Personnel Welfare Committee - Minutes
1986-1987

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
2. Photocopies
Members Present: Austermiller, Carr, Darrow, Hughes

The committee reviewed accomplishments and old business from the previous academic year. Committee accomplishments were as follows:

1. The required waiting period for receiving the benefit of waiver of instructional fees for dependent students and dependent spouses was reduced from five years after date of employment to three years after date of employment.

2. The number of vacation days for administrative staff were increased from 20 days per year to 22 days per year.

Old business from the previous year is as follows:

1. Continued work toward adoption of a policy permitting administrative staff with 3 years or more of service to grieve termination of their contracts.

2. Continued work toward adoption of a maternity leave policy for administrative staff similar to the maternity leave policy for classified staff.

3. Continued work toward securing increased benefits for part-time administrative staff.

The committee developed a list of "issues" to be addressed and/or investigated during the 1986-87 academic year. These issues are as follows:

1. Investigate the proposed "Cost Containment Procedures" as outlined by Benefits Risk Management, Inc. in a recent mailing to University employees. (The committee reviewed a memorandum from an administrative staff member who expressed concern about the materials in the mailing from BPRM. The memorandum outlined several concerns with BPRM's Cost Containment Procedures. The committee will investigate these concerns.)

2. Address the topics of salary increase and merit pay for administrative staff members.

3. Investigate the possibility of a partial release from regular administrative duties for the chair and secretary of ASC.
Carr recommended PWC attempt to work closely with the Faculty Welfare Committee to help further the causes of both committees. The recommendation was unanimously accepted by the committee. Carr will contact the chair of FWC and establish a liaison.

Next meeting will be November 3rd, 3:00 pm, conference room 4th floor Student Services Building.
Administrative Staff Council
Personnel Welfare Committee
November 3, 1986

Members Present: Austermiller, Carr, Darrow, Hughes

Guest: Paul Yon

Yon reviewed for the committee his thoughts on several issues PWC investigated last year.

1. Yon suggested PWC not pursue the issue of administrative staff with 3 years or more of service being able to grieve termination, dismissal or suspension of their contracts.

2. Yon suggested PWC pursue clarifying the dismissal and suspension policies so as to guard against capricious actions on the part of supervisors and to provide better evaluation/documentation procedures.

3. Yon suggested PWC pursue increasing the number of vacation days for administrative staff from 22 days to 24 days. Carr commented that she felt the administrative staff is generally pleased with the 22 days per year they now receive. Carr also felt administrative staff are generally very happy with the fact that the maximum number of accrued vacation days is not assessed until the end of the fiscal year. This allows employees to accrue more than the maximum amount of vacation days during the year so long as they do not exceed the maximum as of June 30th.

The committee directed its attention to the Cost Containment brochure recently distributed by BPRM. Yon reminded the committee that the Cost Containment measure is currently only a proposal. Carr indicated PWC should gather input from all administrative staff before making a recommendation to the ASC Executive Committee. Austermiller agreed to coordinate the committee's efforts regarding this issue.

Darrow shared with the committee some of the preliminary work she has done regarding rewriting of the Maternity leave policy. Darrow indicated the university currently provides paid leave for personnel away on military duty. Darrow felt the university should provide the same benefits for personnel away on maternity leave. Darrow shared other questions she had regarding maternity leave (see attachment). Darrow will continue to coordinate the committee's efforts regarding this issue.

Carr agreed to coordinate the committee's efforts regarding the issue of a partial release from regular administrative duties for the chair
Carr agreed to survey other Ohio institutions regarding their policies.

The committee examined the issue of increasing benefits for part-time staff. Specific areas to be investigated are: vacation, insurance benefits, sick leave and maternity leave. Carr will solicit the membership of a part-time administrative staff member on the committee.

The committee discussed the issue of comp time for administrative staff. Carr pointed out that some administrative staff are asked to work 60-80 hours per week as a normal part of their job responsibilities. Yon indicated that a specific definition of what constitutes comp time must be formulated if the committee is to pursue the issue further. Austermiller offered the concept of flex time as an alternative to comp time.
Questions re Operating budget issue.


2. Pattern after classified but 12 week minimum (121 days paid) & maximum of 4 months.

3. How tie in paternity leave? Can both parents take leave?

4. Univ cover insurance benefits during maternity leave. (In most cases, insurance already covered when on sick leave/ vacation status. Would only cover 6 week leave & then only as calendar month indicates.

5. Whether 4 mo. taken up to employee, not supervisor.

6. No physician verification if under 4 mo. Only if longer period & something other than normalcy.

7. Time woman intends to take, unless abnormal, decided before leave & in formal agreement by emol & supervisor.
Administrative Staff Council  
Personnel Welfare Committee  
December 3, 1986

Members Present: Austermiller, Carr, Hughes  
Members Absent: Darrow  
Guests: Paul Von, Dr. Harold Lunde

Carr convened the meeting and asked Dr. Lunde to share his thoughts on the work his committee (Faculty Welfare Committee) has done and to comment on what areas he felt his committee would be addressing in the near future.

Dr. Lunde commented on the following areas:

**Cost Containment**

Dr. Lunde indicated his committee has made no specific recommendations regarding this issue. Dr. Lunde indicated his committee had drafted three resolutions for consideration by the University administration. The issues raised are as follows:

1. **Cost Savings** - Dr. Lunde stated he felt certain the cost containment program, if implemented, could result in a cost savings to the University and perhaps increase or improve benefits for employees.

2. **Danger of Abuse** - Dr. Lunde advocated the formation of a University wide insurance appeals committee to handle disputes between EPPF and employees, if the Cost Containment program is implemented.

3. **Simplification** - Dr. Lunde advocated simplifying the utilization procedures so as to make the Cost Containment program easy to comply with, if implemented.

Dr. Lunde concluded his comments on Cost Containment by stating he felt the idea behind Cost Containment (saving money and preventing waste) is excellent. For this reason FWC will support Cost Containment if the above issues are addressed.

**Salary Increases / Fringe Benefits**

Dr. Lunde commented on FWC's work in the area of salary increases and fringe benefits. Dr. Lunde indicated that
based on the Consumer Price Index of 1985–86, professors presently working at BGSU earn salaries $5,000 less today than professors at BGSU in 1970. Dr. Lunde indicated that the salaries of faculty at BGSU are ranked next to last as compared to other institutions throughout the state of Ohio. He further commented that it would be the goal of FWC to raise BGSU's faculty salary ranking to the 60th percentile of AAUP's national survey of faculty salaries. To do this Dr. Lunde stated it would require an annual salary increase of 11% each year through 1981.

With this in mind Dr. Lunde commented that the Board would not likely approve an 11% increase, however, FWC would probably not be in favor of recommending an increase lower than last year's 8.5%.

Dr. Lunde also spoke briefly on the subject of merit. He commented that FWC does not advocate 100% merit nor do they advocate going over a limit of 40% merit.

Patents, Workload and Retirement Issues

Dr. Lunde also identified these issues as important issues FWC will be pursuing in the near future.

Carr thanked Dr. Lunde, on behalf of the committee, for sharing his personal views and the views of FWC with FWC.

Carr informed the committee that Susan Darrow has had to temporarily remove herself from FWC for personal reasons. She does however plan to rejoin the committee at a later date during the Spring Semester. In light of this Carr pointed out that the committee must continue to work on the maternity leave issue in her absence. Carr stated she would try to obtain as much information from Darrow as she could so the committee could continue to address the issue.

Carr shared with the committee that due to Susan Caldwell's leave of absence during the Spring Semester, FWC would need to submit editorial revisions of the Administrative Staff Handbook to Susan by 12/31/86. Carr asked the committee to review the handbook before our next meeting and be ready to share any editorial changes they feel are needed. Carr also stated that before such changes can be made they must first be approved by ASC. In view of the fact that the next full meeting of ASC will not be until 1/3/87 Carr indicated that editorial changes would probably not be available for Caldwell until after 1/3/87.

Carr also informed the committee that Susan Caldwell had requested that FWC consider including a brief statement about the University's Pole and Mission statement within the body of the Administrative Staff Handbook and include the entire Pole and Mission statement as an appendix. Carr distributed a draft of a brief statement she had written about the Pole and Mission statement and asked the committee to
review it for our next meeting (see attached).

Carr next informed the committee that FWC would need to submit a resolution to ASC regarding Cost Containment. Such a resolution would need to be to the ASC Executive Board by their 1/1/87 meeting and would subsequently be voted upon by ASC at the 1/8/87 meeting. If passed the resolution would then go to the University administration.

Yon presented the committee with a conflict he had discovered in the wording of the Key Regulations in the Administrative Staff Handbook. A contradiction exists between sentences #1 and #2 within paragraph #1. Sentence #1 reads: "Keys may be signed for..." While sentence #2 reads: "...the keys must be returned..." Yon felt this conflict has lead to some confusion among administrative staff members leaving BGSU and the university. An editorial change within this regulation will be considered when editorial changes are discussed.

Next meeting of FWC: Wednesday, December 10th at 4:00pm
Conference Room, 4th floor Student Services
Bowling Green State University is committed to a set of mutually agreed upon goals and purposes. This statement is referred to as the University Role and Mission Statement. All University personnel are encouraged to develop and fulfill objectives which will result in the attainment of the goals within this statement. All Administrative Staff members are urged to be familiar with this important document. The University Role and Mission Statement appears in Appendix ___.
Administrative Staff Council
Personnel Welfare Committee
December 10, 1986

Members Present: Austermiller, Carr, Hughes

Members Absent: Darrow

Guests: Paul Yon

The committee reviewed the Administrative Staff Handbook for editorial revisions. Several changes were recommended and will be presented to ASC for approval at the 1/2/87 meeting of ASC. See attached for a list of all proposed changes.

Carr raised a concern about the handbook not containing a section on merit evaluation. Carr proposed that PWC in cooperation with the Merit committee examine the possibility of including a section on merit evaluation on page 9.2 under the section of Evaluation Procedures.

Carr asked the committee to review the brief paragraph on the University's Role and Mission she had distributed at our last meeting. The committee accepted Carr's paragraph, with one minor change, to be included in the Administrative Staff Handbook. The paragraph reads as follows:

"Bowling Green State University is committed to a set of mutually agreed upon goals and purposes. This statement is referred to as the University Role and Mission Statement. All University personnel are encouraged to develop and fulfill objectives which will result in the attainment of the goals within this statement. All Administrative Staff members are urged to be familiar with this important document. The University Role and Mission Statement appears as Appendix F."

It is suggested it appear in Section I between the policies addressing retirement and sexual harassment.

The committee drafted a resolution addressing the Cost Containment program proposed by BPPM (see attached). Carr will present the resolution to ASC Executive Committee on 1/1/87 and Yon will present the resolution to ASC on 1/2/87.

Next PWC meeting: Monday, January 5th 3:00pm - 5:00pm
Conference Room, 4th floor Student Services
COST CONTAINMENT RESOLUTION

The Personnel Welfare Committee has addressed the proposed cost containment program for Bowling Green State University. The Personnel Welfare Committee supports cost containment as a means of reducing medical care costs which will be in the best interest of BGSU administrative staff employees.

Therefore, be it resolved that the current cost containment policy be accepted with the following recommendations:

1. Any cost savings realized as a result of cost containment be used to either reduce the cost of current benefits or fund additional benefits.

2. The last sentence of the proposal be modified to read "For emergency admissions, you or your representative should notify the BPRM cost containment department within 48 hours following admission OR AS SOON AS IS PRACTICAL UNDER THE CIRCUMSTANCES".

3. The current format of the Pre-admission Certification Card be changed to insure confidentiality of medical records.

4. A University-wide appeals committee be established to address claims settlement. This appeals committee shall consist of members representing: Faculty Senate, Administrative Staff Council, Classified Staff Council, Benefit Plans Risk Management, and the University Insurance Office.

5. The employee insurance card be changed to reflect the toll free BPRM telephone number. In addition, a statement requesting the hospital to contact BPRM in case of the inability of the patient to make a phone call be printed on the back of the card.
EDITORIAL CHANGES FOR ADMINISTRATIVE STAFF HANDBOOK

PAGE LOCATION CHANGE

ii Section III- 3rd parag. correct "ratification"
iii 3rd parag. - line 2 correct "eligibility"
iv 1st parag. - line 5 spacing on "iii"
7 end of 1st parag. one "l" in counseling
10 2. - line 3 correct spacing
19 1st parag. - last line capital "u" in BGSU
20 parag. 5&6 change "in" to "as"
dbl. space before PERS and STRS

23 B. line 3 correct "either"
25.1 last parag. - line 2 correct "whenever"
40 3rd parag. - line 4 change "may" to "will"
41 Key Replacement Policy all "shall" to "will"
43 Parking - line 5 correct "identified"
51 (4) - line 1 correct "medicare"
F. - line 1 remove "four"

Other items for consideration or correction:

1. Page 7 - 3. Reporting Of Invention - should this policy change the appropriate update would need to be added. This is under consideration by the Faculty Senate at this time.

2. Page 8 - A. Continuance - Last paragraph should be changed to the following wording: Recommendations for non-renewal (which will include supportive information) WILL BE MADE TO THE APPROPRIATE CONTRACTING OFFICER (PRESIDENT, VICE PRESIDENT, OR DEAN).

3. Page 9.2 - A section will be added to describe the merit evaluation system and the evaluation process which should accompany this.

4. Page 20 - Investigation needs to be done to determine if the mandatory retirement age can remain at 70 in light of the bill recently signed by President Reagan to do away with this age category.

5. Work is being done to recommend a change in the maternity/paternity/adoption policy. This recommendation will be forwarded at a later date.

6. It is suggested that the attached paragraph be added to Section I. The location would be between "Retirement" and "Sexual Harassment Policy". It is also suggested that a copy of the University Pole and Mission Statement be added as Appendix F.
Administrative Staff Council
Personnel Welfare Committee
February 2, 1987

Members Present: Carr, Hughes
Members Absent: Ausherman, Darrow
Guests: Deb McLaughlin, Paul Yon

Carr shared with the committee the results of the PWC survey used to collect information to be included in the administrative staff salary request for the 1987 fiscal year. In particular Carr summarized the suggestions received regarding additional fringe benefits to be added to the current fringe benefit package for the 1987 fiscal year. Carr's summary is as follows:

(13) fully paid family health insurance by university
(13) option to purchase family vision/dental coverage
(3) health benefits include coverage for a complete physical examination
(7) university sponsor membership in the "FITWELL" program
(4) benefits for part time employees
(2) payment for overtime
(2) release time for professional development
(2) annual pay tests
(2) concern regarding mandatory life insurance from single employees
(1) personal days for professional development
(1) opportunity to job share
(1) funding for conference attendance
(1) professional liability insurance
(1) day care on campus
(1) change current health care coverage format to HMO
(1) have bi-monthly pay periods rather than monthly
(1) eliminate employee contributions to health coverage currently not paid by classified staff

Carr drafted a fringe benefit package recommendation based on the top four responses. See attached (draft 1). The committee reviewed the recommendations and offered several changes.

1. It was recommended that the proposed benefits be listed in a different priority. The new order of priority is as follows:
   a. eliminate employee contribution to family coverage
   b. physical exam and pay share
   c. option to purchase family vision/dental
   d. FITWELL program

2. It was recommended that the complete physical exam be covered every 2 years to keep it in line with the current vision coverage.

3. It was recommended that the request for release time to participate
in the FITWELL program be removed, however, the request to have the university sponsor administrative staff membership in the program will remain.

Carr will take the committee's recommendation to the Executive Committee.

Carr shared with the committee some of the concerns raised by the Executive Committee regarding the proposed changes to the Maternity leave and Paternity/Angage leave policies. Carr indicated the Executive Committee felt the proposed changes asked for too much too soon. While the proposed changes are very progressive they are somewhat extreme as compared to the policies of other educational institutions in our area. In view of the past record of the university, being quite conservative, the Executive Committee felt ASC would have a difficult time getting approval for the proposed changes from the administration as well as the Board of Trustees. Some discussion resulted from Carr's report, however, the committee had not reached a consensus on how to proceed.

Carr also shared a memo from Dr. Bakin addressed to Paul Von requesting feedback on proposed revisions to the administrative staff contract form. Carr asked that the committee review the memo and the proposed revisions and bring any comments and/or concerns to the next meeting.

Next meeting will be Wednesday, February 11th, 3:00 pm in the 4th floor conference room of the Student Services Building.
Based on the results of Question # 6 on the Administrative Staff Information Survey and on contacts with constituents, the Personnel Welfare Committee hereby recommends the following changes and/or additions to our fringe benefit package for the 1987-88 contract year.

1. Administrative staff across the campus feel strongly, and request frequently, that the employee contribution for family health insurance benefits be eliminated. We understand that a plan was devised last year to begin to pick up a portion of the family insurance benefit with the ultimate pick-up being 92%. Staff state that in order to remain competitive with other state universities and area employers, this benefit should be paid fully by the University.

2. The option to purchase family dental/vision insurance coverage should be made available. The precedent has been set that family dental/vision is feasible and available on this campus. Administrative staff members request the option to purchase this coverage on an individual basis.

3. In an effort to promote preventative health measures and to keep the cost of health benefits actually paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. This benefit would include the coverage of the participation fee and the release time needed to fully participate in this program. At this time, the participation fee is $50.00 and the time needed for full participation would be approximately 3 hours per week. It is felt that this small cost would significantly help to reduce the greater cost incurred when paying hospital costs and doctors fees for heart attack, stroke, and other conditions related to lack of adequate physical fitness.

4. In order to fully support the concept of preventative medicine for the ultimate reduction of high cost medical treatment, the Administrative staff requests that the University cover the cost of a complete physical examination every 3-5 years. In addition, it is requested that the cost of an annual pap smear for female staff members be covered by the University for the same reasons as those listed for the physical examination.

These items represent those most frequently requested by the Administrative Staff. The Personnel Welfare Committee feels that these are reasonable requests. The addition of these benefits would surely continue to assist us in the recruitment and retention of qualified Administrative Staff members.
PERSONNEL WELFARE COMMITTEE
1987-88 FRINGE BENEFIT PACKAGE RECOMMENDATION

Based on the results of the recent Administrative Staff Information Survey and on personal contacts with individual constituents, the ASC Personnel Welfare Committee hereby recommends the following additions/changes to our fringe benefit package. It is also recommended that these changes become effective July 1, 1987 and be maintained throughout the 1987-88 contract year.

1. Administrative Staff across the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that a plan was devised and approved last year whereby a portion of the family health insurance is now being paid by the University. This benefit will increase until the total cost pick up by the University reaches 92% of the total cost. This is scheduled to occur in Jan. of 1988. However, staff members continue to state that in order to remain competitive with other state universities and area employers, this benefit should be paid in full by the University as of July 1, 1987.

2. In order to support the concept of preventative medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the cost of a complete physical examination every 2 years. In addition, it is requested that the cost of an annual pap smear for female staff members be covered by the University for the same reasons as those listed for the physical examination.

3. The option for Administrative Staff to purchase family dental/vision insurance needs to be made available. The precedent has been established to show that family dental/vision is feasible and available on this campus. The "pool" is also established, therefore the addition of administrative staff family members should only increase this population and assist in the reduction of the per person cost of this benefit.

4. In an effort to promote preventative health measures and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. It is recommended that the University cover the cost of the participation fee as established by the FITWELL staff. The current cost is $20.00 per person. It is our contention that this small cost could significantly reduce the greater cost incurred when paying hospital and doctor's fees for conditions such as heart attack, stroke, and other health problems related to the lack of adequate physical fitness.

These requests represent those items most frequently stated by the full Administrative Staff. The Personnel Welfare Committee believes that these are reasonable requests. The addition of these benefits will continue to assist us in the recruitment and retention of quality Administrative Staff members.
PERSONNEL WELFARE COMMITTEE
1987-88 FRINGE BENEFIT PACKAGE RECOMMENDATION

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1. Administrative Staff across the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that a plan was devised and approved last year whereby a portion of the family health insurance is now being paid by the University. This benefit will increase until the total cost pick up by the University reaches 92% of the total cost. This is scheduled to occur in Jan. of 1988. However, staff members continue to state that in order to remain competitive with other state universities and area employers, this benefit should be paid in full by the University as of July 1, 1987.

2. In order to support the concept of preventative medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the cost of a complete physical examination every 2 years. In addition, it is requested that the cost of an annual pap smear be covered by the University for the same reasons as those listed for the physical examination.

3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. The current cost to the University per employee for family dental/vision is $24.09 for dental and $6.29 for vision, or a total of $30.38 per employee per year. If Administrative Staff were given this benefit the cost to the University would be approximately $10,936.80 per year. This is based on the current per employee cost with the possibility of 360 full time Administrative Staff members being eligible to receive the benefit. Again, this would assist with the desire to remain competitive with other state universities and area employers.

4. In an effort to promote preventative health measures and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. It is recommended that the University cover the cost of the participation fee as established by the FITWELL staff. The current cost is $30.00 per person. It is our contention that this small cost could significantly reduce the greater cost incurred when paying hospital and doctor's fees for conditions such as heart attack, stroke, and other health problems related to the lack of adequate physical fitness.

These requests represent those items most frequently stated by the full Administrative Staff. The Personnel Welfare Committee believes that these are reasonable requests. The addition of these benefits will continue to assist us in the recruitment and retention of quality Administrative Staff members.
Administrative Staff Council  
Personnel Welfare Committee  
February 11, 1987

Members Present: Austermiller, Carr, Hughes

Members Absent: Darrow

Carr asked the committee to rethink its proposed Maternity, Paternity, Adoption leave policy changes. In light of the foreseen budget crunch for the 1987-88 and 1988-89 fiscal years and the recent supreme court ruling regarding maternity leave and the executive committee's reaction to the committee's proposed changes in the Maternity/Paternity/Adoption leave policy, Carr recommended that the committee tone down its proposed changes in the policies. The committee agreed to redraft the policy changes. The new draft is attached. Carr will take the new draft to the executive committee.

In other business Carr asked for comments on Dr. Bakin's proposed revisions to the administrative staff contract form. The committee approved the proposed revisions with no changes. A copy of the contract form with revisions is attached. Carr will take the committee's response to the proposed revisions to the executive committee.

Next meeting will be Monday, March 2nd at 3:00 pm in the 4th floor conference room of the Student Services Building.
The following maternity leave, paternity leave and adoption leave policies for administrative contract staff will become effective July 1, 1987:

**MATERNITY LEAVE**

1. In accordance with Federal and State law female staff members who give birth are eligible for 4 months of maternity leave per pregnancy. This will be considered customary and usual.

2. The 4 month maternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period.

4. The University will continue all fringe benefits during the 4 month maternity leave period.

5. A medical leave for a period of time before birth or a leave in excess of 4 months after delivery will need medical certification. Under these circumstances the University will continue all fringe benefits for a period not to exceed 6 months from the date of delivery.

6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.

7. A female staff member will notify, in writing, her supervisor and the office of Administrative Staff Personnel Services, prior to the start of her maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

8. A female staff member may use any or all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.

9. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.

10. Should a female staff member decide not to return to the University following maternity leave, the female staff member must notify her supervisor, in writing, no later than 30 calendar days preceding her scheduled return to work.

**PATERNITY LEAVE**

1. Male staff members are eligible for 3 months of paternity leave per pregnancy. This will be considered customary and usual.
2. The 3 month paternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.

3. Accrued vacation credit and a leave of absence without pay can be used during this 3 month period.

4. The University will continue all fringe benefits during the 3 month paternity leave period.

5. Male staff members taking paternity leave are guaranteed their positions and job title upon return.

6. A male staff member will notify, in writing, his supervisor and the office of Administrative Staff Personnel Services, prior to the start of his paternity leave, as to the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

7. A male staff member may use any or all of his accrued vacation credit during his paternity leave before going on a leave of absence without pay.

8. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.

9. Should a male staff member decide not to return to the University following paternity leave, the male staff member must notify his supervisor, in writing, no later than 30 calendar days preceding his scheduled return to work.

ADOPTION LEAVE

1. Staff members are eligible for 3 months of adoption leave per adoption. This will be considered customary and usual.

2. The 3 month adoption leave need not be taken as consecutive days, but may not extend beyond the 12 month period following adoption.

3. Accrued vacation credit and a leave of absence without pay can be used during this 3 month period.

4. The University will continue all fringe benefits during the 3 month adoption leave period.

5. Staff members taking adoption leave are guaranteed their positions and job title upon return.

6. A staff member will notify, in writing, his/her supervisor and the office of Administrative Staff Personnel Services, prior to the start of
his/her adoption leave, as to the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

7. A staff member may use any or all of his/her accrued vacation credit during his/her adoption leave before going on a leave of absence without pay.

8. In any case, should both parents be University employees, both are eligible for adoption leave benefits.

9. Should a staff member decide not to return to the University following adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work.
MEMORANDUM

TO: Paul Yon, Chair
    Administrative Staff Council

FROM: Richard R. Eakin
    Vice President for
    Planning and Budgeting

SUBJ: PROPOSED REVISION TO ADMINISTRATIVE STAFF CONTRACT FORM

Paul: Enclosed is a copy of the present administrative staff contract form with revisions noted in capital letters and dashed lines. As in the past, capital letters denote added material, dashed lines, the deleted material. The suggested revisions are not viewed as substantive but rather are intended in the main to clarify the important difference between grant funded positions and those positions funded by the University.

I would appreciate your having the Administrative Staff Council review the proposed contract and advise me of the Council's views. Thanks for your assistance in this matter.

RRE:h

Enclosure
This agreement is made and entered into by and between Bowling Green State University of Bowling Green, Ohio ("University"), and ("Appointee").

**CONDITIONS OF EMPLOYMENT**

1. **Position/Title:**
   - Type of Employment:
     - [ ] full-time
     - [ ] part-time
   - Regular POSITION FUNDED BY THE UNIVERSITY (appointment is for the time specified under Period of Employment and subject to renewal or non-renewal annually according to the provisions of contract continuance/termination/release in the Administrative Staff Handbook).
   - Temporary POSITION FUNDED BY THE UNIVERSITY (appointment is for the time specified under Period of Employment and not subject to renewal).
   - POSITION FUNDED WHOLLY OR IN PART BY GRANT/EXTERNAL FUNDS (appointment is for the time specified under period of employment and subject to the provisions of the policy for administrative staff in grant or externally funded positions in the administrative staff handbook).

2. **Period of Employment:**
   - [ ] fiscal year
   - [ ] other

3. **Compensation:**
   - Salary for period designated above:
     - [ ] to be distributed as follows:
       - [ ] Cash amount
       - [ ] PERS Employer Pick-Up
     - First payment date:
     - Subsequent payments

4. **Fringe and related benefits**: In addition to the annual salary paid to the Appointee hereunder, the University shall continue to provide the Appointee all fringe benefits offered by the University according to the Appointee's type of employment as described in the Administrative Staff Handbook and shall provide adequate notice of any changes in these benefits. Administrative staff are participants in the Public Employees Retirement System (PERS) of the State of Ohio by virtue of their contract status.

*BEFORE TAXES, AUTHORIZED DEDUCTIONS/REDUCTIONS.*

5. **Obligations of the Appointee**: In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title, and/or as may be assigned or changed, to the satisfaction of the Appointee's immediate supervisor. It is the responsibility of the officer(s) signing for the University to verify whether or not the Appointee's performance is in accord with prevailing University practice.

6. **Incorporation by Reference**: This contract is entered into by the Appointee and the University and is subject to the established and existing provisions under: The Constitution and the Revised Code of Ohio, the Administrative Staff Handbook, and other established official regulations of the Board of Trustees of the University in effect as of this contract period.

7. **Termination**: This contract may be terminated by the University through its appropriate agents or officers pursuant only to the procedures and reasons set forth HEREIN AND IN THE Administrative Staff Handbook.

8. **Rights of the Parties**
   - **University**
     - (1) This contract is contingent upon the availability of funds, in the case of employees whose position is POSITIONS ARE paid wholly or in part by grants/EXTERNAL FUNDS, employment is contingent upon the availability of said grant funds.
     - (2) This contract is predicated upon substantial representations regarding education, experience, qualifications AND GENERAL BACKGROUND which, if subsequently proven to be fraudulent FALSE, may cause this contract to be voidable at the discretion of the University.
   - **Appointee**: Signature of this contract does not preclude the Appointee from pursuing established grievance procedures.

9. **Return of the Contract**: The signed original and one signed copy of this contract shall be returned to the contracting officer by (date) or within two weeks of date of receipt.

**SIGNATURE OF APPOINTEE**

---

**BOWLING GREEN STATE UNIVERSITY**

---

**DATE**

---

**SOCIAL SECURITY NUMBER**

---

**SIGNATURE OF APPOINTEE**

---

**DATE**

---

**BUDGET/COST**

---
Members Present: Austermiller, Carr, Hughes

Members Absent: Darrow

Guests: Conrad, McGeein, Yon

Yon shared with the committee that he has been requested to offer testimony at the May 7th meeting of the Board of Trustees regarding Administrative Staff Council's position on the FEPS Early Retirement Incentive Program. Yon also shared with the committee several pieces of information regarding the cost to the University of implementing the FEPS EPIP (See attached). In short, Yon indicated that implementation of the FEPS EPIP must include the following factors:

1) Both the Classified and Administrative Staffs would be lumped together as a whole within the program.
2) It must be cost effective for the University. Essentially, implementation of the FEPS EPIP can not cost the University any additional money.
3) Only 5% of the Classified and Administrative Staff as a whole would be able to participate in the program. Preliminary figures show that approximately 75 individual would be able to participate in the program (16 Administrative Staff and 59 Classified Staff).

Yon indicated a 5 year buy-out and a 5 year Supplemental Retirement Program would be the "best" benefit the University could offer an administrative staff member participating in the program. However, in order to offer this specific 5,5 benefit and comply with item §2 above, Yon indicated that approximately only 60% of the positions vacated could be filled at 100% salary or approximately 100% of the positions vacated could be filled at 60% salary or some combination in between.

The committee began exploring other combinations of the buy-out, SPP options. However, the focus of the committee's discussion centered around to the problem of deciding which of the combinations of the buy-out, SPP options would offer the best benefit to all administrative staff (those who would participate in the EPIP and those who would remain at the University). The committee felt very uncomfortable making a decision of this magnitude without more detailed information regarding the costs to the University to implement an EPIP and without first surveying the entire administrative staff to assess their opinion as a whole. In addition, it was felt that this issue was very complex making it extremely difficult to educate the entire administrative staff such that, as individuals, they could make an informed recommendation through their council representative. The committee decided it would recommend to the ASC Executive Committee that ASC ask for a year's delay in making a decision so that the matter could be more closely studied and the
entire administrative staff be educated and surveyed with regard to this issue.

Yon shared with the committee that Classified Staff Council had already made a decision to recommend a 4 year buy-out with no SPP and fill only 93% of those positions vacated by those individuals participating in an EPIP.

Special thanks to Dick Conrad and Robert McGein for their input and insight in helping the committee bring forth many questions regarding the impact implementation of an EPIP may have on the administrative staff and the University.

Next meeting will be held Monday, April 27th at 3:30pm in the 4th floor conference room in the Student Services Building.
MEMORANDUM

TO: Dr. Paul Olscamp
     President

FROM: Gregg DeCrane
     Chair, Administrative Staff Council

DATE: May 16, 1986

SUBJECT: Public Employees Retirement System Retirement Incentive Plan

Recommendation

During the past three months, a committee established by the Administrative
Staff Council has been looking at various aspects of the proposed PERS
Retirement Incentive Plan. The committee's work involved three tasks. Its
first task was to inform the entire administrative staff of the details of the
proposed plan. Its second task was to conduct a survey of the administrative
staff to 1) determine interest in the program and 2) determine concerns
relative to it.

The results of the survey, the committee's knowledge of the recent STRS program
at Bowling Green State University, and information received from other
universities aided the committee in accomplishing its third task -- the
formulation of recommendations. These recommendations follow.

1. The University should adopt the PERS Retirement Incentive Plan if and when
   the option becomes available. 85% of the administrative staff responding
to the survey indicated desire for the adoption of the plan and 5% had
reservations and were non-committal.

2. Retirement Incentive program should be open ended with a one year notice
   required prior to termination in order to minimize the sudden impact
   of loss of personnel, lessen the impact of replacement of personnel,
   minimize the budgetary impact in a given year, allow for more long
   range planning of replacements, and consider the opportunity for planned
   internal promotions.

3. The number of years service credit to be purchased by the University should
   be five years.

4. Employees deciding to participate must indicate their intent six months in
   advance. Employees should be encouraged to retire at the end of the fiscal
   year.

5. Once the PERS Retirement Incentive Plan has been approved by the Board of
   Trustees, eligible employees should be given at least three months to
decide whether or not they intend to participate.
6. PERS representatives should be available to offer informational sessions concerning the plan and should offer individual counseling opportunities prior to the time an employee must indicate their interest to participate. The Office of Administrative Staff Personnel Services should coordinate these sessions and work with administrative staff retirees.

7. The Supplemental Retirement Program should be maintained in its present form.

These recommendations were unanimously endorsed by the Administrative Staff Council at a special meeting held May 15, 1986.

GD:dkh

MEM/70-71
FOR INFORMATION PURPOSES ONLY

PRELIMINARY ANALYSIS OF COSTS OF PERS ERIP

ESTIMATED BUYOUT COSTS (5 Year Maximum Buyout)

<table>
<thead>
<tr>
<th>COST</th>
<th>5 Year Average Cost per Retiree</th>
<th>First Year Average Cost per Retiree</th>
<th>5 Year Cost as % of Average Final Salary of Retirees</th>
<th>1st Year Cost as % of Average Final Salary of Retirees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment to PERS (without interest)</td>
<td>$40,899</td>
<td>$8,180</td>
<td>174.00%</td>
<td>34.80%</td>
</tr>
<tr>
<td>Health Care Payment</td>
<td>$1,998</td>
<td>$400</td>
<td>8.50%</td>
<td>1.70%</td>
</tr>
<tr>
<td>Sick Leave Payment</td>
<td>$1,528</td>
<td>$306</td>
<td>6.50%</td>
<td>1.30%</td>
</tr>
<tr>
<td>SRP (Administrative Staff)</td>
<td>$8,814</td>
<td>$1,763</td>
<td>37.50%</td>
<td>7.50%</td>
</tr>
<tr>
<td><strong>Total Costs with SRP</strong></td>
<td><strong>$53,239</strong></td>
<td><strong>$10,648</strong></td>
<td><strong>226.50%</strong></td>
<td><strong>45.30%</strong></td>
</tr>
<tr>
<td><strong>Total Costs without SRP</strong></td>
<td><strong>$44,424</strong></td>
<td><strong>$8,885</strong></td>
<td><strong>189.00%</strong></td>
<td><strong>37.80%</strong></td>
</tr>
</tbody>
</table>

SAVINGS NEEDED TO COVER ESTIMATED BUYOUT COSTS (Without SRP)

<table>
<thead>
<tr>
<th>Replacement Salary as a % of Retiree Final Salary (without SRP):</th>
<th>Replacement Salary as a % of Retiree Final Salary (with SRP):</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Retirees Replaced</td>
<td>66.84%</td>
</tr>
<tr>
<td>90% of Retirees Replaced</td>
<td>74.27%</td>
</tr>
<tr>
<td>80% of Retirees Replaced</td>
<td>83.55%</td>
</tr>
</tbody>
</table>

OPB 4/9/87
## FINANCIAL IMPLICATIONS OF PERS EARLY RETIREMENT INCENTIVE PLAN

**PRELIMINARY ANALYSIS FOR INFORMATION PURPOSES ONLY**

<table>
<thead>
<tr>
<th>Maximum Number of Years Purchased</th>
<th>Cost of ERIP</th>
<th>Cost of Health Care</th>
<th>Cost of SRP*</th>
<th>Total Cost</th>
<th>Cost of First Year with ERIP and SRP</th>
<th>Cost of First Year with ERIP but not SRP</th>
<th>Total Estimated First Year Savings**</th>
<th>Net Cost First Year With SRP</th>
<th>Net Cost First Year Without SRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$3,068,662</td>
<td>$149,018</td>
<td>$671,880</td>
<td>$3,889,560</td>
<td>$777,912</td>
<td>$643,536</td>
<td>$554,946</td>
<td>($222,966)</td>
<td>($88,590)</td>
</tr>
<tr>
<td>4</td>
<td>$2,489,189</td>
<td>$138,827</td>
<td>$642,120</td>
<td>$3,270,136</td>
<td>$785,428</td>
<td>$657,004</td>
<td>$554,946</td>
<td>($230,482)</td>
<td>($102,058)</td>
</tr>
<tr>
<td>3</td>
<td>$1,780,994</td>
<td>$138,827</td>
<td>$642,120</td>
<td>$2,561,941</td>
<td>$768,364</td>
<td>$639,940</td>
<td>$554,946</td>
<td>($213,418)</td>
<td>($84,994)</td>
</tr>
<tr>
<td>2</td>
<td>$1,191,498</td>
<td>$138,827</td>
<td>$642,120</td>
<td>$1,972,445</td>
<td>$793,587</td>
<td>$665,163</td>
<td>$554,946</td>
<td>($238,640)</td>
<td>($110,216)</td>
</tr>
<tr>
<td>1</td>
<td>$577,670</td>
<td>$138,827</td>
<td>$642,120</td>
<td>$1,358,617</td>
<td>$844,921</td>
<td>$716,497</td>
<td>$554,946</td>
<td>($289,975)</td>
<td>($161,551)</td>
</tr>
</tbody>
</table>

* Assumes that all eligible Administrative Staff Retirees take SRP for 5 years

** First Year Saving Estimated by Offices of YPO and Administrative Staff Personnel Services; Estimated Replacement Salaries Average 80% of Retiree Salaries. Savings Include Estimated $164,620 From Not Replacing Positions.
### PERS ERIP Financial Implications - Preliminary Cash Flow Analysis

(for information purposes only)

#### Savings From Retiree Salaries

<table>
<thead>
<tr>
<th>Description</th>
<th>5 Year Saving as % of Average Final Salary of Retirees</th>
<th>Annual Saving % of Average Final Salary of Retirees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirees Final Contract Salary (without annual salary increases)</td>
<td>500.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Retirees Benefits Linked to Salary (15% of FY Salary)</td>
<td>75.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td><strong>Total Retiree Savings</strong></td>
<td><strong>575.00%</strong></td>
<td><strong>115.00%</strong></td>
</tr>
</tbody>
</table>

#### Retiree Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>5 Year Cost as % of Average Final Salary of Retirees</th>
<th>Annual Cost as % of Average Final Salary of Retirees</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Year Maximum Buyout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Payment to PERS For Maximum 5 Year Buyout (without interest)</td>
<td>175.00%</td>
<td>35.00%</td>
</tr>
<tr>
<td>Estimated Health Care Payment to PERS</td>
<td>8.50%</td>
<td>1.70%</td>
</tr>
<tr>
<td>Estimated Sick Leave Payment (assume same % as in 84-5)</td>
<td>7.50%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Estimated SRP Cost (Administrative Staff)</td>
<td>37.50%</td>
<td>7.50%</td>
</tr>
<tr>
<td><strong>Total Estimated Buyout Cost for Retirees</strong></td>
<td><strong>228.50%</strong></td>
<td><strong>45.70%</strong></td>
</tr>
</tbody>
</table>

#### Resources Available for Replacements

<table>
<thead>
<tr>
<th>Description</th>
<th>Over 5 Years as % of Average Final Salary of Retirees</th>
<th>Annually as % of Average Final Salary of Retirees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Difference Between Retiree Savings and Buyout Costs</strong></td>
<td><strong>346.50%</strong></td>
<td><strong>69.30%</strong></td>
</tr>
<tr>
<td>Available for Compensation for Replacements</td>
<td>346.50%</td>
<td>69.30%</td>
</tr>
<tr>
<td><strong>Available for Salary of Replacements</strong> (assumes 15% benefits)</td>
<td><strong>301.30%</strong></td>
<td><strong>60.26%</strong></td>
</tr>
<tr>
<td>Replacement Costs</td>
<td>5 Year Cost as % of Average Final Salary of Retirees</td>
<td>Annual Cost as % of Average Final Salary of Retirees</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Estimated Average Replacement Salary (without annual salary increases)</td>
<td>400.00%</td>
<td>80.00%</td>
</tr>
<tr>
<td>Benefits Linked to Salary (15% of FY Salary)</td>
<td>60.00%</td>
<td>12.00%</td>
</tr>
<tr>
<td>Total Replacement Costs (assuming 100% replacement)</td>
<td>460.00%</td>
<td>92.00%</td>
</tr>
<tr>
<td>Total Replacement Costs (assuming 90% replacement)</td>
<td>414.00%</td>
<td>82.80%</td>
</tr>
<tr>
<td>Total Replacement Costs (assuming 80% replacement)</td>
<td>368.00%</td>
<td>73.60%</td>
</tr>
<tr>
<td>Total Replacement Costs (assuming 75% replacement)</td>
<td>345.00%</td>
<td>69.00%</td>
</tr>
<tr>
<td>Total Replacement Costs (assuming 70% replacement)</td>
<td>322.00%</td>
<td>64.40%</td>
</tr>
<tr>
<td>TOTAL COSTS (assuming 100% replacement)</td>
<td>688.50%</td>
<td>137.70%</td>
</tr>
<tr>
<td>TOTAL COSTS (assuming 90% replacement)</td>
<td>642.50%</td>
<td>128.50%</td>
</tr>
<tr>
<td>TOTAL COSTS (assuming 80% replacement)</td>
<td>596.50%</td>
<td>119.30%</td>
</tr>
<tr>
<td>TOTAL COSTS (assuming 75% replacement)</td>
<td>573.50%</td>
<td>114.70%</td>
</tr>
<tr>
<td>TOTAL COSTS (assuming 70% replacement)</td>
<td>550.50%</td>
<td>110.10%</td>
</tr>
</tbody>
</table>
Administrative Staff Council
Personnel Welfare Committee
April 27, 1987

Members Present: Austramiller, Carr, Hughes

Members Absent: Darrow

Guest: Yon, Ramirez

Yon and Carr shared with the committee several new facts regarding the PEPF Early Retirement Incentive Plan. They are as follows:

1) All aspects of the EPF are negotiable.
2) ASC can consider eliminating the SFP for one year. This could net us an 85% replacement instead of 60% with the SFP.
3) Chris Dalton thinks a one year extension is absurd.
4) The Board of Trustees will hear testimony and discuss the EPF at the May 7th meeting and make a decision in June.
5) Yon will need to present some testimony at the May 7th meeting of the Board, therefore, we need to send him with some recommendation, not necessarily our final one.
6) Calls have started to come into Council members from staff who are eligible for retirement. They feel strongly that something has to be recommended on their behalf.
7) Some signs indicate that Administrative Council (president and vice presidents) will NOT approve an EPF, therefore, it might be in our best interest to recommend a liveable form of the program in support of our constituents and then hope that Administrative Council rejects the program.

The committee focused on developing a recommendation to be forwarded to the ASC Executive Committee. Several options were discussed and the committee decided upon the following recommendation:

1) The number of years of service credit to be purchased by the University should be four, five years.
2) The EPF would be available for one year only.
3) During this year, the Supplemental Retirement Program WOULD NOT be available.
4) As a result, approximately 85-100% of the positions lost to retirement could be replaced.
5) In areas where positions ARE NOT replaced, action is taken to create career paths and advancement for existing staff and reorganization occurs within this area.
6) Employees deciding to participate must indicate their intent 30 days in advance. Employees should be encouraged to retire at the end of the fiscal year.

Sam Ramirez, Personnel Support Services, joined the committee at
approximately 4:20pm to present work he has done on a Referral Assistance Program which the University hopes to implement sometime in the future. Ramirez presented the committee with a historical perspective on PAPs in general and the PAP he was asked to develop. Ramirez indicated that the task of developing and implementing a PAP was given to him, no funding was appropriated to develop or implement the program, and that one of the few resources available to him was the help of a graduate assistant. Ramirez commented that the PAP is both voluntary and confidential and that the program is quite passive as compared with other PAPs.

Yon questioned how the PAP would be implemented for faculty and administrative staff. Ramirez indicated that for administrative staff the PAP could be coordinated through the Office of Administrative Staff Personnel Services. Ramirez also indicated there would most likely be a problem implementing it for the faculty since they lack an office like Administrative Staff Personnel Services or Personnel Support Services.

Yon also questioned the role and ability of supervisors under an PAP. Yon commented that most supervisors are not trained to recognize specific psychological or physiological problems. Ramirez indicated that the intent of a PAP is to focus on work performance and not to assess a specific psychological or physiological problem.

Carr questioned the appropriateness of the "Supervisor's Role" pamphlet for administrative staff, noting that it would most likely be appropriate for the classified staff given the complexity of the policies and procedures they must follow regarding discipline. Ramirez agreed that the pamphlet may not be appropriate for administrative staff and that some changes would need to be made.

Yon questioned references to administrative staff and faculty made in both the PAP "Community Resource Brochure" and the March 3rd minutes of the Classified Staff Council Personnel & Welfare Subcommittee. The committee was concerned that the PAP may have been implemented and included in the Administrative Staff Handbook without first allowing ASC to act upon the issue. Yon indicated that to this point ASC has not been asked to act upon the issue of a PAP for administrative staff.
DO'S AND DON'TS FOR THE SUPERVISOR

Do:
* Point out that the program makes help possible and available.
* Make it clear that the University is concerned primarily with a safe workplace and work standards.
* Encourage the employee to explain why work standards, behavior, and/or attendance are deteriorating.
* Explain that the employee must voluntarily make the decision.

Don’t:
* Apologize for confronting the person -- it's your job.
* Diagnose -- Do Document.
* Moralize -- restrict comments to work standards.
* Cover up for the person -- this may lead to serious delay in receiving help.
* Be put off by the assertion that the person is already getting help.
* Be misled by sympathy-evoking tactics.
* Discuss the person's situation with anyone except representatives of the Referral Assistance Program.

THE SUPERVISORY REFERRAL PROCESS

SUPERVISOR DOCUMENTS POOR PERFORMANCE

SUPV. CONFRONTS EMPLOYEE ON BASIS OF POOR PERF., RECOMMENDS RAP

DOES EMPLOYEE ACCEPT REFERRAL?

Yes

No

AFTER SPECIFIED TIME LIMIT

SUPERVISOR RE-EVALUATES PERFORMANCE

HAS PERFORMANCE IMPROVED?

Yes

No

PROBLEM RESOLVED

PROCEED WITH DISCIPLINARY PROCESS

The Supervisor's Role

You are the key to success in the Referral Assistance Program because you are in a position to maintain a safe work environment and accurately judge a person's ability to perform safely and efficiently. A person who is not meeting the minimal requirements of a job, whose work standard has dropped noticeably, or whose actions are unpredictable and unsafe, may be experiencing personal distress. If normal supervisory procedures do not help, you may refer the person to the Referral Assistance Program.
**STEPS TO FOLLOW**

- Observe and monitor job performance and attendance; document any deterioration.
- Discuss with employee a need for improvement within a specified time limit.
- Refer the person to the Community Resource Brochure or the RAP Coordinator (2-2228).
- Re-evaluate performance.

**WHAT TO OBSERVE**

The following outline can be useful to you in identifying and documenting an individual's work standard:

1. **Safety & Health**
   a. Attitude and response to safe working procedures and rules
   b. Accidents on the job
   c. Accidents off the job, which affect work standards

2. **Absenteism** -- the patterns for absenteeism vary from person to person, whether the problem is stress, alcoholism, drug abuse, emotional, marital or financial. The following are some general patterns. Any excess or increase in absenteeism should be noted.
   a. Unauthorized leave
   b. Monday absences, Friday absences, or Friday and Monday absences
   c. Repeated absences of 2-4 days
   d. Excessive tardiness, especially on Monday mornings or returning from lunch
   e. Leaving work early
   f. Peculiar and increasingly improbable excuses for absences
   g. Higher absenteeism rate than other persons for colds, flu, gastritis and other illnesses

3. **"On-the-Job" Absenteeism**
   a. Continued absences from work station -- more than the job requires
   b. Frequent trips to water fountain or bathroom
   c. Long coffee breaks
   d. Physical illness on the job

4. **Difficulty in concentration**
   a. Work requires greater effort
   b. Job takes more time
   c. Difficulty in recalling instructions and details

5. **Increasing difficulty in handling complex assignments**
   d. Difficulty in recalling personal mistakes

6. **Resistance to change** -- may present a threat because their control of present job allows them to hide low work standards
   a. Misses deadlines
   b. Uses poor judgment
   c. Wastes material
   d. Receives complaints from the public
   e. Offers improbable excuses for poor work standards
   f. Is inattentive, which results in mistakes

7. **Friction in employee relationships:**
   a. Overreacts to real or imagined criticism
   b. Experiences extremes in morale
   c. Borrows money from co-workers
   d. Causes complaints from co-workers
   e. Harbors unreasonable resentments
   f. Begins to avoid co-workers and friends

REMEMBER, every individual may exhibit some of these problems occasionally. It is a pattern of problems over a period of time (several weeks or months) that you should note and document. All of these work-related problems may affect the health and safety of not only the troubled person but those around him/her as well.

**WHEN PROBLEMS OCCUR**

- Confront the person with documented material that reflects their declining work standards and safe working practices
- Follow normal disciplinary procedures
- Remain objective
- Explain the advantage of the Referral Assistance Program
- Stress the confidentiality of the RAP

**FOLLOW UP**

- When the situation warrants, help reintegrate the employee into the work force.
- Continue to monitor the employee's work standards
Seneca County Facility
- Sandusky Valley Center
  67 St. Francis
  Tiffin, OH 447-8331

Defiance County Facility
- Maumee Valley Guidance Center
  211 Biede Ave.
  Defiance, OH 782-8856

Sandusky County Facilities
- Erie-Ottawa Guidance Center
  1101 Decatur St.
  Sandusky, OH 627-5177
- Counseling and Growth Center
  412 Jackson
  Sandusky, OH 627-0712

PARTIAL COVERAGE FACILITIES

The health insurance plan for full-time University employees provides 80% coverage for outpatient services from any other licensed facility. The following facility provides licensed care services.*

- Psychological Services Center
  Psychology Bldg., Rm. 309
  BGSU 372-2540

* No attempt was made to make a comprehensive resource list, nor to evaluate the quality of facilities listed. Employees are encouraged to contact any professional service they choose.
WHAT IS THE BGSU REFERRAL ASSISTANCE PROGRAM?

The Referral Assistance Program (RAP) offers referral information to all University employees who seek professional help in solving personal problems. The ultimate goal of the RAP is to direct employees to campus and community services that will assist them in removing obstacles to satisfactory work performance. The RAP will provide an additional means to deal with such problems. At no time, however, will the RAP supersede any University policy.

Participation

Participation is on a voluntary basis. Use of RAP services is confidential and will not appear in your personnel file.

HOW DOES IT WORK?

Employee Referral

If you recognize the need for professional assistance in solving some problem that could impair your job performance, you are encouraged to seek assistance by contacting directly any of the agencies listed in this brochure or by calling the RAP coordinator at 372-2228.

Supervisory Referral

If a personal problem interferes with your job performance, your supervisor may suggest you contact the RAP. The supervisor will not be involved beyond the referral; the decision to seek assistance is that of the employee. The RAP coordinator is available to assist employees in contacting an appropriate professional service.

FULL COVERAGE FACILITIES

The health insurance plan for full-time University employees provides 100% coverage for outpatient services from the following facilities.*

Hood County Facilities
- Children's Resource Center
  1045 Klotz Rd.
  Bowling Green, OH 352-7588
- Wood Co. Council on Alcoholism, Inc.
  320 W. Gypsy Lane Rd.
  Bowling Green, OH 352-2551
- Wood Co. Mental Health Center
  1010 N. Prospect
  Bowling Green, OH 352-5249
- Family Services of Greater Toledo (DG Office)
  130 S. Main St.
  Bowling Green, OH 352-4624

Lucas County Facilities
- St. Vincent's Medical Center Psychiatric Svcs.
  2213 Cherry St.
  Toledo, OH 321-4610
- Cummings - Zucker Center
  123 - 22nd St.
  Toledo, OH 241-6191
- Family Services of Greater Toledo
  One Stranahan Sq.
  Toledo, OH 244-5511
- East Ctr. for Community Mental Health, Inc.
  1425 Starr Ave.
  Toledo, OH 693-0631

REFERRAL ASSISTANCE PROGRAM
Bowling Green State University

372-2228

- Jewish Family Services
  6525 Sylvania Ave.
  Toledo, OH 865-2561
- Toledo Hospital
  2142 N. Clove Blvd.
  Toledo, OH 471-4468
  or
  505 Jefferson Ave.
  Toledo, OH 241-3662
- West Ctr. for Community Mental Health
  4853 Monroe St.
  Toledo, OH 475-4449
- Court Diagnostic & Treatment Center
  One Stranahan Sq.
  Toledo, OH 244-8624
- Lutheran Social Svcs. of NW Ohio
  2149 Collingwood
  Toledo, OH 243-9178
- Ruth Ide Community Mental Health Ctr.
  3350 Collingwood Blvd.
  Toledo, OH 242-9577
- Elizabeth Ann Zepf Mental Health Ctr.
  5555 Airport Highway
  Toledo, OH 866-4804
- Catholic Social Svcs. of Toledo
  1933 Spielbusch
  Toledo, OH 244-6711
- Juvenile Intervention Program
  One Stranahan Sq.
  Toledo, OH 242-7474

Huron County Facilities

- George F. Linn Centers
  100 S. Old State Rd.
  Norwalk, OH 668-1628
- Alcohol & Drug Ctr. of Huron Co.
  35 Benedict Ave.
  Norwalk, OH 668-2442
Classified Staff Council  
Personnel & Welfare Subcommittee

Approved: 4/7/87  
Minutes of the Meeting  
444 Education Bldg.  
March 3, 1987  
10 a.m. to 12 noon

Members Present:  
Annette Rideout (Chair), Shirley Baker, Donna Beam,  
Irene Farr, Jeff Jackson, Jim Lein, Janet Wilhelm, Pat Wise

Members Absent:  
Maxine Allen, Sylvia Dill, Mary Holley, Judy Lianos,  
Marilyn Pahl, John Spoores, Kerry Taylor.

Guest:  
Sam Ramirez, Employee Relations Advisor

Announcements:  
Rideout reported that she had written to several members of the Personnel & Welfare Committee who have not been attending meetings to ask that they submit their resignation, if they are no longer able to serve on the Committee, so that their position can be filled. No response has been received. She further reported that all members of the P&W Committee are appointed to serve for three years. The required length of service on the Committee was questioned for those who were self-nominated, since they are not elected members and the matter of serving for three years was not specified when volunteers were sought for CSC subcommittees. Rideout will try to clarify further.

Impartial Grievance Panel:  
Rideout reported that CSC voted at its February meeting to include the names of faculty, staff, and classified employees on the list of people to serve as an impartial party in a grievance dispute for classified employees. Beam raised a concern regarding whether this action on the part of CSC actually reflects the wishes of BGSU classified employees, whom CSC is charged to serve. Discussion followed. It was decided to forward the names of classified employees who submitted their name to serve on the impartial panel to CSC.

Classified Staff Handbook:  
Rideout reported that a memo outlining P&W's recommendations for revisions to the Full-Time Classified Staff Handbook had been forwarded to CSC. CSC members were asked to forward any questions/concerns to P&W in writing.

CWA Hearing:  
Rideout reported that several members of CSC would be testifying at a hearing in Columbus, Wednesday, March 4, on the subject of whether different areas on campus, such as Food Service, Clerical, Maintenance, for example, should be permitted to choose to become members of separate collective bargaining groups. Committee consensus was that, if classified employees are to be represented by a union, all areas should be represented by the same organization.
Early Retirement: Rideout reported that the early retirement buyout option for classified employees will be offered to about 75 employees and those with the highest seniority will be accepted first. A survey of eligible employees is planned to determine interest.

Smoking: Discussion of recent efforts to restrict smoking on campus was held.

Employee Assistance Program: Sam Ramirez provided members with a copy of a proposal, prepared by himself and Wade Gibson, graduate assistant, to establish an Employee Relations Program (EAP) on campus. This program would be a referral service for faculty, staff, and classified employees who are experiencing poor job performance due to personal problems. The program would help make people aware of the resources available to help them deal with personal problems (marital problems, mental health concerns, chemical dependency [drugs/alcohol], etc.) if these personal problems affect their job performance. It would be completely voluntary, confidential, and free. Ramirez stated that referrals for assistance could be self-referrals or, if an employee exhibits poor job performance on a continuing basis, a supervisor might refer the employee to the EAP. It would be up to the individual employee to seek assistance. In either case, the program (which would include education for supervisors) involves job performance exclusively. Concerns were expressed that the program appears to suggest that classified employees have more personal problems than other groups on campus and that it might be perceived by faculty as restricting their academic freedom. Discussion followed. Farr recommended that the proposal be considered by Faculty Senate, CSC, and Administrative Staff Council before it could be endorsed by P&W. It was suggested that P&W consider the program proposal and discuss it further at a future meeting.

Next Meeting: Tuesday, April 7, 1987, 444 Education Building, 10 a.m. to 12 noon.
TO: Paul Yan, Chair, Administrative Staff Council  
FROM: Jill Carr, Chair, Personnel Welfare Committee  
RE: Issues Considered by PWC during 1986-87

As you requested, the following is a list of issues considered by the Personnel Welfare Committee during the 1986-87 academic year.

1. Discussion regarding the need to pursue the issue of no grievance for non-renewal of contract. The decision was made to let this issue rest for the year.

2. A recommendation was submitted regarding the proposed Cost Containment Program.

3. A recommendation regarding the fringe benefit package for 1987-88 was submitted.

4. Information was collected regarding administrative staff teaching responsibilities, grants obtained, professional association affiliations, and publications/presentations. This will hopefully serve as the foundation for the creation of a data base of personnel information for all administrative staff.

5. The Administrative Staff Handbook was edited. Additions to the handbook included descriptions of the merit evaluation system and the role and mission statement of the University.

6. The Maternity Leave policy was revised and accepted for inclusion in the Administrative Staff Handbook. A separate Paternity/Adoption Leave policy was recommended, but was drastically changed by the President's Administrative Council.

7. The proposed Employee Assistance Program has been reviewed. Comments were passed along to the full council.

8. Editorial changes to the Administrative Staff contract were reviewed and approved.

9. A recommendation regarding the PEPS Early Retirement Incentive Program is in the development stage. This will be finalized by the June council meeting.

If you have any questions regarding this information, please give me a call.

Thank you.

cc: PWC Members