR).....	6
IST Events Calendar.....	6
IST Finance Office.....	7
IST Intranet.....	7
Keys/Card Access	7
Listservs.....	7
Lost and Found.....	7
Mail	7
Office Supplies	7
Parking (including Midnight Clear Information)	8
Phones.....	8
Room Scheduling	8
Safety	8
Secure ID Tokens/eLion Access.....	8
Shared Drives/Common Drives.....	8
Staff Advisory Committee	8
Strategic Plan	8
Website	9
WorkDay	9
WorkLion.....	9

Welcome to IST

Dean's Message

The College of Information Sciences and Technology (IST) at Penn State is dedicated to educating the next generation of leaders for the digital 21st century. Our student-centric, problem-based learning approach allows us to deliver a curriculum that is continuously updated to ensure it addresses the rapidly evolving information technologies that are changing the way we work, communicate, socialize, and play.

Read the full message [here](#).

About the College

In Penn State's College of Information Sciences and Technology, our staff support students, faculty, and programs that use technology and leverage information to solve real-world problems. We offer associate, bachelor's, master's, and doctoral degrees – both in-residence and online – in emerging fields such as information sciences, cybersecurity, enterprise architecture, and data sciences.

The backbone of our college is built on IST staff partners like you. We aim for our staff to be recognized as the best and the brightest at the University. They strive to be self-motivated innovators and knowledge workers in their own right, and they collaborate to find new and better ways to provide higher value in all that we do.

IST Core Values

The College of IST's core values are those that form the foundation on which we perform work and conduct ourselves. Our core values are a common thread that is woven into our decision making and planning processes. In an ever-changing world, core values remain constant. In 2006, we identified the following six core values for our college, and we aim to uphold them through our work every day:

- Community
- Diversity
- Respect
- Open Communication
- Work/Life Balance
- Customer Service

New Employee Resources

New to Penn State

- [IST Office of the Dean Website](#)
- [About Penn State](#)
Review information on Penn State's mission, budget, facts, history, rankings, etc.
- [IST Intranet](#)
Access a one-stop shop for information for current faculty and staff.
- [Campus Maps](#)
View maps of campus, get directions to University Park, find buildings, and find out where to park.
- [ID Card Services](#)
Secure Penn State's official photo ID, which permits you to borrow books from the University Libraries, purchase food and beverages from on-campus dining facilities, utilize on-campus fitness centers, participate in Faculty/Staff programs, and more.
- [Parking/Transportation Services](#)
IST's Facilities Office can assist you with inquiries regarding parking and all other means of transportation on campus. This office also issues parking permits for IST visitors.

New to State College

- [Central Pennsylvania Convention and Visitors Bureau](#)
- [State College Information for Prospective Employees and Visitors](#)

Ethics and Responsibilities

Office of Inclusion and Diversity Engagement

The [Office of Inclusion and Diversity Engagement](#) aims to create a welcoming climate that is open to inclusive excellence defined by the full integration of every member of the IST community and an engagement of diversity that empowers every student, faculty, and staff member to develop their unique talents to make the broadest impact on the world.

Background Checks at Penn State

Background checks will be completed for any individual, 18 or over, paid or unpaid, who is engaged by Penn State in any work capacity. This includes all employees (full-time, graduate assistants, part-time/wage payroll), volunteers, working with minors, adjunct faculty, consultants, contractors, or other similar positions.

Penn State [policy HR99](#) outlines the process for conducting background checks. For questions regarding Penn State background checks, please contact IST's Office of Human Resources.

Sexual Harassment

Sexual harassment of faculty, staff, or students is prohibited and will not be tolerated at Penn State. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff, and students through education and by encouraging faculty, staff, and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

- [Policy AD85: Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct](#)
- [Penn State Affirmative Action Office](#)
- [Student Affairs Counseling & Psychological Services](#)

Reporting wrongdoing and Mandatory Employee Training

If you see something, say something!

Visit the [Office of Ethics and Compliance website](#) or contact IST's Office of Human Resources for inquiries regarding reporting wrongdoing and mandatory employee trainings at Penn State.

Directory of IST Services

Administrative IST Guidelines

Guidelines and procedures related to IST's administrative processes can be found at https://ist.psu.edu/directory/office/dean/admin_guidelines.

Benefits

Penn State provides a comprehensive benefits program to attract and retain high quality faculty and staff. Learn about benefits at <http://ohr.psu.edu/benefits>.

Box

[Box](#) enables you to securely share files. For more information or for assistance in using Box, please contact the [Office of Information Technology](#).

Computer

The Office of Information Technology (OIT) maintains the computers in the college for both administrative and classroom use. If you need computer-related assistance, please contact the [Office of Information Technology](#).

- College of IST Remote File Access Server: <https://remotefiles.ist.psu.edu>
- Virtual Desktop Interface (VDI): <https://vdiweb.ist.psu.edu/RDWeb/Pages/en-US/login.aspx>

Construction Updates

To view the Office of Physical Plant construction updates, visit <https://psu-opp.maps.arcgis.com/apps/webappviewer/index.html?id=0a5fd97b273e46c8b87f685eb253e320>

Faculty & Staff Directory

The IST Faculty Staff Directory can be found at <http://ist.psu.edu/directory>.

First Aid (AED and CPR)

Please see The [General Information](#) on the Facilities intranet site for individuals are trained and certified in AED and CPR in our college.

IST Events Calendar

The College of IST maintains a college-wide events calendar. This calendar can be viewed at <https://ist.psu.edu/college/events>. If you would like an event added to this calendar, please contact the [IST Events Office](#).

IST Finance Office

The [Finance Office](#) staff works closely with faculty and staff members to provide financial services while maintaining prudent fiscal controls through adherence to the University policies and procedures. In addition, this office ensures that all expenses are allowable, reasonable, and allocable. This office also processes and distributes all salaries and provides faculty member assistance with spend out of budgeted effort on research projects.

The [Finance Officer](#) is the College Risk Manager and may be consulted in any activities that could impact financial or reputational risk or any contracts requiring signature on behalf of the college or University. The Finance Officer also monitors, tracks and disseminates information on college key performance indicators.

It is important to note that no University employee may sign a contract on behalf of Penn State. Please contact the [Finance Office](#) for inquiries regarding contracts.

IST Intranet

The [intranet](#) exists to support the academic mission of the College of IST and Penn State University through enhanced communication, collaboration, and information management. This is a private, internal online work environment for the administrators, faculty, staff, and graduate student members of IST. The intranet is accessible from anywhere, using any web browser. To fulfill our mission, we advocate a continuous improvement approach to the intranet on the part of all users. The value of the intranet is in all of our hands.

Keys/Card Access

To secure keys and card access to the building, contact the [IST Facilities Office](#).

Listservs

[IST's Office of Human Resources](#) handles listservs for IST staff. The Dean's Office, Office of Faculty Affairs handles listservs for faculty.

The [Office of Information Technology](#) (OIT) handles all other listservs.

Lost and Found

Lost and found items can be dropped off and/or picked up in the IST Facilities Office. To inquire about an item, you can also email lostandfound@ist.psu.edu

Mail

For information on mail pickup and delivery locations/times, please contact the [IST Facilities Office](#).

Please complete a metered mail slip for outgoing USPS mail. For questions regarding metered mail cards, please contact the Dean's Office.

Office Supplies

Please contact your supervisor if you have a need for office supplies.

Parking (including Midnight Clear Information)

The [Facilities Office](#) is available to assist you with your parking needs. One-day, Red A parking permits for visitors can be obtained from the [Facilities Office](#). The host unit will be responsible for providing one-day permits for large IST events (Future Forum, Pro Expo, etc.). Subscribe to list serve by sending an empty e-mail message to L-PSUPARK-SUBSCRIBE-REQUEST@LISTS.PSU.EDU.

Phones

The [Facilities Office](#) coordinates the repair, addition, removal of phones, phone lines, fax lines, and voice mail. If you have a phone-related inquiry, please contact the Facilities Office. *Please do not contact the University Office of Telecommunications and Networking Services directly.*

Room Scheduling

Classrooms and meeting rooms can be scheduled via [25Live College Net](#). For information regarding 25Live College Net or if you need assistance with room scheduling, please contact the [Facilities Office](#).

Safety

Please contact the [Facilities Office](#) for College safety policies and evacuation plans.

The use of portable heaters is prohibited. If there is a heat problem in your work area, please report it to the [Facilities Office](#). Portable heaters may be confiscated if they are found in the IST Building.

Subscribe to [PSUALERT](#) to receive emergency notifications from Penn State.

Secure ID Tokens/eLion Access

Secure ID tokens are obtained in the [Facilities Office](#).

Shared Drives/Common Drives

The Office of Information Technology (OIT) maintains Shared Drive access for the college. If you need access to a shared drive or to the common drive, please contact the [IST Helpdesk](#).

Staff Advisory Committee

The College of Information Sciences and Technology (IST) [Staff Advisory Committee](#) was formed in 2009 to act as a liaison between the dean and staff members in the College.

The Committee serves to represent the interests and address the issues impacting IST staff. The aim of the Committee is to act as a bridge for communication to enhance and solidify the important strategic partnership between IST staff and the dean.

Strategic Plan

The [College of IST's Strategic Plan](#) helps to establish priorities, allocate resources, and pursue our mission of excellence.

Website

IST's Web Implementation and Multimedia Design teams are now a part of the Office of Information Technology (OIT). If you require assistance with web implementation and/or multimedia design, please contact the [OIT Helpdesk](#). The Office of Marketing and Communication will oversee the maintenance and update the content of the IST website and work in collaboration with OIT to preserve the College's brand on the web. If you require assistance with website content, please contact the [Marketing and Communication Office](#).

WorkDay

[WorkDay](#) is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to gain access to information regarding attendance, payroll, benefits, and personal information.

WorkLion

[WorkLion](#) is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to submit and track general inquiries to HR Staff, access news, announcements, FAQs, and other technologies including WorkDay and the Learning Resource Network.