

1991

Executive Committee Minutes July 1990-May 1991

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

EXECUTIVE COMMITTEE AGENDA

TUESDAY, JULY 17, 1990

NOON-UNIVERSITY UNION CANAL ROOM

- I. 1990-91 Committees
- II. Goals for 90-91
- III. Communications with administrative staff
- IV. Network
- V. Guest Speakers for 90-91
- VI. Opening Day
- VII. Sick leave to personal day issue
- VIII. Future Executive Committee meetings

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Recommended Issues for 1990-91 ASC

1. change in benefits and new third party administrator
2. personnel office - search for interim and permanent director
3. ERIP - push Sam Ramirez to gather and share data
4. relationship with Faculty Senate and CSC
5. forward child care report
6. drug free workplace
7. committees - re: issue raised by FS & ASC
8. rep on capital improvement committee
9. finalize Christmas break closing proposal
10. Human Relations Commission - follow-up on commitment requested by John Queener
11. better publicity of PD fund
12. investigate possibility of adding to this fund
13. some type of communication with new AS

*Martin Budget Adv
for Prof Dev fund.*



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: ASC EXECUTIVE COMMITTEE

FROM: Greg Jordan
Secretary

RE: Reminder

DATE: Aug. 15, 1990

Just a reminder that our next meeting is Tuesday August 21 at Noon in the Canal Room of the Union. Please remember to bring the information regarding the Network as passed out at the last meeting.

If you are unable to attend, please let me or Gregg DeCrane know. See you then!!

ASC Executive
8/28/90
Agenda

1. Evaluation of Opening Day
2. Sick Leave Conversion Policy
3. Agenda for 9/28/90
4. Communication Network
5. Ferrari Plaque
6. Personnel Director - Update
7. Guest - Marshall Rose

DRAFT--Conversion of Sick Leave to Personal Leave Policy

The Administrative Staff Council recommends that sixteen (16) hours of annually accrued sick leave be converted to personal leave time with unconditional usage. An employee must have cumulative sick leave of one hundred (100) hours before such a usage may occur. These sixteen (16) hour of personal leave may be used each year but cannot accrue from year to year.

As per the vacation policy, area supervisors are expected to accomodate such requests for personal leave time provided the needs of the area are not impaired.

NOTE: ASC had passed this basic principal of conversion of 2 days sick leave to personal time in early 1989. This proposed wording gives the specific direction needed to forward the policy to the administration. It is hoped that a vote on this policy can take place at the September meeting so it may be forwarded along with a similiar policy approved by CSC in August.

6

A.S.C. Executive
9/11/90

1. Chair's Report
2. Communications Network
3. September 13 Meeting
4. Guest: Marshall Rose

ASC EXECUTIVE COMMITTEE
SEPTEMBER 25, 1990
AGENDA

1. GUEST: DR. LES BARBER, ASST TO THE PRESIDENT
2. AGENDA FOR OCTOBER 4, ASC MEETING
3. APPOINTMENT TO COMPUTER USERS COMMITTEE
4. CHAIRS REPORT
 - TRUSTEE'S RETREAT
 - COMMITTEE PROGRESS
 - SALARY COMMITTEE
 - PWC
 - ERIP
 - PDF
 - CHARTER REVISION
 - FERRARI RESPONSE
 - PRESIDENTS OPEN FORUM
 - ASC REFS TO FS AND CSC
 - ASC/FS/CSC OFFICERS LUNCH

- Sick leave convention

ASC EXECUTIVE COMMITTEE
OCTOBER 9, 1990
AGENDA

1. BOARD OF TRUSTEES MEETINGS
2. TOPICS FOR JOINT ASC, CSC, FS MEETING
3. ISSUES UPDATE
 - 125 K
 - ERIP
 - PROMOTION POLICY
 - REPRESENTATIVES TO CSC, FS
4. PRESIDENT'S OPEN FORUM SUMMARY
5. GOOD OF THE ORDER

*125K plan - ask for 4 H.P.
- use None*

ASC EXECUTIVE COMMITTEE
OCTOBER 23, 1990
AGENDA

1. PDC RECOMMENDATION ON PROFESSIONAL DEVELOPMENT GRANTS CRITERIA
2. JOINT ASC, CSC, FS MEETING
3. ISSUES UPDATE
 - PERSONAL DAYS - *Internal Review complete - Roll Council in December*
 - PROMOTION POLICY - *sent him copy of his memo.*
4. AGENDA FOR NOVEMBER 1 MEETING
5. QUESTIONS FOR THE PRESIDENT
6. EXIGENCY POLICY
7. FOGAN REPORT ON CSC MEETING
8. JANUARY SOCIAL - *Jan 10*
9. REPORT ON CONSTITUENT GROUPS STATE WIDE - BOB FREIENHAMP
10. GOOD OF THE ORDER

CSC having a conference

- Alternates - meet to AS?

- Jensen - to be assigned - ideas

- Committee Rep. Report at Dec Meeting

- Budget - All agreed

- Amendments for handbook headings to bylaws.

Baby Pies

ASC EXECUTIVE COMMITTEE
NOVEMBER 13, 1990
AGENDA

- ~~1.~~ GUEST - GALEN FINN
- ~~2.~~ CLASSIFIED STAFF COUNCIL REPRESENTATIVE CONCERN
- ~~3.~~ BUDGET
- ~~4.~~ PERSONAL DAYS PROPOSAL
- ~~5.~~ BYLAWS
6. FACULTY SENATE MEETING REPORT
7. GOOD OF THE ORDER

Nov 38 - meeting on Promotion Policy



Bowling Green State University


October 31, 1990

Personnel Services
Bowling Green, Ohio 43403
(419) 372-2225
(419) 372-8421
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Kathy Eninger, Chair
Classified Staff Council

Gregory DeCrane
Administrative Staff Personnel

FROM: John C. Moore 
Executive Director
Personnel Services

SUBJECT: Personal Leave

Please review with the appropriate members of your Council the attached documentation and draft Personal Leave Policy and Procedures. When this has been reviewed, please call me to set up a meeting to discuss this matter. If you have any questions, please feel free to call.

JCM 1jg
Attachment



Bowling Green State University

October 5, 1990

Walt 12
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2225
(419) 372-8421
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Robert L. Martin
Vice President for Operations

SUBJECT: Personal Leave for Classified and Administrative Staff

*we said
100*
Both the Administrative and Classified Staff Councils have proposed that their constituency be granted unconditional usage of sixteen (16) hours of personal leave annually. Personal leave is to be charged against individual sick leave balances. The only difference between the two proposals is that the Classified Staff Council states that the individual must have a cumulative sick leave balance of one hundred hours to be eligible to use personal leave.

The recommendations have brought forth a number of questions and problems that must be addressed before any decision is made to approve the proposals. These include such items as accountability, starting date of implementation, supervisory approval or disapproval, eligibility, increments of usage, and notice of usage, to name a few.

Presently, full-time State employees paid by warrant of the State Auditor are granted 32 hours of personal leave on an annual basis. Full-time employees hired after the annual starting date have the personal leave prorated. (It should be noted that the Department of Administrative Services is considering granting personal leave on an accrual basis rather than granting the 32 hours in a lump sum on an annual basis. Details of this are presently unknown.) The use of personal leave is limited to a minimum unit of one hour, is charged only for the days and hours in which the individual is normally scheduled to work, and does not include overtime. State employees may use personal leave for a number of reasons to include mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, examinations of the employee or the employee's immediate family, weddings, religious obligations, holidays which fall on a normally scheduled workday, and any other matter of a personal nature. State employees are normally required to give notice in advance to the immediate supervisor unless the use is for an emergency situation. The notice of usage is in the form of a written request and requires the supervisor's approval before personal leave is used. Finally, personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time, and it may not be used to extend an employee's date of resignation or date of retirement. At the conclusion of the year State employees have the option of having the unused portion returned to their sick leave balance, they may be paid for the remaining hours, or they may carry 16 hours forward into the next year.

As can be seen from the above summary of State procedures on personal leave they are definite, have established parameters in which it can be requested, approved, and used. As a State university who presently follows the Ohio

Subject: Personal Leave For Classified and Administrative Staff
Page 2

Revised Code regarding sick leave and absences it would be appropriate for Bowling Green State University, if it adopts a personal leave policy, to generally parallel the procedures that are already in place for other State employees. In addition, the procedure adopted at Bowling Green State University should be the same for both the administrative and classified staff.

The first area of concern has to do with eligibility. The Classified Staff Council has recommended that those members of their constituency who have a sick leave balance of 100 hours or more be eligible for personal leave and those with less be ineligible. The Administrative Staff has placed no stipulation on their constituency. Comments from other areas have suggested a balance of 360 hours of sick leave be accrued before personal leave can be used. It would appear that by establishing a sick leave balance minimum before personal leave can be used, an incentive will be created for employees to save some of their sick leave to reach the established minimum in order to use personal leave. The amount recommended by Classified Staff Council is less than one year's accrual while the 360 hour figure represents three years of sick leave accrual. If one were to adopt 100 hours as the minimum, it would mean that approximately 840 full- and permanent part-time classified employees would be immediately eligible to use personal leave. The number of administrative staff members who would be eligible is presently unknown as there is no computerized accountability of their sick leave usage and balances. The requirement that individuals have some sick leave balance has merit in that it does require the employee to accrue some balance before the benefit is granted. From Personnel Services' point of view 100 hours or less than one year's accrual is too small and the recommendations of 360 hours appears to be too large. A compromise would be to require the individual to have at least one year's accrual (120 hours) or even two year's accrual (240 hours) before personal leave can be used.

Eligibility to use personal leave should occur once annually to eliminate confusion among employees whose sick leave balances shift above or below the stated minimum during the year. Since sick leave for the majority of employees, the classified staff, is done on a calendar year basis, and programs and accountability are well established for this group, it would appear appropriate to grant the use of personal leave balances on January 1 of each year. Eligibility would be based on the sick leave balance for classified staff as of the conclusion of the last pay period in December. For administrative staff, eligibility would be based on the sick leave balance as of December 31. All employees who have the requisite sick leave balance at that time would be eligible for the 16 hours of personal leave in the succeeding year. Those individuals who do not have the requisite balance will wait until the end of the succeeding year to determine eligibility.

The question of accountability is also of a concern. Presently, the Payroll Office issues a biweekly printout of vacation and sick leave usage, accruals and balances for the classified staff. It would appear that a similar program would have to be developed for personal leave for this group. For administrative staff the accountability of sick leave and vacation balances rests with the appropriate supervisor. In absence of developing some central computer accountability for administrative staff absences it would appear,

Subject: Personal Leave For Classified and Administrative Staff
Page 3

in the interim, that immediate supervisors of the administrative staff would be responsible for the accountability of personal leave. Since the Payroll Office is responsible for monitoring sick leave, vacation, and compensatory time balances of classified staff, it would appear that, if approved, procedures for monitoring and maintaining personal leave balances would also have to be developed in this system. Consideration should also be made to have the time accounted for on pay check stubs so that classified staff are aware of their balances of this time. This could also apply to administrative staff if a computerized accountability of time could be established.

The Ohio Administrative Code defines a number of reasons in which personal leave may be used. In requesting personal leave, a supervisor should have the right to insure that personal leave is being used for what it is intended before approving the request. The minimum unit of usage used by State employees is one hour and this too, should remain the same for Bowling Green State University. The department/area heads should have the right to establish reasonable times in which they would require employees to request personal leave before actual use in a similar manner as vacation is requested. University policy should establish the limit as scheduling needs vary within University departments and areas. If approved, personal leave may be requested in writing by using the existing time report form for classified staff and the leave request form for administrative staff.

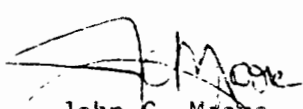
When personal leave was established for state employees, the intent was to recognize there was a bona fide need for employees to be off from work for reasons that did not fall under sick leave or vacation rules. However, it does not prevent employees from using this time as a means of getting time off under the guise of personal reasons, as opposed to calling in sick and using sick leave instead. Personal leave provides the employee with a more open reason to request time off from work without being forced to use vacation or leave without pay.

Since adoption of this proposal involves computer program changes as it pertains to classified staff it would appear that implementation of this may not be feasible to begin on January 1, 1991. However, a January 1, 1992 target date should provide sufficient time to review and establish necessary computer programs for the classified staff, establish any necessary programs for the administrative staff, and to resolve any unknown problems that may arise before implementation. In addition, announcement of the program as early as possible after approval will provide time for individuals to build up sick leave balances to be eligible for personal leave usage.

Personnel Services supports the proposal of personal leave as it provides a benefit that has been made available to regular State employees, and it provides a means for employees to accomplish certain needed requirements without being forced to use other balances or to use sick leave for a purpose to which is not intended. On the other hand, Personnel Services does not support unconditional usage as it supports two additional days off from work without any valid reason and as if it were vacation time to which the employee has a recourse to use. Personal leave should be used to support valid reasons for being off from work and the State guidelines support this.

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Attached to this memorandum is a draft of personal leave policy for consideration. Also attached is a copy of the existing portion of the Ohio Revised and Administrative Codes regarding personal leave for regular State employees.


John C. Moore
Executive Director,
Personnel Services

ljg

Attachments

**BOWLING GREEN STATE UNIVERSITY
PERSONAL LEAVE POLICY**

Administrative and classified staff are eligible to convert sick leave to personal leave subject to the following procedures:

1. Full-time staff with a sick leave balance of 120 hours (15 days) at the end of the calendar year may convert sixteen (16) hours of sick leave for personal leave in the following year. Permanent part-time staff with a sick leave balance of 120 hours (15 days) at the end of the calendar year may convert sick leave to personal leave on a prorated basis as shown below.

<u>Average Work Hours Per Week</u>	<u>Personal Leave</u>
10 hours	4 hours
20 hours	8 hours
30 hours	12 hours
35 hours	14 hours

Temporary employees are not eligible to use personal leave.

2. Eligibility to use personal leave will be done once annually and based on sick leave records at the end of each calendar year. For classified staff the bi-weekly vacation and sick leave report for the last whole pay period in the calendar year will be used. For administrative staff the sick leave balance as of December 31 will be used. Staff who do not have the required 120 hour sick leave balance will be ineligible for personal leave until the following year.
3. Personal leave used by administrative and classified staff will be charged in minimum units of one (1) hour. Staff may use personal leave only for the days and hours for which they normally would have been scheduled to work, but not to include scheduled overtime.
4. Personal leave may be used for the following reasons:
 - a. Mandatory court appearances before a court of law and in a matter in which the employee is a party or whose presence is required. Such appearances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles.
 - b. Legal or business matters which could not normally be conducted by an employee during hours other than normal scheduled work hours.
 - c. Family emergencies of a nature that require an employee's immediate attention.
 - d. Unusual family obligations which could not normally be conducted by an employee during hours other than normal scheduled work hours.
 - e. Examinations such as medical, psychological, dental or optical examination of the employee, or the employee's immediate family.

PERSONAL LEAVE POLICY

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- f. Weddings of members of the immediate family.
 - g. Religious holidays which fall on a normally scheduled workday for an employee.
 - h. Any other matter of a personal nature.
5. Personal leave may not be used to cover unexcused absences or make up time.
 6. Requests for use of personal leave must be made in advance giving reasonable notice to the immediate supervisor, unless the leave is for use in an emergency situation. Reasonable notice will be established by their immediate supervisor/department/area head as appropriate. Personal leave will be reported utilizing the time report form/time sheet for classified staff and the leave request form for administrative staff.
 7. At the end of the calendar year unused personal leave will revert back to individual sick leave balances.
 8. The University Payroll Department will maintain records of accruals, usage, and balances for classified staff. Supervisors of administrative staff will maintain similar records.
 9. Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time. It may not be used to extend an employee's date of resignation or date of retirement.

disability leave benefits in accordance with Chapter 123:1-33 of the Administrative Code.

HISTORY: Eff. 3-29-82
11-29-81

Note: Effective 11-29-81, 123:1-32-06 contains provisions of former 123:1-33-03 (prior PL-26-03).

CROSS REFERENCES

RC 124.38, Sick leave; other than state employees
RC 124.382, Definitions; sick leave for state employees

123:1-32-07 Personal leave with pay, charge of personal leave, and uses

(A) Eligibility for personal leave. Each full-time employee whose salary or wage is paid directly by warrant of the auditor of state shall be eligible for personal leave with pay.

(B) Credit of personal leave.

(1) Each full-time employee during the base pay period of each year shall be credited with twenty-four hours of personal leave.

(2) Each person who receives a full-time appointment subsequent to the base pay period shall be credited with twenty-four hours of personal leave less nine-tenths of an hour for each pay period subsequent to the base pay period and prior to the pay period during which the appointment was made.

(3) A full-time employee who separates from state service or is no longer a full-time employee during the year shall receive a reduction of personal leave credit of nine-tenths of an hour for each pay period that remains beginning with the first pay period following the date of separation until the pay period preceding the next base pay period.

(C) Compensation. Compensation for personal leave shall be equal to an employee's base rate of pay.

(D) Charge of personal leave. Personal leave which is used by an employee shall be charged in minimum units of one hour. Employees shall be charged personal leave only for the days and hours for which they would have otherwise been scheduled to work, but shall not include scheduled overtime.

(E) Uses of personal leave. Employees may use personal leave for the following reasons:

(1) Mandatory court appearances before a court of law and in a matter in which the employee is a party or whose presence is required. Such appearances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles.

(2) Legal or business matters which could not normally be conducted by an employee during hours other than normal scheduled work hours.

(3) Family emergencies of a nature that require an employee's immediate attention.

(4) Unusual family obligations which could not normally be conducted by an employee during hours other than normal scheduled work hours.

(5) Examinations such as medical, psychological, dental or optical examination of the employee, or the employee's immediate family.

(6) Weddings of members of the immediate family.

(7) Religious holidays which fall on a normally scheduled workday for an employee.

(8) Any other matter of a personal nature.

(F) Notification and approval of use of personal leave. Employees may use personal leave upon giving reasonable notice to the employee's supervisor or other responsible administrative officer of an appointing authority. Such requests should be in writing. Requests should, when possible, be made a reasonable time in advance of the date or dates requested for use of personal leave unless the use is for an emergency situation. State agencies, boards, and commissions should establish procedures implementing the provisions of this paragraph and shall be responsible for informing all employees of the notification policy. Reasonable notification policies should be based upon the operational requirements of an agency.

(G) Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time.

(H) Personal leave may not be used to extend an employee's date of resignation or date of retirement.

HISTORY: Eff. 7-16-84 (1984-85 OMR 5)
4-5-84, 10-24-83, 3-29-82, 11-29-81

CROSS REFERENCES

RC 124.386, Personal leave for state employees

123:1-32-08 Conversion or carry forward of sick leave or personal leave credits at year's end

(A) Conversion or carry-forward of sick leave credit or personal leave credit at year end. An employee whose wage or salary is paid by warrant of the auditor of state shall have, pursuant to the following provisions, the option to convert to cash benefit or carry forward the balance of any unused sick leave credit or personal leave credit at year's end. For purposes of this rule the term "year's end" means the last day of the pay period preceding the base pay period.

(1) Sick leave credit conversion or carry-forward. An employee who is credited sick leave pursuant to section 124.382 of the Revised Code and rule 123:1-32-01 of the Administrative Code shall have at year's end the following options with regard to the portion of sick leave credit:

(a) Carry forward the balance of sick leave credit.

(b) Receive a cash benefit conversion for the unused balance of sick leave credit. The cash benefit conversion shall be equal to one hour of the employee's base rate of pay for every two hours of unused sick leave credit that is converted.

(c) Carry forward a portion of the balance of sick leave credit and receive a cash benefit conversion of a portion of the sick leave credit.

(2) Personal leave credit conversion or carry forward. Employees who are credited with personal leave pursuant to section 124.386 of the Revised Code and rule 123:1-32-07 of the Administrative Code shall have at year-end the following options with regard to the unused portion of personal leave credit:

(a) Carry forward the balance of personal leave credit up to a maximum of sixteen hours.

(b) Convert the balance of personal leave to accumulated sick leave to be used in the manner provided by section 124.382 of the Revised Code and the appropriate administrative rules.

(c) Receive a cash benefit conversion for the unused balance of personal leave. The cash benefit conversion shall equal one hour of the employee's base rate of pay for every one hour unused credit that is converted.

(B) Limitations of conversion of sick leave credit at year's end.

(1) The options for conversion of sick leave credit listed in paragraphs (A)(1)(b) and (A)(1)(c) of this rule can only be utilized for sick leave credited an employee in the year in which the credit is given.

(2) All sick leave credit balances that are carried forward are excluded from further cash benefits provided by this rule. The failure of an employee to utilize one of the sick leave conversion options listed in paragraphs (A)(1)(b) and (A)(1)(c) of this rule shall result in the automatic carry-forward of any balance of sick leave credit.

(3) Any employee who separates from service during the year shall not be eligible under this rule for the cash conversion benefit of the unused sick leave credit.

(C) Applicability of retirement system deductions to sick leave credit cash conversions. Any cash benefit conversions of sick leave or personal leave made at year end under the provisions of this rule shall not be subject to contributions to any of the retirement systems either by the employee or the employer.

(D) Notification of option to convert sick leave credit or personal leave credit at year end. An employee eligible to receive a cash benefit conversion of sick leave credit or personal leave credit at year's end must indicate their desire to convert any sick leave or personal leave no later than the end of the pay period that includes the first day of November. Each appointing authority shall be responsible for reporting the conversion requests to the department of administrative services.

HISTORY: Eff. 3-29-82
11-29-81

CROSS REFERENCES

RC 124.383, Options as to unused sick leave
RC 124.386, Personal leave for state employees

123:1-32-09 Conversion of sick leave and personal leave credit upon separation from service

An employee whose salary or wage is paid by warrant of the auditor of state shall be entitled, upon separation for any reason, to a cash conversion benefit for unused sick leave and personal leave credit pursuant to the provisions of this rule and sections 124.384 and 124.386 of the Revised Code. For purposes of this rule the term "separation" shall mean any voluntary or involuntary termination from service, including, resignation, retirement, removal from service, and layoff from service but does not include death of an employee.

(A) Conversion to cash benefit of accumulated sick leave credit whose salary or wage is paid by warrant of the auditor of state.

(1) General. An employee who has accumulated sick leave under the provisions of sections 124.38 or 124.382 of the Revised Code shall be entitled to a cash benefit conversion of the accumulated unused sick leave balance upon separation of service.

(2) Eligibility. In order to be eligible for the accumulated sick leave cash conversion benefit authorized by this rule an employee must have at least one year of state service prior to separation.

(3) Determination of amount of sick leave to be converted. An employee about to separate or who has separated from state service shall designate in writing the percentage or portion of his sick leave credit accumulation that he desires to convert to cash. If an employee designates a percentage or portion less than the total of his accumulated sick leave credit, the percentage or portion of the accumulated sick leave credit not converted may be reinstated to the employee's sick leave credit upon the employee's reinstatement or reemployment to state service. If an employee fails to designate the portion or percentage of the accumulated sick leave credit he desires to convert to the cash benefit the entire amount of sick leave credit accumulation shall be converted to cash benefit.

(4) Payment. Payment for that percentage or portion of sick leave credit an employee desires to convert to a cash benefit shall be made at the employee's base rate of pay at the time of their separation at the rate of one hour of pay for every two hours of accumulated balances.

(B) Conversion to cash benefit of accumulated personal leave credit.

(1) An employee whose salary or wage is paid by warrant of the auditor of state who has accumulated personal leave credit under the provisions of section 124.386 of the Revised Code and rule 123:1-32-07 of the Administrative Code shall be entitled to, upon separation of service, a cash benefit conversion for all accumulated personal leave credit.

(2) Payment for accumulated unused personal leave credit shall be at a rate equal to an employee's base rate of pay.

(C) Notification of option to convert sick leave and personal leave credits. Appointing authorities shall be responsible for notifying in writing employees of their right to convert sick leave and personal leave credits upon separation.

(D) Reemployment or reinstatement during leave year. If an employee, who has separated from state service and has received cash benefits for personal leave credit pursuant to the provisions of this rule, is reinstated or reemployed in state service he shall not be granted reinstatement of personal leave credit converted to a cash benefit nor will the employee be entitled to any additional personal leave credit before the next base pay period.

HISTORY: Eff. 3-29-82
11-29-81

CROSS REFERENCES

RC 124.384, Payment for unused sick leave upon separation
RC 124.386, Personal leave for state employees

123:1-32-10 Transfer of sick leave and personal leave credits, restoration of sick leave credit and conversion to

balances used to supplement the benefits, plus any amount contributed by the state as provided in division (D) of this section, shall be paid at the employee's base rate of pay in an amount sufficient to give employees up to one hundred per cent of pay for time on disability;

(7) Procedures for appealing denial of payment of a claim, including:

(a) A maximum of thirty days to file an appeal by the employee;

(b) A maximum of fifteen days for the parties to select a third-party opinion pursuant to division (F) of this section, unless an extension is agreed to by the parties;

(c) A maximum of thirty days for the third party to render an opinion.

(8) Provisions for approving medical leave where an employee is in no pay status because he has used all his sick leave, personal leave, vacation leave, and compensatory time.

(C) Except as provided in division (B)(6) of this section, time off for an employee granted disability leave shall not be chargeable to any other leave granted by other sections of the Revised Code.

(D) While an employee is on an approved disability leave, the employer and employees' share of health, life, and other insurance benefits shall be paid by the state, and the retirement contribution shall be paid as follows:

(1) The employer's share shall be paid by the state;

(2) For the first three months, the employee's share shall be paid by the employee;

(3) After the first three months, the employee's share shall be paid by the state.

(E) The approval for disability leave shall be made by the director of administrative services, upon recommendation by the appointing authority.

(F) If a request for disability leave is denied based on a medical determination, the director of administrative services shall obtain a medical opinion from a third party, who shall be mutually agreed to by the employee's physician and the director. The decision of the third party shall be binding.

(G) Any employee who is granted disability leave shall be paid additional compensation, at the rate of ten per cent of the employee's hourly base rate of pay, for sick leave used during the waiting period but not paid pursuant to division (D) of section 124.382 of the Revised Code.

HISTORY: 1987 H 178, eff. 6-24-87

1984 S 311; 1981 H 694

PRACTICE AND STUDY AIDS

Baldwin's Ohio School Law, Text 11.07(B), 14.06(A)

LEGAL ENCYCLOPEDIAS AND ALR

CJUR 3d: 73, Pensions and Retirement Systems § 28, 57, 87, 114

NOTES ON DECISIONS AND OPINIONS

35 Clev. St. L. Rev. 455 (1986-87). H.R. 4300, the Family and Medical Leave Act of 1986: Congress' Response to the Changing American Family, Note.

35 Misc(2d) 24, 520 NE(2d) 28 (Cl. of Claims 1987), Dunkin v Administrative Services Dept. The court of claims has no appellate jurisdiction relating to a decision by the department of administrative services denying a state employee disability leave for lack of the medical opinion necessary under RC 124.385.

COC 85-06866 (5-27-87), Zugelter v Industrial Comm. Agency department heads and supervisors have no statutory obligation to tell an employee the procedures to follow concerning a disability

leave, such as filing of a claim for benefits with the department of administrative services within thirty days of the last day worked.

124.386 Personal leave for state employees exempt from collective bargaining law

(A) Each full-time employee paid in accordance with section 124.152 of the Revised Code and those employees listed in divisions (B)(2) and (4) of section 124.14 of the Revised Code shall be credited with thirty-two hours of personal leave each year. Such credit shall be made to each eligible employee beginning the first day of the base pay period. Employees, upon giving reasonable notice to the responsible administrative officer of the appointing authority, may use personal leave for absence due to mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, medical appointments, weddings, religious holidays, or any other matter of a personal nature.

(B) When personal leave is used, it shall be deducted from the unused balance of the employee's personal leave on the basis of absence in such increments of an hour as the director of administrative services determines. Compensation for such leave shall be equal to the employee's base rate of pay.

(C) A newly appointed full-time employee or a nonfull-time employee who receives a full-time appointment shall be credited with personal leave of thirty-two hours, less one and two-tenths hours for each pay period that has elapsed following the base pay period until the first day of the pay period during which the appointment was effective.

(D) The director of administrative services shall allow employees to elect one of the following options with respect to the unused balance of personal leave:

(1) Carry forward the balance. The maximum credit that shall be available to an employee at any one time is forty hours.

(2) Convert the balance to accumulated sick leave, to be used in the manner provided by section 124.382 of the Revised Code.

(3) Receive a cash benefit. The cash benefit shall equal one hour of the employee's base rate of pay for every hour of unused credit that is converted. Such cash benefit shall not be subject to contributions to any of the retirement systems, either by the employee or the employer.

(E) Upon separation from state service, an employee shall be entitled to compensation for all unused personal leave balance. The rate of pay shall be equal to the employee's base rate of pay.

(F) A full-time employee who separates from state service or is no longer a full-time employee during the year shall receive a reduction of personal leave credit of one and two-tenths hours for each pay period that remains beginning with the first pay period following the date of separation until the pay period preceding the next base pay period. If the reduction results in a number of hours less than zero, the cash equivalent value of such number of hours shall be deducted from any compensation that remains payable to the employee, or from the cash conversion value of any vacation or sick leave that remains credited to the employee.

(G) An employee who transfers from one public agency to another shall be credited with the unused balance of personal leave up to the maximum personal leave accumulation permitted in the public agency to which the employee

The Administrative Staff of B.G.S.U. actively participates in the governance of the University both informally through involvement on committees and task forces and formally through the Administrative Staff Council. This concept of shared governance is clearly stated in the Academic Charter, Article II.

In light of the importance of Administrative Staff Council members actively participating in the governance of the university, the following is understood:

Administrative Staff elected or appointed to serve on Administrative Staff Council, it's committees, or University committees will be allowed time for purposes of performing the duties associated with these obligations.

ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
AGENDA
NOVEMBER 27, 1990

1. BUDGET SITUATION
 - SHORT TERM ACTION
 - LONG TERM ACTION - MARSHA LATTA
2. PERSONNAL DAY POLICY
3. RELEASE TIME STATEMENT
4. GENDER ISSUE
5. PROMOTION POLICY
6. AGENDA FOR DECEMBER 6 MEETING
7. GOOD OF THE ORDER

ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
AGENDA
DECEMBER 11, 1990

- ~~1.~~ FERRARI ENDOWMENT
- ~~2.~~ PROFESSIONAL DEVELOPMENT PROPOSAL
- ~~3.~~ BUDGET SITUATION
- ~~4.~~ GENDER ISSUE
- ~~5.~~ REPLACEMENTS ON HRC AND FAC
6. INSURANCE COMMITTEE FOLLOW-UP
- ~~7.~~ PARKING
8. GOOD OF THE ORDER

Agenda for Jan. 10 meeting
Recognition

ASC EXECUTIVE COMMITTEE
JANUARY 8, 1991
AGENDA

1. Welcome back Jill
2. Ad Hoc Innequities Committee
3. Thursday meeting and reception
4. Project 90 requestfor information
5. Chair's update
 - Trustees meeting
 - Handbook changes
 - Ferrari endowment
 - Parking fee waiver
 - Budget process review meeting



Bowling Green State University

Office of Cooperative Education
College of Technology
Bowling Green, Ohio 43403-0306
(419) 372-7580
Cable: BGSUOH

December 13, 1990

MEMORANDUM

TO: Gregg DeCrane

FROM: Barry D. Piersol

A handwritten signature in cursive script, reading "Barry D. Piersol".

RE: Ad Hoc Inequities Committee

After discussion with Sam Ramirez and John Moore, the ASC Salary Committee recommends the formation of Ad Hoc Inequities Committee. This committee would specifically address the issue of gender, titles, and ethnic background.

In addition we recommend the following area be represented:

- A 1982 committee member, such as Susan Crawford.
- An ASC Salary Committee member.
- A Personnel Services staff member, such as Sam Ramirez.
- One member from each VP area.
- A Firelands representative.
- Others recommended by ASC Executive Council.

It is our hope that this committee can be formed in January 1991.

pc: ASC Salary Committee

BDP/sdr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Tim King
Director of Planning

FROM: Gregg DeCrane
Assistant Vice President for Student Affairs
University Student Activities

DATE: January 9, 1991

RE: Project 90

I have enclosed the Information Needs Survey for Administrative Staff Council. Most of the items listed concern themselves with the Human Resources System HRS.

In addition, one non-ASC need expressed by several of the ASC exec members is that of a system for the scheduling of space on campus. There was a committee that was dealing with this concern, but its progress was interrupted when the Recruitment and Retention Committee was formed and many of the members of the space committee were selected for the R&R committee. One of the items that was discussed by the space committee was having Project 90 take a look at the whole space scheduling needs of the campus. Not knowing if this priority need has been expressed elsewhere, we felt we would make it known with our response.

GD/bal
pc: ASC Executive Committee

DATE:

TO: Tim King, Chair of the Project-90 Subcommittee on Information Needs, c/o Office of Vice President for Planning and Budgeting

FROM: Name: Gregg DeGrane

Department/Unit: Administrative Staff Council

SUBJECT: Information Needs for Our Area

Below is a list of questions or types of information that would be most useful in meeting our information needs.

1. Basic Salary information on administrative staff employees to include; amount of salary, years at E.G.S.U., and level of education.
 2. Information on administrative staff activity related to new hires, departures, employee list by V.P. unit.
 3. The ability to do personalized correspondence to administrative staff.
 4. Electronic mail for all administrative staff. The ability to distribute council minutes electronically.
 5. Access to information on the utilization of benefits. How many administrative staff have family coverage? As an example..
 6. On line access to CUPA information from both a university reporting mode and a university receiving mode.
 - 7.
 8. •
- Use this form or send a separate memo to generate a list of questions or types of information that would be most useful in meeting your information needs. Add additional pages if the space provided is not adequate.
 - Attach major surveys or questionnaires that you generally complete or would like to be able to complete using information from the Project-90 systems.
 - If possible, highlight the most important areas or those that are particularly troublesome for gathering information to answer.
 - Please return in the enclosed envelope by January 25. THANK YOU!

ASC EXECUTIVE COMMITTEE
JANUARY 22, 1991
AGENDA

1. Ferrari Endowment
2. Ad Hoc Innequities Committee
3. Agenda for Feruary 7 meeting
4. Equal Opportunity Committee request
5. Budget Review Committee followup

ASC EXECUTIVE COUNCIL
FEB. 12, 1991

1. Chair Updates
 - Trustee contact
 - Personal days
 - Ferrari endowment
 - WBGU March 2
2. Election update - Greg
3. Agenda for March 7 meeting
 - PWC Proposals
4. Budget
5. Good of the Order

*5:34 Ballots
1:50 instant form*

March 14

ASC EXECUTIVE COUNCIL
MAR. 12, 1991

1. Chair Updates
 - Trustee contact (minutes)
 - Personal days
 - Ferrari endowment (reminder in minutes)
2. Election update - Greg
3. Spring Break scheduled meeting
4. Budget
5. Good of the Order

Salvatore

Ferrari Endowment

April 2



Bowling Green State University

3-22-91

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: ASC Executive Committee

FROM: GREG

Re: ~~Next~~ Meeting

Please note the MARCH 26th meeting
has been changed to APRIL 2 at
noon in the Canal Room!

See you then!

ASC EXECUTIVE COUNCIL
APRIL 1, 1991

- 1. Slate of Officers
- 2. Health Care Meeting - 1 - 2:30 *exec & welfare*
Chart Room.

3. Salary Recommendation Feedback *? ANY.*

4. Gliscamp Letter.

5. Exigency Plan - Doc. TO READ.

*Request Ref to
be officers &
Chairman
Admitted it
They feel
it's
very common
inexpensive.*

3. No merit if small increase
*known as irregular between constituent
groups.*

6. Reports for prof who found
Balance: \$1235

? Return

3 requests 1) *? inclusion to clinic*
asked \$2,000 → \$850 + \$1035

2) *Cindy asking to merge 3 yrs*
admitted to merge.
asked \$375 job added → \$200

3) *John S. Collins*
College 3-5 mgmt cost. - 3 yr program - just above
ish - NO FUNDING. Planned Ref. to it

*(But would like additional funds)
& then would fund.*

*Will Carr
over 25%
Ed will
assume a
obligation.*



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: ASC Executive Council
Ann Bowers, Chair
ASC Personnel Welfare Committee

FROM: Gregg DeCrane, Chair
ASC

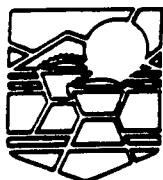
DATE: April 17, 1991

RE: Costeffex Meeting

Our next scheduled meeting with the Costeffex consultant (the new one) will be on Wednesday, April 24 at 11:00 a.m. in the 10th floor conference room of the Administration Building.

Please let me know if you cannot be in attendance.

GD/bal



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: ASC Executive Members 1990-91 and 1991-92

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: April 26, 1991

RE: Meeting at Firelands

Each year one of our last meetings as an Executive Committee is held on the Firelands Campus. This enables us to keep in touch with our colleagues in Huron and gives us a chance to visit a jewel of a facility. In talking with Penny Nemitz, June 11 has been selected as the date for this years trip. Since this is the last meeting for the current Exec. group, I have also taken the initiative to invite the members of next years Executive Council to join in the trip. This will allow those of you who are new to take the concerns of Firelands Administrative Staff into consideration as you plan for next year.

Plans are to leave Bowling Green at 8:15 a.m., have a meeting at 10:00 a.m. followed by lunch and for those wishing to stay in the area during the afternoon, some recreation. Penny is arranging for some tee times at Thunderbird Hills for those wishing to golf. Past years have found groups taking in shopping malls, craft shops or the wide array of entertainment in the Cedar Point area. For those wishing to make a day of it, we usually end with dinner at a local restaurant. All of the extracurricular activities are optional and flexible so you can really do whatever part you desire.

Please let me know your intentions by June 1, so that I can get back to Penny with final numbers. Use the attached form so I can keep everything straight.

Name _____

I plan on going on the ASC trip to Firelands Campus on June 11

_____ YES _____ NO

_____ playing golf in the afternoon

I plan on:

_____ doing something other than golf in the afternoon.

Suggestions: _____

_____ getting back together for dinner

ASC EXECUTIVE COMMITTEE
AGENDA
APRIL 23, 1991

1. BENEFITS MEETING
2. EXEC MEETING AT FIRELANDS
3. END OF YEAR RAP UP
 - COMMITTEE REPORTS
 - LIST OF ACCOMPLISHMENTS
4. AGENDA FOR MAY 2
5. ELECTION UPDATE
6. REPLACEMENT FOR CHRIS DUNN

ASC EXECUTIVE COMMITTEE
AGENDA MAY 14, 1991

1. CHAIR'S REPORT
 - TRUSTEES MEETING
 - PERSONAL DAYS
2. ELECTION TIE-BREAKER
3. FIRELANDS MEETING
4. AGENDA FOR JUNE 6 MEETING
 - INTRODUCTION OF NEW MEMBERS
 - CERTIFICATES TO RETIREES
 - COMMITTEE REPORTS
5. ACCOMPLISHMENTS FOR 1990-91
6. PROFESSIONAL DEVELOPMENT GRANTS
7. SNIDE REMARK FUND ¹63.75
8. MEMOS FOR TRANSITION
9. GOOD OF THE ORDER

ASC ACCOMPLISHMENTS 1990-91

1. ASC was addressed by the following guests:
John Moore, Diane Reagan, Roger Dennerll, Trustee C. Ellen Connelly,
Trustee John Laskey, President Paul Olscamp, Jim Morris.
ASC EXEC had as guests:
Les Barber, Galen Finn and Marshall Rose.
There were also two special meetings of ASC one of which was attended
by Chris Dalton, Bob Martin, Galen Finn and John Moore.
2. The relationship between ASC, CSC, and FS was strengthened through
two joint meetings and numerous conversations. Although the joint
health care proposal was not adopted, the effort made in putting it
together was unprecedented.
3. The chair of ASC attended all Board of Trustee meetings and actively
contributed to the discussions. The relationship established between
the Trustees and ASC is one that will be invaluable in future years.
4. Obtained three personal days for all administrative staff.
5. Obtained a limited 125K plan.
6. Improved the ASC Communications Network
7. Established a Ferrari Endowment Fund
8. Developed a permanent display for the Ferrari Award in the University
Union.
9. Presented an excellent series of Professional Development workshops.
10. Redefined the criteria for the Professional Development Grant.
11. Awarded ____ Professional Development Grants
12. Formed an Ad Hoc committee to look into salary inequities.
13. Revised By-laws
14. Began work with the Personnel Department on Succession Planning
15. Passed a resolution on Participation in Shared Governance
16. Provided input on Budget Process revisions
17. Provided input on ASC's needs with Project 90
18. Made changes in the ASC Handbook
19. Held successful fall opening day meeting and spring reception
20. Proposed an increase in mileage allowance

21. Proposed a change in the wording of administrative staff contracts.
22. Endorsed the role of the Affirmative Action Office
23. Participated in the selection of the Health Care Consultant
24. Made a salary recommendation and continued to develop a data base for future salary considerations
25. Proposed changes to the Academic Charter relating to ASC. Changes were accepted and made.
26. Endorsed the concept of accessibility for all physically challenged individuals
27. Requested an increase in Professional Development Grant monies
28. Pursued the question of Financial Exigency with the Faculty Senate Executive Committee. It was determined that the question needs to be pursued further through the University and Faculty Senate Budget Committees.
29. Attempted to gather information about the past Early Retirement Incentive Program and future prospects.
30. Worked with the Personnel Department in developing an evaluation of the Supplemental Retirement Program.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: ASC Executive Committee

FROM: Greg Jordan *Greg*

RE: Next Meeting

DATE: May 21, 1991

The next ASC Executive Committee meeting will be on Tuesday May 28 at Noon at Kaufman's at the Lodge. The first round is on Gregggreggg. The snide remark fund has been turned into the foundation, so all comments will be free. This should be a good meeting. See you there!

Agenda
ASC Executive Committee
Firelands College Meeting
June 11, 1991

1. Introductions
2. The Year-in Review
3. Some Items for 1991-92
4. Chairs Report
5. Tour of Facilities
6. Lunch