

## Workplace Advisor Contact Information...

You may contact any advisor of your choosing. You are not obligated to use an advisor from your area of the College.

**Robert Armstrong** (rparmstr)  
Physical Plant Department  
Cell: 692-7528

**Jerry Boutin** (g\_boutin)  
Physical Plant Department  
Cell: 692-7527

**Priscilla Doel** (padoel, x4673)  
Spanish Department  
Lovejoy 331

**Frank Fekete** (fafekete, x5729)  
Biology Department  
Arey 321

**Vicki Hendsbee** (vlhendsb, x5631)  
Art Department  
Bixler 166

**Buffy Higgins** (bhiggins, x4329)  
Annual Giving  
SWW Alumni Center 234

**Jen Holsten** (jholsten, x4938)  
Athletics  
Alfond Athletic Center 260

**Maggie Libby** (melibby, x5638)  
Art Department and Library  
Bixler 107B

**Paul Meyer** (prmeyer, x4205)  
Administrative ITS  
Lovejoy 101

**Penny Ruksznis** (psrukszn, x5661)  
Bixler Art & Music Library

# Colby



## WORKPLACE ADVISOR PROGRAM

**The Workplace Advisor Program** provides a neutral person who can offer confidential and informal assistance to employees wishing to raise and discuss work-related issues. A Workplace Advisor will not be an advocate for an employee or the College but rather serve in an independent capacity, outside the normal lines of authority, to listen carefully, gather information, identify options to address concerns, and help individuals try to resolve issues. It will, of course, ultimately be the employee's choice as to what action to pursue to resolve the issues.

#### **Contact a Workplace Advisor to...**

Discuss an issue or concern in total confidence if, for whatever reason(s), you did not wish to use any existing campus resources (listed opposite).

Concerns/issues might include:

- not knowing whom to contact with a question or issue
- disagreement with a supervisor or other individual in a position of authority
- ongoing difficulty in work relationships
- workplace environment concerns
- family-work conflicts

Discussions with an Advisor will be informal and off the record – no personally identifiable records will be kept except, if in the judgment of the advisor, there were threat of imminent harm to the employee or others.

Because of their confidentiality, conversations with Advisors would not constitute formal notice of a problem under federal or state law.

#### **A Workplace Advisor WILL...**

- Remain impartial to all individuals
- Follow up on requests for assistance
- Listen to concerns
- Provide information and coaching
- Keep information confidential
- Help identify resolution options

#### **A Workplace Advisor WILL NOT...**

- Take sides
- Substitute for the formal channels
- Conduct formal or in-depth investigations
- Determine policy
- Breach confidentiality
- Make management decisions

#### **A Workplace Advisor will track the following information...**

- Type of concern
- Date
- Options Presented
- Employment type
- Area of the College

#### **For the purpose of...**

Identifying patterns, themes, or trends so that the College could continue to improve the workplace experience for all employees.

*\* No personally identifiable information would be reported to or shared with the College except for cases involving threat or imminent harm.*

#### **Other Existing Resources...**

Your Supervisor  
Personnel Services  
Dean of Faculty's Office  
Employee Assistance Program  
Office of Women's Services & Equal Employment Opportunity  
Harrassment Advisory Group  
Health Services  
Counseling Services  
President, Vice Presidents, Deans & Department Heads