
Bowling Green State University. Administrative Staff Council

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Notes

1. Photocopies
Administrative Staff Council
Personnel Welfare Committee
1987-88 Meeting Dates

Thursday, August 20th

Wednesday, September 16th
Thursday, October 15th
Thursday, November 19th
Thursday, December 17th
Thursday, January 21st
Thursday, February 18th
Thursday, March 17th
Thursday, April 21st

All meetings are scheduled from 3:30pm - 5:00pm in the Conference Room, 4th Floor Student Services Building.
Administrative Staff Council
Personnel Welfare Committee
July 30, 1987

Agenda

1. Welcome and introductions
2. Appointment of Secretary
3. Establish regular meeting time and place
4. Issues considered by PWC during 1986-87
5. Unresolved issues from 1986-87
   a. improve benefits for part-time Administrative Staff
   b. release time for Chair and Secretary of ASC
6. Issues for 1987-88
   a. salary & fringe benefit recommendations
   b. termination / grievance policy
   c. manual revision
   d. sabbaticals for Administrative Staff
7. Good of the order
May 14, 1987

TO: Paul Von, 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
Administrative Staff Council
Personnel Welfare Committee
August 20, 1987

Agenda

1. Split PWC Into 2 Subcommittees -- Salary and Fringe Benefit
   A. Subcommittee Chairs

2. Four Areas of Focus:
   A. New Policies / Policy Revisions
      1. Termination & Grievance
      2. Improve Benefits For Part-time Administrative Staff
      3. Staff Who Teach (what is in-load/what is over-load)
      4. Professional Leave
      5. Release Time for ASC Chair and Secretary
      6. Consistent Criteria for Promotion
   B. Salary
      1. Salary Recommendations for 1988-89
      2. Establish Salary Study Database Within the Office of Administrative Staff Personnel Services
   C. Fringe Benefits
      1. Fringe Benefit Recommendations for 1989-89
      2. Last Year's Recommendations:
         a. Family Health Insurance Fully Paid by University
         b. Complete Physical Exam Every 2 Years
         c. Annual Pap Test for Female Employees
         d. Family Dental/Vision Fully Paid by University
         e. Participation in Fitwell Program
      3. New Recommendations:
         a. Increase Vacation Benefit From 22 Days Per Year to 24 Days Per Year
   D. Handbook Revision
      3. Representative from PWC to serve on Insurance Committee.

Iley Time
Administrative Staff Council
Personnel Welfare Committee
September 16, 1987

Agenda

1. PWC Subcommittees

   Salary
   Diane Regan
   Charles Schultz
   Linda Swalsgood

   Fringe Benefits
   Ed O'Donnell (chair)
   Pat Fitzgerald

2. Appointment to University Insurance Committee

3. Benefits for Part-time Staff

   A. Full-time benefits not shared by part-time staff:

      Insurance:
      - Hospitalization (Employee)
      - Hospitalization (Family)
      - Physician Services (Single or Family)
      - Prescription Drug Plan
      - Major Medical (Employee)
      - Major Medical (Family)
      - Dental (Employee)
      - Vision (Employee)
      - Life Insurance, Accidental Death, Dismemberment
      - Long Term Disability
      - Travel Accident Risk Insurance
      - Dependent Life Insurance
      - Income Protection Plan (Disability)
      - Supplemental Retirement
      - Fee Waiver (Dependent)
      - Fee Waiver (Employee) - immediate participation

4. Non-renewal of Contract and Grievance
Chair Hughes announced that a replacement for Scot Bressler, representing the President's Area, must be found. Bressler is unable to fulfill his duties as a member of PWC due to conflicts with his work schedule.

Members were assigned to one of two PWC subcommittees as follows:

- **Salary:** Diane Pegan, Linda Swaisgood
- **Fringe Benefits:** Ed O'Donnell (chair), Pat Fitzgerald, Charles Schult

Schult was also appointed to represent Administrative Staff Council on the University Insurance Committee.

**Benefits for Part-time Staff:** Members reviewed a list of part-time administrative staff supplied by Administrative Staff Personnel Services. There are 20 individuals in this category, or approximately 6 percent of the total administrative staff. This number does not include administrative staff who return to active employment as part of the Supplemental Retirement Program. Also reviewed were benefits currently available to full-time administrative staff but not an option for part-time staff, and benefits currently available to part-time classified staff. There are no materials available on benefits for part-time faculty.

Discussion centered on the repercussions of adding part-time administrative staff to the insurance program. Fitzgerald indicated that insurance rates for all employees may increase if these "high risk" employees are added to the insurance base. Hughes will research this area.

**Non-renewal of Contract and Grievance:** Members reviewed recommendations previously submitted to the administration and discussed comments made by Ruth Meacham, attorney for Marshall & Melhorn, University legal consultants. It was decided that the committee should try to determine the cost to the University when dismissed employees go through the courts to redress dismissal since there is no opportunity to grieve through in-house channels.

Hughes will ask Heldt to supply information from other universities relative to non-renewal of contract.

**New Issues:** Pegan suggested the committee pursue the option of flex time for University employees who consistently must work more than 40 hours per week due to the nature of their jobs.

Also presented was a suggestion that PWC work with the appropriate administrative offices to formulate a general harassment policy to protect employees against harassment that is not classified as sexual or racial and therefore is not covered by existing policy.

Respectfully submitted,

Linda Swaisgood
Secretary
ADMINISTRATIVE STAFF COUNCIL
Personnel Welfare Committee
Minutes, October 16, 1987

Guest: Ann Marie Heldt

Chair Hughes announced that the fringe benefits subcommittee had not met yet. Paul Yon, Center for Archival Collections, has agreed to serve as chair of the salary subcommittee. That committee has met and is beginning a salary study. A replacement for Scott Bressler, representing the President's area on PWC, has not been found.

Benefits for Part-time Staff: Hughes reported that federal legislation may change the University's policy regarding provision of benefits for part-time employees. Federal Discrimination Rules that are part of the Tax Reform Law of 1986 prohibit discrimination against part-time employees. Therefore, under the new law the University will have to provide insurance benefits for employees who work 17.5 hours per week or more, effective in January 1989. Schultz suggested the PWC suspend its activity in the area of benefits for part-time staff in light of this legislation. Members agreed that is inappropriate to proceed at this time. Hughes will follow up on the Discrimination Law and seek more information on how it will affect the University.

Non-renewal of Contract and Grievance: PWC members reviewed policies on grievance procedures from Ohio University. Heldt is gathering these policies from other universities as well. Hughes and Heldt reported that interpretation of the Ohio Revised Code relative to non-renewal and grievance is at the discretion of the University. Grievance of non-renewal is not prohibited by the ORC. PWC will pursue the grievance issue with the administration when the policies from other institutions are gathered. Fitzgerald said President Olscamp is willing to discuss the issue again with Administrative Staff Council Executive Committee.

The next PWC meeting will be at 3:30 p.m. Thursday, Nov. 19.

Respectfully submitted,

Linda Swaisgood, Secretary
ADMINISTRATIVE STAFF COUNCIL
Personnel Welfare Committee
Minutes, November 19, 1987

Members Present: Pich Hughes, Ed O'Donnell, Charles Schultz, Linda Swaisgood

Members Absent: Pat Fitzgerald, Diane Pegan

Benefits for Part-time Staff: Chair Hughes reported he has received no update from the treasurer's office or from Administrative Staff Personnel Services regarding the impact of new Federal Discrimination Laws on the University. He will pursue the matter before the next meeting.

Fringe Benefit Package for 1988-89: Reporting for the Fringe Benefits Subcommittee of PWC, O'Donnell distributed a proposed Administrative Staff Fringe Benefit Survey to be mailed to all administrative staff. Discussion followed on each of nine proposed recommendations:
* Two days of the current 22 vacation days should be considered personal days with unconditional usage permitted;
* The University should provide 100 percent of the cost of family health insurance benefits;
* The University should provide full coverage of family dental/vision benefits;
* Benefits should be available to part-time administrative staff on a pro-rated basis;
* Participation in the life insurance program should be optional;
* Administrative staff should receive Improvement Leave benefits equal to the faculty;
* In an effort to promote both a healthy lifestyle and preventative health measures, and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff Council recommends that administrative staff members who join the Student Recreation Center and participate in the FITWELL program and maintain a ___% level of participation be provided each semester thereafter, as a benefit, a Rec Center LiFT pass. This pass would be provided as long as the individuals maintained a ___% level of participation. The staff member would be permitted to pay the difference for a regular membership.

The acceptable level of participation would be determined by FWC in conjunction with Terry Parsons, director of the SFC. Parsons has approved the above suggested policy.

Separate items presented that are not directly related to a fringe benefit package were:
* The Racial and Sexual Harassment policy should be rewritten to include general harassment;
* Administrative staff should negotiate the ability to appeal non-renewal and termination of contract.

O'Donnell will refine the survey per suggestions from FWC members and bring it back to the PWC before mailing to all staff. Staff will be asked to rate in priority order the suggested benefits.
Flex-time Proposal for Inclusion in the Administrative Staff Handbook: Members decided not to survey the entire administrative about this issue. A recommendation will be forwarded to ASC from FWC.

Another meeting of the full FWC will be scheduled before the next regular meeting on Dec. 17.

Respectfully submitted,

Linda Swaisgood, Secretary
Administrative Staff Council
Personnel Welfare Committee
December 14, 1987

Agenda

1. Benefits for Part-time Administrative Staff
2. EWC Subcommittee Reports
   A. Salary
   B. Fringe Benefit
3. Non-renewal of Contract and Grievance
4. Harassment Policy
5. Flex Time Policy
6. Handbook Changes

Benefits for Part-time Staff: Chair Hughes reported that a firm interpretation of legislation impactin Bowling Green employees is still pending and recommended that PWC put this issue "on the back burner" for the coming weeks. Members concurred.

Salary Recommendations for 1988-89: Yon reported he is gathering CUPA reports which will enable comparisons of Bowling Green salaries and percentages of increase with other Ohio schools. FSBC and UBC have not officially contacted ASC asking for input/recommendations for salaries, but recommendations should be forwarded from PWC to ASC in February. Yon proposed requesting that the administration begin looking at the anticipated salary pool on a three-year cyclical basis similar to that now used for projecting operating budgets.

Fringe Benefit Package for 1988-89: O'Donnell presented a revised survey to be mailed to all administrative staff in early January. Results will be used to make a package recommendation. In addition, members urged that priority items from previous years, including adding insurance coverage for the cost of an annual PAP smear, be forwarded as part of the recommendations.

General Harassment Policy: Hughes presented a general draft based on current policies governing racial and sexual harassment. Members were asked to review the draft before the next meeting.

Flex Time Proposal for Inclusion in the Administrative Staff Handbook: Hughes will develop a draft, based on materials provided to the fringe benefit committee, for PWC approval.

Handbook Revisions: Changes must be recommended to Administrative Staff Personnel Services by April. Pegan and Swaisgood will review the current document and bring recommendations to PWC.

Non-renewal of Contract and Grievance: Fitzgerald distributed a proposal for PWC approval. The proposal provides that employees with at least three years of service may grieve non-renewal of contract through the internal grievance mechanism. The decision to make non-renewal non-grievable within the first three years of employment is a compromise; three years is viewed as a probationary period. PWC approved the proposal which will be sent to the full ASC in January.

Respectfully submitted,

Linda Swaisgood, Secretary
ADMINISTRATIVE STAFF COUNCIL
Personnel Welfare Committee
Minutes, January 22, 1988

Members Present: Pat Fitzgerald, Rich Hughes, Ed O'Donnell, Charles Schultz, Linda Swaisgood, Paul Yon (ex-officio)
Guest: Annmarie Heldt
Absent: Diane Regan

Salary Recommendations for 1988-89: Yon presented salary comparisons and related data which suggest that Bowling Green is basically in the middle of other state institutions in terms of current salaries and percentages of increase in salary during the last five years. It will take a minimum 6 percent increase in the salary pool in 1988-89 for Bowling Green to maintain its position in the middle of the other universities.

Fitzgerald indicated the ASC/PWC salary recommendation should include a clause stating that in the interest of preserving unity among campus constituencies, all constituent groups should receive the same percent increase in salary pool for 1988-89.

Other options for inclusion in the salary recommendation included:
* Presentation of the recommendations in person to Chris Dalton;
* Addressing salary requests with concern for cost of living increases;
* Establishing a set pool to address salary inequities that will not be alleviated by an across-the-board/merit system;
* Recommending that PWC meet with the ASC Executive Committee to present the salary proposal.

Hughes will request the joint meeting with ASC Executive Committee and draft a salary statement to include a recommendation for a salary increase that is at least equal to the average increase at other institutions. The recommendation also will propose that all constituent groups receive the same percent increase in salary pool for 1988-89.

Salaries inequities and ways of addressing these will be an item for continued study. Yon's data reflected that as many as 50 percent of the University's administrative staff are earning salaries below the state average for similar positions. The positions tracked are not entry-level.

Fringe Benefit Package for 1988-89: Based on results of the survey mailed to all administrative staff, O'Donnell proposed sending forward to ASC the full slate of benefits rated by the staff. It was decided to exclude the recommendation for professional development leaves because a procedure for administering the leaves has not been determined. A recommendation that the University pay the cost of a preventive physical exam for each employee every two years and the cost of a Pap smear each year will also be forwarded from last year.

On a recommendation from Heldt, PWC members agreed to alter the proposal to provide two personal days annually to allow those days from sick leave rather than vacation. This is accepted practice state-wide.

The benefit package proposal also will be presented to ASC Executive Committee at a joint meeting.
General Harassment Policy for Administrative Staff: Hughes presented a revised draft which would make a policy on general harassment a statement for inclusion in the Administrative Staff Handbook under the section on "Code of Standards and Responsibilities for Administrative Staff." This proposal will be discussed at the February PWC meeting.

Flexible Work Schedules for Administrative Staff: Hughes presented a draft policy which was not discussed due to lateness of the hour. The policy will be sent to ASC Executive Committee for its review.

Respectfully submitted,

Linda Swaisgood, Secretary
Administrative Staff Council
Personnel Welfare Committee
February 18, 1988

Agenda

1. Flex Time Policy
2. Handbook Changes
Announcements: Hughes announced that the Classified Staff Council's recommendations for a fringe benefit package for 1988-89 strongly resemble the recommendations approved by Administrative Staff Council. CSC, however, has asked for only one day of sick leave to be converted to personal days, and that request was tied to an incentive not to abuse sick leave.

Flexible Work Schedules: Hughes distributed a proposed policy for inclusion in the Administrative Staff Handbook. There was discussion whether flexible work schedules are currently allowed since the handbook states nothing about prohibiting them. Hughes and Fitzgerald expressed a need for a statement that makes flexible schedules an obvious option. Pegan and Swaisgood questioned whether a flexible work schedule policy would benefit those who must work regular "overtime," providing them with an alternative to working "normal business hours" in addition to frequent evenings and weekends.

Fitzgerald pointed out that PWC was really addressing three issues in considering a flexible work schedule policy. In addition to providing flexibility that takes into consideration an employee's personal needs, such a policy could provide temporary flexibility for administrative staff whose workload occasionally requires evening and weekend hours. There is another issue, however, which this policy does not address—job overload and accumulation of duties. There is a need for further study of this since conscientious administrative staff routinely take on extra duties as part of their work assignment but receive no additional compensation. The Administrative Staff Handbook makes no provision for protection against this overloading.

PWC approved the flexible work schedule policy for forwarding to the ASC Executive Committee and the full Council.

General Harassment Policy: PWC approved a proposal presented by Hughes that would make such a policy an addendum to the current section in the Administrative Staff Handbook entitled "Code of Standards and Responsibilities for Administrative Staff. The proposal will be forwarded to ASC Executive Committee and to the full Council.

Revisions to the Administrative Staff Handbook: Pegan presented proposed revisions as suggested by Ann-Marie Heldt and agreed upon by the handbook subcommittee. There was some discussion about changing the section entitled "Maternity/Paternity/Adoption Leave" to "Leave for Family Responsibility" to reflect changes in state and federal laws which make it possible to request leave to attend to an elderly parent. PWC decided not to make the change at this time because it appears such a leave is covered in the sick leave policy.
A proposal to amend the section on "Compensatory Time" to include a statement that "Administrative staff are not eligible for overtime compensation when that time is directly related to contractual obligations" also was not approved. There is need for more study of the entire compensatory time policy. The language and definitions need refined.

Hughes recommended that in the handbook all references to "administrators" be changed to "administrative staff." PWC agreed. Changes as approved will be shared with the ASC Executive Committee and presented to the full ASC at its March 3 meeting.

The next regular PWC meeting is scheduled at 3:30 p.m. Thursday, March 17 in the Housing Office conference room.

Respectfully submitted,

Linda Swaisgood
Secretary
ADMINISTRATIVE STAFF COUNCIL
Personnel Welfare Committee
Minutes, March 17, 1988

Members Present: Pat Fitzgerald, Rich Hughes, Ed O'Donnell, Diane Regan, Charles Shultz, Linda Swaisgood

Announcements: Shultz announced that James W. Morris has been appointed new manager of group insurance benefits. The office is renamed Office of Benefits/Insurance. Shultz also brought to the attention of the committee a proposed new disability insurance program that would be an option for administrative staff. The current short-term disability program is being changed because the carrier has been experiencing a significant loss each year.

Further discussion on insurance-related concerns raised questions about cost-containment policies and whether they are in effect. It was determined that they are being enforced equally for all constituent groups, even though Faculty Senate has not yet approved the cost-containment program.

Review of the PWC Year: Hughes asked for a summary of the year and concerns to be addressed in the coming year. The following were raised:

1. An editorial committee should be appointed to review the Administrative Staff Handbook in its entirety for format, organization, style, etc.

2. The Code of Standards for administrative staff should be revised to cover malicious tampering with computer software.

3. PWC should determine whether administrative staff prefer available dollars to be committed to salaries or fringe benefits.

4. ASC members must communicate on a more regular basis with their constituents and more accurately reflect their wishes in voting.

5. Salary and compensation for administrative staff on external funding should be examined for equity with similar positions funded internally.

6. Job descriptions should be examined and definitions determined for "occasional overtime," "expanded responsibilities" and similar terms.

It was noted that an ad hoc committee will formulate a policy for professional development leaves for administrative staff. The leaves were proposed this year but not recommended to the central administration because guidelines had not been established.

The next meeting of the PWC is scheduled at 3:30 p.m. Thursday, April 21, in the Housing Office Conference Room.

Respectfully submitted,
Linda Swaisgood, Secretary
Members Present: Pat Fitzgerald, Rich Hughes, Ed O'Donnell, Linda Swaisgood
Guest: Annmarie Heldt
Absent: Diane Pegan, Charles Shultz

Revisions to the 1988-89 Administrative Staff Handbook: Hughes reported on the ASC Executive Committee meeting during which several handbook changes were returned in compromise format by the Administrative Council.

Legal counsel has advised the administration that changing all references to "should" to "shall" makes each item a grievable issue and should not be done. Administrative Council also has refused to accept the ASC policy on General Harassment. A revision to the vacation policy proposed by ASC was amended by the administration to read "area supervisors are expected to accommodate such requests for vacation provided the needs of the area are not impaired." FWC members agreed to the compromise wording but expressed concern about the other two issues.

Hazardous Waste Disposal: Fitzgerald reported the Classified Staff Council has passed a resolution supporting a Faculty Senate request for improvements in handling hazardous wastes on campus. He will ask ASC Chair Suzanne Crawford to consider similar action by ASC.

Year in Review: Hughes distributed a draft memorandum to Crawford on issues considered by PWC during 1987. Also distributed were the 1987-88 PWC timeline of events/meetings and recommendations for PWC action in 1988-89. This was the last meeting of the 1987-88 year.

Respectfully submitted,

Linda Swaisgood, Secretary
Personnel Welfare Committee
1987-88 Timeline

7/30/87 Personnel Welfare Committee (first meeting)
- elected secretary
- established regular meeting time
- reviewed issues considered and resolved by PWC in 1986-87
- reviewed issues considered but not resolved by PWC in 1986-87
- identified issues for consideration by PWC in 1987-88

9/16/87 Personnel Welfare Committee
- split PWC into 2 subcommittees
  1. Salary Recommendation Subcommittee
  2. Fringe Benefit Recommendation Subcommittee
- Benefits for Part-time Administrative Staff: began investigation into securing benefits for part-time administrative staff
- Right to Grieve Non-renewal of Contract: began investigation of right to grieve non-renewal of contract

10/16/87 Personnel Welfare Committee
- Salary Subcommittee: met and began salary study
- Fringe Benefit Subcommittee: had not yet met
- Benefits for Part-time Administrative Staff: continued work within PWC
- Right to Grieve Non-renewal of Contract: continued work within PWC

11/19/87 Personnel Welfare Committee
- Salary Subcommittee: no report
- Fringe Benefit Subcommittee: survey developed and first draft shared with PWC
- Benefits for Part-time Administrative Staff: continued work within PWC
- Right to Grieve Non-renewal of Contract: continued work within PWC
- General Harassment: began investigation into adopting policy prohibiting harassment of administrative staff
- Flexible Work Schedules: began investigation into adopting policy permitting flexible work schedules

12/17/87 Personnel Welfare Committee
- Salary Subcommittee: studying CUPA reports and five year comparison of BGSU administrative staff salary increases as compared to other Ohio state institutions
- Fringe Benefit Subcommittee: presented final draft of survey to PWC
- Benefits for Part-time Administrative Staff: tabled issue
- Right to Grieve Non-renewal of Contract: final draft of revisions/modifications presented to PWC
- General Harassment: presented first draft of policy to PWC
- Flexible Work Schedules: presented first draft of policy to PWC
- Handbook Revision: began process of revising/editing administrative staff handbook

12/22/87 ASC Executive Committee
- Right to Grieve Non-renewal of Contract: presented to Exec Committee; approved by Exec Committee

1/7/88 Administrative Staff Council
- Right to Grieve Non-renewal of Contract: presented to ASC; passed by ASC

1/12/88 ASC Executive Committee
- General Harassment: presented proposed policy to Exec Committee; Exec Committee recommended revisions
- Flexible Work Schedules: presented proposed policy to Exec Committee; Exec Committee recommended revisions

1/22/88 Personnel Welfare Committee
- Salary Subcommittee: first draft of salary recommendation presented to PWC
- Fringe Benefit Subcommittee: fringe benefit survey out to all administrative staff, back to PWC and tallied; first draft of fringe benefit recommendation presented to PWC
- General Harassment: second draft of policy presented to PWC
- Flexible Work Schedules: second draft of policy ready; not presented to PWC
- Handbook Revision: continued work within PWC

1/26/88 ASC Executive Committee
- Salary Recommendation: presented salary recommendation to Exec Committee; approved by Exec Committee
- Fringe Benefit Recommendation: presented fringe benefit recommendation to Exec Committee; approved by Exec Committee
- General Harassment: presented second draft of proposed policy to Exec Committee; approved by Exec Committee
- Flexible Work Schedules: presented second draft of proposed policy to Exec Committee; Exec Committee recommended revisions

2/4/88 Administrative Staff Council
- Salary Recommendation: presented salary recommendation to ASC; passed by ASC
- Fringe Benefit Recommendation: presented fringe benefit recommendation to ASC, passed by ASC

2/5/88 Met with Chris Dalton regarding Salary and Fringe Benefit Recommendations

2/18/88 Personnel Welfare Committee
- General Harassment: final draft of proposed policy shared with PWC
- Flexible Work Schedules: presented third draft of policy to PWC
- Handbook Revision: presented proposed handbook revisions to PWC
2/24/88  ASC Executive Committee
- **Flexible Work Schedules**: presented final draft of proposed policy to Exec Committee; approved by Exec Committee
- **Handbook Revision**: presented final draft of handbook revisions to Exec Committee; approved by Exec Committee

3/3/88  Administrative Staff Council
- **General Harassment**: final draft of proposed policy presented to ASC; passed by ASC
- **Flexible Work Schedules**: final draft of proposed policy presented to ASC; passed by ASC
- **Handbook Revision**: final draft of proposed handbook revisions presented to ASC; passed by ASC

3/17/88  Personnel Welfare Committee
- review of issues considered and resolved by PWC to date
- generated recommendations regarding consideration of issues for the 1988-89 session of ASC
April 21, 1988

MEMORANDUM

TO: Sue Crawford, Continuing Education

FROM: Bob Arrowsmith, Assistant Vice President for Student Affairs;
      Student Services & Finance

RE: Suggested change in vacation policy

In the course of arranging a leave for a staff member, the question of paying accumulated vacation to the staff member came up. In this case, it was not possible for the staff member to set a date for the leave and then take vacation prior to the leave date as a way of using the accumulated vacation. Nor is it now possible to pay the accumulated vacation in a lump sum short of termination of employment or by the President or a Vice President granting an exception to the vacation policy. This leads me to suggest a change in the current vacation policy.

The controlling section of the Administrative Staff Handbook states: "Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum." (p. 39) The change that I suggest is as follows:

Vacation pay is not granted in lieu of vacation except at termination of employment OR EXCEPTION WHEN AN EMPLOYEE HAS BEEN GRANTED AN AUTHORIZED LEAVE OF ABSENCE. Terminal compensation AND LEAVE OF ABSENCE compensation will be paid in a lump sum.

It is, of course, understood that the lump sum payments under the current policy and the proposed policy may require action, such as delay in filling the vacancy, so that the total amount paid out does not exceed the amount available in a salary line.

rb
MEMORANDUM

TO: Suzanne Crawford, Chair, Administrative Staff Council
FROM: Rich Hughes, Chair, Personnel Welfare Committee

RE: Issues Considered by the Personnel Welfare Committee during 1987-88

Following is a list of the issues considered by the Personnel Welfare Committee during the 1987-88 academic year.

Issues considered and resolved:

1. Proposed revisions to the "Contract Information" and "Grievance and Hearing Procedures" sections of the Administrative Staff Handbook, making non-renewal of contract a grievable issue, were forwarded to and passed by Council.

2. The Administrative Staff were surveyed regarding fringe benefits and a recommendation regarding fringe benefits for Administrative Staff for the 1988-89 fiscal year was forwarded to and passed by Council.

3. A recommendation regarding salary increases for Administrative Staff for the 1988-89 fiscal year was forwarded to and passed by Council.

4. A General Harassment policy was forwarded to and passed by Council.

5. A Flexible Work Schedule policy was forwarded to and passed by Council.

6. The Administrative Staff Handbook was edited. Additions to the handbook included non-renewal as a grievable issue, the General Harassment policy and the Flexible Work Schedule policy. Other minor editorial revisions were recommended. All additions and editorial revisions were forwarded to and passed by Council.

7. Reviewed the new Short Term disability benefit and recommended it be accepted and passed by Council.

Issues considered but not resolved:

1. Discussion regarding the possibility of securing fringe benefits for part-time administrative staff. Due to pending federal legislation regarding this issue, it was decided to table this issue for the remainder of the year.
Recommended issues for consideration during the 1988-89 academic year:

1. Resolve all issues considered but not resolved during 1987-88.

2. There is a belief that externally funded administrative staff are paid a higher salary than internally funded administrative staff with the same job. Investigate this issue and, if true, recommend means to rectify the situation.

3. Investigate the possibility of securing professional leave for administrative staff.

4. Investigate the possibility of evaluating job responsibilities of administrative staff in relation to compensation to determine if any inequities exist and, if so, recommend means to rectify the situation.

5. Follow up with Chris Dalton on fringe benefits. If some were not approved by administration or trustees, inquire as to why. Then use this information to determine strategy for requesting fringe benefits for the 1989-90 fiscal year.

6. Follow up with Chris Dalton on policy recommendations, handbook revisions not accepted by President and Vice Presidents.

7. Address the issue of ASC members' accountability to their constituents. This seems to be lacking on the part of some ASC members.

8. Investigate the possibility of adopting a policy within the "Code of Standards and Responsibilities for Administrative Staff" which deals with the willful introduction of computer viruses into university computing facilities.

9. It has been noted that the Administrative Staff Handbook sorely lacks a consistent writing style and layout. It is recommended that an ad hoc Handbook Editorial committee be established through ASC which would report to PWC. The responsibility of this ad hoc committee would be to establish a consistent writing style, layout, etc. within the Administrative Staff Handbook.
MEMORANDUM

TO: Rich Hughes, Chair
Personnel Welfare Committee

FROM: Diane Regan
Acting Chair

SUBJECT: Committee Meeting 6-27-88

Members of the PWC for 1988-89 met on Monday with Carr, Heyman, Jordan, O'Donnell, Regan, and Heldt in attendance. Joining the group were Fitzpatrick and Stickler, ASC officers.

Discussion of the agenda for 1988-89 as set forth in your memorandum to Crawford (5/24/88) was held with several additional items suggested for action:

1. Continuing an investigation of salary levels for internal and externally funded positions with an eye toward developing a stronger statement of guidelines for the Handbook. As part of this review, Chair Fitzgerald requested that the PWC examine vice presidential areas for discrepancies in position responsibilities and salary levels between externally and internally funded positions.

2. Establishment of regular guidelines for distribution of market/special merit dollars for use whenever money is available for such purposes. Involvement of the Administrative Staff Personnel Director in monitoring the legitimacy of such requests has been requested.

3. Establishment of guidelines which assure the appropriate composition of search committees for administrative staff positions.

4. Review the process by which administrative staff are compensated for changes in their job description. Fitzgerald asked that we focus on funding for salary adjustments brought about by new responsibilities, compensatory time, and the place of 'promotion.' In general, he urged that we examine creative ways to handle compensation in the future.

Further discussion led to two decisions regarding general strategy for accomplishing the work of this committee:

1. Focus the group's effort totally on salary issues. Fringe benefits which cost extra dollars should not be examined.

2. Focus our data gathering on three Ohio schools for comparison, specifically Kent State, Miami, and OU which are similar to BGSU in size and mission.
Several specific strategies were outlined as means for gathering the comparative data we will need in the future:

1. A. Heldt will obtain university organizational charts and will record the 1988-89 salary information for each administrative staff member.

2. A. Heldt will develop a list of all BGSU administrative staff titles (from Resource Planning Handbook organizational charts). From this list, 50 position titles, not appearing on the annual CUPA survey, will be drawn. These 50 will represent 'secondary' positions, i.e., assistant/associate directors. Heldt will develop a 1-2 sentence description for each of these positions and will ask personnel directors from IUC schools to supply salary information for these positions. Effort should be placed on obtaining this information from Kent, Miami, and OU.

3. An examination should be made of the 1987-88 CUPA salary survey in order to identify which BGSU position salaries fall below the average. C. Dalton and the Office for Planning and Budgeting has agreed to obtain CUPA studies for Ohio. These studies are available, upon request, at the cost of $200 each.

4. A survey instrument should be developed which asks each BGSU administrative staff member to briefly outline their position responsibilities and to list their 1988-89 salary. This survey would allow us to determine salary inequities within the institution which should be addressed.

I hope I have accurately reflected the sense of the discussion which took place at the meeting. If I have not, I am certain that corrections and other impressions can be shared at the next meeting. It seems clear that committee members will need to support the efforts of the administrative staff personnel office in building the database as we envision it. I believe we are ready to do so, but we will need a clearer sense of direction or, perhaps, even assignment. Therefore, we're glad you're back; we're glad you're still willing to be chair, and we look forward to hearing from you about our next meeting!

jd

Enclosure

c: Personnel Welfare Committee
Norma Stickler
Pat Fitzgerald