
Bowling Green State University - Administrative Staff Council

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Notes

1. Pencil
2. Colored Ink
3. Photocopies
Personnel Welfare Committee
1992-93

Judy Donald, Continuing Education
Dennis Horan, Firelands
Virnette House, Alumni Affairs
Barbara Keeley, Health and Human Services
Dan Parratt, Environmental Health and Safety
Cindy Puffer, Student Health Center
Debra Wells, University Computer Services
Theresa McClure, University Computer Services
Lori Schumacher, Payroll
Norma Stickler, Academic Affairs
Linda Swaisgood, Publications
Beverly Stearns, Library Dean's Office
Deb Vetter, Counseling and Career Development Center
Mary Beth Zachary, Library
Rich Zera, University Computer Services

8/27/92
MEMORANDUM

TO: Personnel Welfare Committee

FROM: Norma J. Stickler
Assistant to the Vice President
for Academic Affairs

SUBJECT: Meeting

The first meeting of the Personnel Welfare Committee will be July 23
at 1:00 p.m. in the McFall Center Chart Room. Agenda items will include the
following:

1. Future meeting times and procedures
   Will 1:00 on the second and fourth Thursdays of the month
   work for everyone?

2. Agenda items for the year
   One such item is attached: Interim Policy on Internal
   Searches as approved by John Moore

3. Preliminary discussion of the Health Care Task Force Report (see
   attached comments from Josh Kaplan)

If you cannot attend the July 23 meeting, please give me a call (2-2915).
MEMORANDUM

TO: Ann Bowers
   Chair, Administrative Staff Council

FROM: Norma J. Stickler
       Chair, Personnel Welfare Committee

SUBJECT: PWC Meeting

July 23, 1992

At its meeting of July 23, the Personnel Welfare Committee reviewed the first 13 recommendations of the Health Care Task Force Report. Items one through ten and item thirteen generated very little controversy. Items 11 and 12 were similar in nature and in PWC has the following recommendations.

• Rather than placing cumbersome restrictions on the coverage, there should be a person hired to provide a "gatekeeper" function to assist employees and providers in the best use of the mental health and chemical dependency benefits. It seems possible that the gatekeeper could work in conjunction with the Employee Assistance Program recommended in #13.

• There should be a stated maximum out-of-pocket employee expenditure on mental health coverage.

• All mental health out-patient visits should be covered at the same rate because it is difficult to solve a serious problem in only three visits. Further, there should be no disincentive to people seeking assistance initially.

• There should be sufficient restrictions so that overly expensive/posh facilities can be avoided while still providing competent care.
MEMORANDUM

TO: P. Mueller
FROM: Lori Schumacher, Payroll Accounting
R.E.: Insurance Committee

I am sending this memo to request that the Insurance Committee begin meeting again as soon as possible, and throughout the upcoming Academic Year. I am very disappointed that last Academic Year, we only met twice. I know I should have contacted you and the other committee members earlier about our lack of scheduled meetings, but I was under time constraints with the new HRS system. I'm not using that as an excuse, but only as an explanation as to why I didn't speak up earlier.

However, I do feel that this committee has been purposely left out of all discussions concerning the impending changes. I am somewhat in the dark about what the future holds as far as changes to our current Benefits Package. I have met briefly with Diana Shamp, Jim Morris and Gaylyn Finn about how these impending changes will affect the HRS system, but that in no way compensates for the last time involved with the Insurance Committee.

I understand that you were heavily involved with the Task Force, and that possibly your own time constraints limited your time to meet with the Insurance Committee. If that's the case perhaps someone else should head the Committee this Academic Year so that we can continue to meet and be advised of what's happening with the Benefits Package.

I would be most willing to contact the other Committee Members to set up a meeting during the month of August. Perhaps sometime during the weeks of 8/21,'92, or 8/28,'92. Please advise. Thank you.

copies to:
Pat Erickson
Pat Fitzgerald
Jim Morris
Diana Shamp
Laura Perez
Mike Dyer
Ellen Williams
Ann Bowers, Chair ASC

Gaylyn Finn
Mark Hafner
Nancy Richter
Norma Stidley/Chair PWC
MEMORANDUM

TO: ASC Personnel Welfare Committee
FROM: Norma J. Stickler, Chair

Attached are three documents for your review and for discussion at our meeting of August 27.

The first is a summary of what I think we have agreed upon in our two meetings as responses to the Health Care Task Force Report.

Second is the draft of the Internal Search Process for Administrative Staff Vacancies.

Third, a draft of a leave without pay policy to combine the current policy in the Handbook with the interim policy approved by the Trustees in response to the budget situation.
Administrative Staff Council Recommended Response to the Health Care Task Force Proposal

Overall recommendations:
1. Basic health care coverage, cost to employee, and cost to the University should be the same for all employee groups.
2. Access to optional coverage (such as family dental care) should be the same for all employee groups.
3. Consideration should be given to differential employee cost based on whether the employee takes single, dual, or family coverage.
4. Modest co-payments rather than benefit curtailment should be used as a cost reduction strategy.

Mental Health Coverage
1. While the Administrative Staff Council acknowledges that BGSU's mental health coverage costs have risen above the industry norm, it is recommended that the coverage not swing too far in the opposite direction. Mental health coverage is as important as physical health coverage.
2. The per year limit on out patient care should be raised from $1000 to $2000.
3. To assist in controlling costs, the University should hire a "gatekeeper" who would assist employees in finding the best mental health care for their particular needs. A gatekeeper is defined as a mental health professional, paid by the University's health care plan, who would be located off campus and who would provide confidential consultation.

Generic Drugs
1. There appears to be a short list of generic drugs (such as some anti-convulsants, anti-arythmics, and anti-coagulants) which are in fact not the equivalent of the brand name drugs. It is recommended that an up-to-date list of such drugs be maintained by the Benefits Office. This list should be verified every six months. Persons who, on the advise of their physicians, would be adversely affected by taking a generic drug should be allowed to obtain coverage for the name brand version.

Health Care Options (Task Force Recommendation 16)
1. The Administrative Staff Council recommends that there be no deductible at all to encourage employees to seek early treatment.
2. There should be a co-payment that has a low percentage but a high limit, so that employees have an incentive to limit the costs of most levels of care.

3. Whichever options are made available, there must be a thorough and timely education program to acquaint employees with the ramifications of each choice.

Preventative Care

1. The Administrative Staff Council applauds the task force recommendations on health promotion and information. We urge the inclusion of additional measures to encourage early detection of health problems; namely, the health care program should cover the costs of mammograms, pap tests, prostatic cancer detection tests, and colon cancer tests.
Internal Search Process for
Administrative Staff Vacancies
during layoffs or contract reductions due to budget reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:
   a. Hiring departments will process a Position Opening and Request Authorization (PORO) according to normal procedures.
   b. Upon receipt of a PORO from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.
   c. Within five workdays of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit the required credentials. Credentials will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.
   d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.
   e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.
   f. If no internal candidates apply for the position, or if the interviews do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

Two types of leave without pay are available to members of the Administrative Staff—special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member’s supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. (Application forms are available in the Personnel Services.)

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250, and no credit if there are no earnings.

Vacation and sick leave will accrue only for the hours actually worked.

Special Short-Term Leave

• Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

• Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

• The status of full-time and part-time staff members remains the same.

• No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member’s absence must not interfere with or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.

• Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.

Long-Term Leave

• Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member’s return and whether it can be satisfactorily filled by a
temporary appointment without being detrimental to the efficiency of the unit’s operation.

- During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

- If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.
August 27, 1992

MEMORANDUM

TO: John Moore  
   Executive Director of Personnel Services

FROM: Personnel Welfare Committee  
       Administrative Staff Council

SUBJECT: Vacation Policy

The Personnel Welfare Committee of Administrative Staff Council has reviewed the draft vacation policy. Unfortunately, there has not been time since the receipt of the draft to take it to the full Council, but the following are the recommendations from PWC:

1. The following sentence should be reinserted into the vacation policy: "This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer."

We believe this statement should remain in the policy because the above-listed personnel now have negotiated salaries that take this particular work schedule into account. In that sense, they do not formally receive vacation days nor pay for the days when classes are not in session. They receive no vacation in the same way that other administrative staff members do. They are not allowed to take vacation days in, for example, October or February. If they take time off other than at class breaks, it must be leave without pay.

These employees currently are off on academic recess 22 days in their contract period. If the days during academic recess were prorated and considered "vacation" in the same way they are for other nine-month administrative staff, then they would be on recess only 16.5 days. They would have to come in to work to assist students even though the students would be gone.
2. In another issue relating to the vacation policy, the Personnel Welfare Committee restates its recommendation sent to you in a memorandum of June 16, 1992 that all administrative staff be allowed to use their vacation days as they accrue them, beginning in their first year of employment. Our current policy forces new employees to go a full year without a vacation; it gives employees an immediate backlog of accrued days that is sometimes hard to use in the second year; and there is no apparent rationale for such a restriction.

Approved by ASC 9/3/92
Administrative Staff

VACATION POLICY

All full-time, 10-MONTH AND 12-month, administrative staff members earn vacation time at the rate of 22 days for each year of service. All full-time nine-ten-month administrative staff members, except those excluded below, earn vacation time at the rate of 1.83 days (14 hours and 40 minutes) per month WORKED. ALL FULL-TIME, 9-MONTH ADMINISTRATIVE STAFF MEMBERS WHO ARE REQUIRED TO WORK DURING ACADEMIC RECESSES AND/OR ACADEMIC BREAKS, EARN VACATION AT THE RATE OF 1.83 DAYS PER MONTH WORKED.

All part-time 10-MONTH AND 12-MONTH ADMINISTRATIVE STAFF MEMBERS EARN A PRO-RATED AMOUNT BASED ON THE NUMBER OF HOURS WORKED EACH MONTH. ALL PART-TIME, 9-MONTH ADMINISTRATIVE STAFF MEMBERS DO NOT EARN VACATION.

During the first year of employment, vacation accrual may not be used until the first year’s employment is completed. If employment begins on July 1, 1992 a 12-month full-time administrative staff member would be eligible to use accrued vacation starting July 1, 1993. Nineteen-ten-month full-time administrative staff members must complete one year of service before vacation may be used.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension or while employed elsewhere. DURING THE FIRST YEAR OF EMPLOYMENT, VACATION MAY BE UTILIZED AS IT IS ACCRUED.

An annual vacation is important to the well being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided that are requested in advance and the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A full-time 12-month staff member’s vacation balance cannot exceed 44 days (352 hours) at the end of each fiscal year (June 30 of each year). For full-time 10-month employees the balance cannot exceed 36.6 days (293 hours, 20 minutes); for full-time 9-month employees the balance cannot exceed 33 days (264 hours). IF VACATION IS NOT USED THE EMPLOYEE WILL LOSE ALL HOURS ABOVE THE MAXIMUM ACCRUAL.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, dean, or a vice president, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used by unearned vacation.

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. AT THE TIME OF SEPARATION FROM EMPLOYMENT WITH THE UNIVERSITY, ADMINISTRATIVE STAFF WHO HAVE COMPLETED ONE FULL YEAR OF SERVICE WITH THE UNIVERSITY ARE ELIGIBLE FOR PAYMENT OF UNUSED VACATION CREDIT NOT TO EXCEED ALLOWED
MAXIMUM ACCRUALS. The maximum amount of terminal compensation will be 252 hours (44 days) in case of death; unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes Student Health Services medical doctors, resident hall directors and managers, complex coordinators and employees whose contract period is less than 12 months but who have time off with pay during academic recess between semesters, during breaks, holidays or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work 50 percent for 12 months and works part of each week, earns vacation at one-half the normal rate (11 days each year or 7 hours 20 minutes per month). Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are eligible for payment of unused vacation credit not to exceed two years maximum accrual.

The President or vice presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

A report should be completed by the administrative staff member for every use of vacation using the leave reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly paycheck stub.

Questions about the vacation policy and procedures should be addressed to the Office of Personnel Services HUMAN RESOURCES.
Absent: All Present

LEB - *Re BOT Agenda.* PRM will coordinate a Report to the Board on WBGU-TV Educational Support. Tours of the Fine Arts building will be conducted in conjunction with the dedication Thursday, October 8, and for those Trustees interested, a tour of the Fieldhouse will be conducted before committee meetings on Thursday afternoon.

GF - *Re Cable TV Sale.* Wood Cable TV in process of selling out to Fanch Cablevision. Changes to existing agreement include the addition of Black Entertainment, increase in maximum monthly rate from $11 to $15, and 5-year extension of existing agreement period. Fanch would like to close sale by September 15 and is requesting that PJO sign agreement contingent upon BOT approval in October. GF is to have agreement reviewed by legal counsel; Fanch is not to assume any ownership of assets currently under BGSU control; and there is to be no change in the level of services to BGUS, except addition of BET. RLM is to find out who is installing cable TV wiring in Founders. PJO will contact majority of BOT before signing the contract.

- Mid-Am Bank has agreed to issue a limited number of Visa/Mastercards for corporate travel, without any annual fee.

JCD - Distributed enrollment comparison between August 30, 1991 and August 30, 1992. JCD and EA are to develop a preliminary outline of a long-range housing plan for presentation to Ad Council in October.

- Distributed some comparative salary data based on AAUP and OBOR salary studies. This data is to be distributed to BOT in October. JCD is to develop a white paper on salaries to be distributed publicly in the future.

RLM - *Re Interim Policy on Administrative Staff Internal Search Process.* Ad Council approved the following correction to #4a - add "eligible under this policy" at the end of the first sentence.

- *Re Classroom Building Groundbreaking.* If Classroom Building approved by Controlling Board today, groundbreaking can be held any time after September 22.

JM - *Re Orientation Program for New Administrators-Managers.* The date of the program has been changed to September 29. Ad Council approved the program and would also like to have some continuing administrators/managers be invited to the session.

PJO - Policies and Procedures Manual and Related Handbooks/Manuals are to be updated by the end of the year.
- Ad Council members are to provide PJO with comments about the local and/or general Managing for the Future Task Force Reports for a meeting he is having with Chancellor Hairston on September 28. PRM is to find out what, if any, legislative action might be needed to implement the report.

- Asked PH to find out how many students are involved with Mid-Am Operations Center in the Research/Enterprise Park.
Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

a. Hiring departments will process a Position Opening and Request Authorization (POR) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in progress, internal applicants will be afforded every reasonable opportunity to apply.

b. Upon receipt of a POR from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.

c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.

d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.

e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.

f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.
MEMORANDUM

TO: Personnel Welfare Committee

FROM: Norma J. Stickler (Chair)

Unless some "unforeseen emergency" comes up, our September 24 meeting is cancelled. The next meeting of PWC will be Thursday, October 8.

Attached is a new draft of the leave policy, revised per our discussion today. We will plan to finish review of the policy at our next meeting. If you have any changes to suggest, please come to the meeting with alternative language. In the meantime, Virnette and Dan have agreed to draft a form to accompany the leave policy, and they will try to have something ready to be sent out before our meeting.

Also on October 8, we will get a status report from the Handbook subcommittee.

Thanks, everybody!
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

Two types of leave without pay are available to members of the Administrative Staff--special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. (Application forms are available in the Personnel Services.)

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250, and no credit if there are no earnings.

The employee's contract base salary will not be affected by the leave without pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked.

Unless the employee specifies otherwise on the application form, the salary reduction will be spread across the remaining pay checks in the contract period.

Short-Term Leave

- Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced work schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

- Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

- The status of full-time and part-time staff members remains the same.

- No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on special leave should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

- Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

• Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member’s return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit’s operation.

• During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost for insurances (Additional insurance benefits may be available for a disability leave of absence.)

• If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

9/10/92
September 11, 1992

MEMORANDUM

TO: Ann Bowers, Chair
Administrative Staff Council

FROM: Norma J. Stickle
Chair, PWC

At the PWC meeting yesterday, we discussed briefly components that might be in a "profile" of administrative staff to be maintained by Personnel. Some pieces of data would be obvious, others relate to questions that may come up when committees are deliberating on issues such as health care, child care facilities, sick leave and vacation policies, etc. Confidentiality of data is of utmost concern, but we do believe that Personnel Services should proceed to develop computer query programs that would compile data such as that listed below. Aggregated data without names should be made available to ASC and to contracting officers, so that we all have such basic information such as how many administrative staff work in each vice presidential area, how they are funded, how many men and women are there in the staff, what are average salaries by selected categories, etc.

Basic information:
Name
Department
Vice Presidential Area
ID number (for sorting and verification purposes)
Title
Years at BGSU
Highest Degree
Gender
Ethnicity
Funding source (F/A/O, as well as whether educational, auxiliary, or grant budget)
Date of Birth
Salary
Contract status (full-time, part-time, 9, 10, or 12 month)

Additional examples of data that would assist committees and would help the ASC and the University have a better sense of the composition and experience of the Administrative Staff:

- Statistics on use of LWOP, sick leave, vacation
- Post degree education, certifications
- Total years of professional experience, BGSU plus other appointments
- Extent of assisting with the teaching mission of the University by teaching classes, guest lecturing, coordinating class sessions, etc.
- Use of health care by the staff and eligibility for various options, e.g., how many staff are single, married, have children
- Total PERS service (add in part-time BGSU and non-BGSU service)
- Full-time equivalent staff in each area
- Statistics on staff who have part-time service or service on the classified staff in addition to full-time administrative staff employment at BGSU
Internal Search Process for Administrative Staff Vacancies During Periods of Layoffs or Contract Reductions Due to Budget Reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

a. Hiring departments will process a Position Opening and Request Authorization (POPA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.

b. Upon receipt of a POPA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.

c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.

d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.

e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.

f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.
MEMORANDUM

TO: Norma Stickler
Chair, PWC

FROM: Ann Bowers
Chair, ASC

RE: PWC Work

DATE: September 18, 1992

Please convey my thanks to the members of the Personnel Welfare Committee for the work they accomplished on the health benefits recommendations. The committee's work focused the ASC discussion and resulted in a series of thoughtful and positive recommendations to be forwarded to the President. Even though the President moved back the deadline based on discussion at Faculty Senate, I am sending our report to him next week according to the original schedule. On top of that, PWC has acted in a timely manner to respond to other issues such as vacation accrual for part-time staff and internal search procedures. Hopefully, there will be a respite from crisis management for awhile, and PWC can more leisurely act rather than react.

Thanks especially to you for your work as chair. I know that chairing this committee has been time-consuming these past couple of months but it is appreciated.

AMB:swf
MEMORANDUM

TO: ACS Personnel Welfare Committee

FROM: Virnette House
        Dan Parratt

Attached is a new draft of the leave without pay request form. Also included is the draft of the leave without pay policy we discussed at our last meeting. However, please note a few minor revisions that we made to that document.

Please review and either fax or telephone your comments, revisions, etc. to Dan (phone - 2171; fax - 2194) or Virnette (phone - 2701; fax - 7697) by Tuesday, October 6. We will try to synthesize all comments into one document which we will distribute at the October 8 meeting.

We appreciate your feedback!

/df
Enclosures
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The special leave policy allows full- and part-time Administrative Staff members the opportunity to voluntarily request UNPAID leaves of absences. Two types of leave are available: short-term leave of less than three months, and long-term leave of more than three months. Both types of leave are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave are available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can used in sequence with vacation.

Unless the employee specifies otherwise on the application form, the salary reduction will be spread across the remaining pay checks in the contract period.

SHORT-TERM LEAVE

• Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly, or via a reduced work schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

• Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

• The status of full-time and part-time staff members remains the same.

• No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on special leave should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

• Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
LONG-TERM LEAVE

- Long-term leaves are available to full-time Administrative Staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

- During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost for insurances. (Additional insurance benefits may be available for a disability leave of absence).

- If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

To request leave without pay, complete the Leave Without Pay Request Form, obtain appropriate signatures, and return form to Personnel Services.

10/4/92
VOLUNTARY AGREEMENT
FOR A 12 MONTH CONTRACT EMPLOYEE
TO TAKE A ONE-TIME SALARY REDUCTION IN EXCHANGE FOR
A SPECIFIED NUMBER OF DAYS OF LEAVE
DURING THE 1992-93 FISCAL YEAR

The undersigned 12 month contract employee (Faculty on administrative appointment or Administrative Staff) of Bowling Green State University hereby agrees to a voluntary one-time reduction in salary for 1992-93 equal to the percentage specified below in exchange for the University granting the employee the corresponding number of days of approved leave specified below. Time taken off for leave must be taken during the 1992-93 fiscal year, must be in blocks of at least two hours and requires, as does vacation time, prior approval of the area supervisor. It is understood that this voluntary one-time salary reduction does not affect the employee’s base contract salary.

Name ____________________________________________ Soc. Sec. # ____________________________

Signature ________________________________________________________________________________

Date _______________ Department/Area __________________________________________________________

Requested Number of Days of Leave
(To Be Taken During 1992-93 Fiscal Year)

Corresponding Voluntary % Reduction in 1992-93 Salary
(See Table on Back of Form for % Salary Reductions Corresponding to Selected # of Days of Leave)

Contract employees who choose to participate in the Leave/Salary Reduction Program should complete this form and forward it by July 31st to:

John Moore
Executive Director, Personnel Services
College Park Office Building
BGSU
SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF
May 26, 1992

SPECIAL LEAVE

The Special Leave Policy allows full and part-time administrative staff members the opportunity to voluntarily request leaves of absence anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period), and may not be in effect for longer than 3 years.

2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a Special Leave Request Form and send completed form to Personnel Services.

3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.

4. Employees will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.

5. Vacation and sick leave will accrue for hours actually worked.

6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of $250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.

7. The status of full-time and part-time staff members remains the same.
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff—special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

Short-Term Leave

• Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

• Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

• The status of full-time and part-time staff members remains the same.

• No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

• Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

• Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

• During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

• If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.
November 3, 1992

MEMORANDUM

TO: Personnel Welfare Committee

FROM: Norma J. Stickler, Assistant to the Vice President for Academic Affairs

SUBJECT: Next meeting

We are scheduled to hold our next meeting on November 12. Unfortunately, several members of the committee will be involved in another ASC meeting at the same time. Could we, therefore, plan to meet from 11:30 to 12:30 on November 12 in the McFall Chart Room? Bring your lunches if you would like to.

The purpose of the meeting will be to discuss the attached proposal for an addition to the Administrative Staff Handbook.
Bowling Green State University
Administrative Staff Leave Without Pay Request Form

Name ____________________________  ID# ____________________________

Department ____________________________  Campus Phone ____________________________

Title ____________________________

Total Hours of Leave Requested ________________

From: ____________  Thru: ____________

Please indicate type of leave requested (check one): Short-term leave (3 months or less) __  Long-term leave (more than 3 months) __

<table>
<thead>
<tr>
<th>Daily (e.g. 9/29; 9am-12pm = 3 hrs.)</th>
<th>Full Week(s)</th>
<th>Full Month(s)</th>
<th>Total Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY (hours to be determined)</td>
<td>40 (e.g. Jan-Mar '93)</td>
<td>480</td>
<td></td>
</tr>
</tbody>
</table>

DAILY HRS. ________  +  WEEKLY HRS. ________  +  MONTHLY HRS. ________  =  TOTAL HRS. ________

Salary reductions will be across remaining paychecks in the contract period unless the employee requests a one-time reduction.

☐ I request that leave without pay salary reductions will be spread across remaining checks in the pay period.

☐ I request that the entire reduction will be reflected on the next pay period.

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Leave Without Pay policy.

Employee Signature ____________________________  Date ____________________________

Remarks ____________________________

Supervisor or Department Head

__________ Approved

__________ Disapproved for the following reason(s) ____________________________

Signature ____________________________  Date ____________________________

Area Head or Dean

__________ Approved (Position not to be filled with temporary, part-time, or student help during leave period.)

__________ Disapproved for the following reason(s) ____________________________

Signature ____________________________  Date ____________________________

Personnel Services

Recorded ____________________________  Signature ____________________________  Date ____________________________
Proposed changes to Administrative Staff Handbook (additions in caps)

SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE

(SEE ALSO MARKET ADJUSTMENTS GUIDELINES)

Salary adjustments are made to administrative staff members when they are promoted. Promotions are accompanied by a significant change in job responsibilities and may also include a change in title.

Market Adjustment Guidelines (SEE ALSO "SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE")

Rationale for the change:
The change is proposed to clarify that promotions should be accompanied by a salary adjustment and that a member of the administrative staff may be promoted by being given additional responsibilities, even though the job title does not change. In the past, staff members have been given significant additional responsibilities but have been refused a salary adjustment on the assertion that there was no promotion, and therefore no reason for a salary adjustment, so long as the job title remained the same.

As the University attempts to adjust to changing budgets and to reorganize to make the most efficient use of resources, there are likely to be increased instances of members of the staff being asked to take on more and more responsibility as units are consolidated, etc. If these additional responsibilities are significant, the change should be considered a promotion and there should be a salary adjustment.
MEMORANDUM

November 4, 1992

TO: Personnel Welfare Committee Members

FROM: Handbook Review Subcommittee

Judy Donald
Lori Schumacher
Beverly Stearns
Deb Wells

RE: Administrative Staff Handbook
Revision Recommendations for 1993-94

Following are recommendations made by the review committee of the Administrative Staff Council (Handbook Review Subcommittee/PWC) for revisions to the Administrative Staff Handbook. The revisions include updated policy, procedure, and benefits information as well as typographical corrections. We would appreciate receiving your comments/suggestions within enough time for discussion by the PWC prior to review by ASC in December.

Global Changes:

• Change "Administrative Staff Personnel Services" to Personnel Services
• Change "Director of Administrative Personnel Services" to Director of Personnel Services

Typographical Changes:

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- Page 48, MERIT PAY AND MERIT EVALUATION, line 3. across-the-board
- Page 48, ACROSS-THE-BOARD INCREASES FOR ADMINISTRATIVE STAFF
- Page 52, PARKING REGULATIONS FOR HANDICAPPED INDIVIDUALS, last paragraph, lines 3-4. update titles of contact persons e.g., Coordinator of Handicapped Services or list offices rather than individuals e.g., Office of Affirmative Action and Handicapped Services or Parking and Traffic
- Page 60, IV.A.5.a. spacing
- Page 61, IV.B.2.a. spacing
- Page 65, STATEMENT OF THE ROLE AND MISSION OF BOWLING GREEN STATE UNIVERSITY. Title and format should be consistent with the Charter Appendix B Role & Mission Statement. Also, typos (p.74, paragraph 2, line 2; p.75, paragraphs 3-4) in Administrative Staff Handbook version which do not appear in Charter version.
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- Page 82, SICK LEAVE POLICY, line 3. ...at the rate of 10 hours or 1 1/4 days per month...(to be consistent with new BG SU Leave Reporting Form). Page 82, paragraph 3, line 3. ...for approval and forwarded... line 5. documentation
- Page 86, II.b., paragraph 2, line 6. overlapping (one word)
- Page 91, TRAVEL, paragraph 1, last line. advance (add punctuation)
- Page 91, UNEMPLOYMENT COMPENSATION, Procedures of Application, 1. Delete sentence: Personnel Support Services will also seek..current employment status, also delete: Administrative Staff Personnel Services will inform Personnel Support Services that; also, Procedures of Application, 2. delete: Administrative Staff Personnel Services will so inform the Office of Personnel Support Services. In such a case.
Typographical Changes Continued:

- Page 92, UNEMPLOYMENT COMPENSATION, Procedures of Application, 2. Delete: the Office of Administrative Staff Personnel Services will so inform: line 5, change: "and" to will endorse; Procedures of Application, 3. delete: Director of Administrative Staff Personnel Services and the

- Page 92, VACATION POLICY, line 2. ...at the rate of 176 hours or twenty-two days... (to be consistent with the new BGSU Leave Reporting Form). Also, paragraph 3, line 8. A staff member's vacation balance cannot exceed 352 hours (44 days)...

- Page 93, line 3. Replace "unit" with complex...

Policy/Procedure Information Updates:

- Page 4, BENEFITS IN BRIEF, Health Insurance. Add statement describing the 125 plan. Text should appear in same format as other benefits listed.

- Page 4, BENEFITS IN BRIEF, Vision Care. Information may change.

- Page 4, BENEFITS IN BRIEF, Dependent Life Insurance. Cost is $2.80 per month regardless of the number of dependents.

- Page 5, BENEFITS IN BRIEF, Retirement. Change University Contribution for PERS to 13.31%. Delete references to STRS and University and Employee Contribution for STRS (also which is inaccurate). **EXCEPTION to statement regarding enrollment in PERS is inaccurate. Should read: A member of STRS who transfers directly from a faculty position at BGSU to an administrative staff position at BGSU retains membership in both STRS and PERS. Membership is determined by current position status.

- Page 8, BENEFITS AFTER RETIREMENT. Delete references to faculty and STRS.

- Page 37, GRANT OR EXTERNALLY FUNDED POSITIONS, number 7. Information may change.

- Page 43, HANDICAP REASONABLE ACCOMMODATION PROCEDURES. May wish to update information from Americans with Disabilities Act of 1990 (Title I effective July 26, 1992).

- Page 44, INJURY/WORKERS' COMPENSATION, paragraph 2. Replace with the following: Injuries should be reported on the Bowling Green State University Injury Report Form. The form is to be completed by the supervisor of the injured employee, or of the area where the injury occurred and submitted to the Office of Environmental Health and Safety (102 College Park Building, FAX 372-2194) on the same day as the injury occurs. For serious injuries, injuries resulting in loss of work, or injuries associated with environmental hazards (e.g., chemical releases), call 911. Environmental Health and Safety will conduct injury investigations as needed.
Bowling Green State University is subject to federal and state regulations which apply to all employees. Regulated areas include fire prevention, radioactive materials, and hazardous waste. The University also has adopted policies which apply to all departments and employees, as is the case with the BGSU Hazardous Materials Policy. Individual departments and areas may have policies and procedures which affect employees. See your supervisor for information on regulations and policies that apply to your work area. Call Environmental Health and Safety (372-2171) for additional information.

- Page 54, Payroll Deductions. 6. Currently, graduate fee waivers are not taxable. Page 54. In addition, deductions which may be withheld...Add 10. Contributions to 125 Plan.

- Page 65-77, STATEMENT OF THE ROLE AND MISSION OF BOWLING GREEN STATE UNIVERSITY. Use same format as the Charter Appendix B Role & Mission Statement. (Goals are numbered and in bold typeface in the updated version.)

- Goal #7, line 13. ...the Office of Continuing Education, International and Summer Programs,...

- B. Academic Programs. Update numbers for undergraduate, masters’ and Ph.D. programs.

- Pages 83-84, SMOKING REGULATIONS. Information may be out of date. POSTING OF SMOKING AREAS. Information needs to be updated e.g., Libraries: No smoking. (Taken from Building Monitor & Smoking Policy Assignments list dated 14-Nov-90.)

- Page 87, BOWLING GREEN STATE UNIVERSITY’S POLICY ON ALCOHOL AND OTHER DRUGS OF ABUSE. Update with most recent version distributed Oct-92.

- Pages 87.1-89, SUPPLEMENTAL RETIREMENT PROGRAM FOR ADMINISTRATIVE STAFF. Change in SRP for administrative staff pending.

- LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF. Add upon final approval (draft proposal reviewed by PWC 10/4/92, Approved by ASC, Nov. 5, 1992).

- INTERNAL SEARCH PROCESS FOR ADMINISTRATIVE STAFF VACANCIES. Add upon final approval. (Approved by PWC 8/27/92; ASC Executive Committee 9/8/92) and ASC, Oct. 1, 1992.

Vacation Policy, Approved by ASC 9/3/92.
November 17, 1992

MEMORANDUM

TO: John Moore
   Executive Director, Personnel Services

FROM: Ann Bowers
   Chair, Administrative Staff Council

RE: Strategic Planning meeting

You knew it would be; I hoped it would be. . . but the strategic planning meeting last Thursday for Administrative Staff Council was truly very successful. People are excited and the creative thoughts are running. You were a great facilitator; keeping us moving, yet responsive to our needs. I am summarizing the goals and objectives now and we plan to meet as a group one more time to review and prioritize. Then the Executive Committee and standing committees will begin to direct the activities. We will be back to you in a much more planned fashion as we begin to implement the short and long range goals.

We are all aware of the time commitment you made for us and although our funds are quite limited, our appreciation is great and sincere. Thanks again for your vision and your time.
MEMORANDUM

November 14, 1992  DRAFT  DRAFT

To: Deans, Chairs, Department Heads

From: John C. Moore, Executive Director
Personnel Services

Subj: NEW EMPLOYMENT SERVICE

The role of the temporary employee in today's economy is playing a larger role in helping businesses remain competitive and solvent. Recognizing this trend, Personnel Services developed a proposal which was approved by Administrative Council that would allow departments to fill temporary positions through temporary agencies/services. The program will be implemented on a pilot basis for six months and evaluated to determine whether the following objectives are met.

a. Improved quality of service by providing a better-qualified temporary employee due to the screening, assessment, and skills enhancement capabilities that many agencies/services offer.

b. Increased flexibility by eliminating our obligation to civil service limits on temporaries which often run counter to the University's temporary staffing needs.

c. Salary savings achieved through negotiated lower hourly rates of pay due to the consolidation of our purchasing power. Other projected savings will come from not having to pay for retirement contributions, step/longevity increases, workers compensation premiums, sick leave, and unemployment compensation.

Departments who wish to continue hiring under the current system may continue to do so. However, those departments will continue to pay the current hourly rates of pay, which will in all likelihood, be higher than the rates which will be charged by the temporary service/agency. Furthermore, durations of assignments as determined by civil service laws will continue to be in effect for departments who fill positions under our current system.

I am asking departments to actively participate in the pilot program, not only because I believe it will result in hiring better-qualified temporaries and salary savings, but because your feedback is critical in evaluating the effectiveness of this new service. Personnel and the selected agency/service will offer workshops prior to the implementation of this program to explain how the new service will operate and to answer any questions you may have.

Let me reemphasize that if you wish continue to hire temporaries under the current system and maintain the status quo, you can continue to do so. However, if you are interested in innovative ways to hire better temporary employees and save money as well, this new service is an option worth exploring. The potential benefits from any or all of the stated objectives are too significant not to give the proposed program an opportunity for success. Personnel Services is planning to implement the pilot program by January 18, 1993. Thanks for assisting us with the evaluation of this program. Please contact Sam Ramirez at 372-2228 if you have any additional questions or comments.
MEMORANDUM

November 9, 1992

To: John C. Moore, Executive Director
   Personnel Services

From: Sam Ramirez, Manager
   Employment Services

Subj: TIMELINE FOR IMPLEMENTING TEMPORARY PROPOSAL

The following timeline will be used in implementing and evaluating the use of temporary agencies.

Nov. 9 - 13
   Have final bid document reviewed by Purchasing and mail to temporary agencies, deadline for response 12/4/92.
   Individuals responsible: S. Ramirez/L. Hood
   Review, approval and distribution of letter to deans, directors, chairs explaining new service.
   Individuals responsible: R. Martin/S. Ramirez

Nov. 16 - Dec. 4
   Develop criteria check sheet for evaluating proposals, review proposals as they are received.
   Individuals responsible: Employment Staff

Dec. 7 - 11
   Reduce proposal to top three agencies/services and arrange on-site visits for 12/14, 12/16, 12/19. Contact unsuccessful vendors.
   Individuals responsible: Employment Staff

Dec. 14 - 19
   Conduct on-site visits and select top two vendors.
   Individuals responsible: Employment Staff

Dec. 22 - Dec. 31
   Award contract with primary and alternate agency. Beginning planning for workshops.
   Individuals responsible: Employment Staff and selected agencies.

Jan. 4 - Jan. 15
   Conduct 4 training sessions of one hour each, both in the morning and afternoon. Write to departments which are high volume temporary users and place article in the Monitor to advertise workshops.
   Individuals responsible: Employment Staff and temporary agencies.

January 18
   BEGIN PROGRAM

April 18
   Quarterly review.
   Individuals responsible: Employment Staff and temporary agencies.

July 18
   PROGRAM EVALUATION
   Individuals responsible: Employment Staff.
November 18, 1992

MEMORANDUM

TO: Ann Bowers, Chair
    Administrative Staff Council

FROM: Beverly Stearns, Member
      Handbook Review Subcommittee/
      Personnel Welfare Committee

RE: Administrative Staff Handbook
    Revision Recommendations for 1993-94

Attached is a memorandum from the Handbook Review Subcommittee to Personnel Welfare Committee members containing recommendations for revisions to the Administrative Staff Handbook. The recommendations were reviewed and approved by Personnel Welfare Committee on November 12, 1992.

The PWC believes that none of the typographical and procedural recommendations are substantive enough to require ASC approval. Policy changes that either have been approved or are pending approval by ASC are identified on page 4 of the memorandum. We ask that you review the recommendations and attachments and forward them to Walter Montenegro, Personnel Services for inclusion in the next issue of the Handbook.

Please don't hesitate to contact me if you have questions or concerns about the document.

enclosure

c: N. Stickler, Chair
   PWC
MEMORANDUM

November 4, 1992

TO: Personnel Welfare Committee Members

FROM: Handbook Review Subcommittee

Judy Donald
Lori Schumacher
Beverly Stearns
Deb Wells

RE: Administrative Staff Handbook Revision Recommendations for 1993-94

Following are recommendations made by the review committee of the Administrative Staff Council (Handbook Review Subcommittee/PVC) for revisions to the Administrative Staff Handbook. The revisions include updated policy, procedure, and benefits information as well as typographical corrections. We would appreciate receiving your comments/suggestions within enough time for discussion by the PVC prior to review by ASC in December.

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- Page 44, INJURY/WORKERS' COMPENSATION, paragraph 2. Replace with the following: Injuries should be reported on the Bowling Green State University Injury Report Form. The form is to be completed by the supervisor of the injured employee, or of the area where the injury occurred and submitted to the Office of Environmental Health and Safety (102 College Park Building, FAX 372-2194) on the same day as the injury occurs. For serious injuries, injuries resulting in loss of work, or injuries associated with environmental hazards (e.g., chemical releases), call 911. Environmental Health and Safety will conduct injury investigations as needed.
Bowling Green State University is subject to federal and state regulations which apply to all employees. Regulated areas include fire prevention, radioactive materials, and hazardous waste. The University also has adopted policies which apply to all departments and employees, as is the case with the BGSU Hazardous Materials Policy. Individual departments and areas may have policies and procedures which affect employees. See your supervisor for information on regulations and policies that apply to your work area. Call Environmental Health and Safety (372-2171) for additional information.

- Page 54, Payroll Deductions, 6. Currently, graduate fee waivers are not taxable. Page 54. In addition, deductions which may be withheld...Add 10. Contributions to 125 Plan

- Page 65-77, STATEMENT OF THE ROLE AND MISSION OF BOWLING GREEN STATE UNIVERSITY. Use same format as the Charter Appendix B Role & Mission Statement. (Goals are numbered and in bold typeface in the updated version.)

  - Goal #7, line 13. ...the Office of Continuing Education, International and Summer Programs,...
  
  - B. Academic Programs. Update numbers for undergraduate, masters’ and Ph.D. programs.

- Pages 83-84, SMOKING REGULATIONS. Information may be out of date. POSTING OF SMOKING AREAS. Information needs to be updated e.g., Libraries: No smoking. (Taken from Building Monitor & Smoking Policy Assignments list dated 14-Nov-90.)

- Page 87, BOWLING GREEN STATE UNIVERSITY’S POLICY ON ALCOHOL AND OTHER DRUGS OF ABUSE. Update with most recent version distributed Oct-92.

Pending Policy Changes:

- INTERNAL SEARCH PROCESS FOR ADMINISTRATIVE STAFF VACANCIES. Add upon final approval. (Approved by PWC 8/27/92; ASC Executive Committee 9/8/92; ASC 10/1/92). See Attachment I.

- LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF. Add upon final approval. (Draft proposal reviewed by PWC 10/4/92; approved by ASC 11/5/92). See Attachment II. LWOP form also attached as Attachment III.

- SALARY ENHANCEMENTS PROPOSAL. (Approved by PWC 11/12/92). Copy pending ASC approval.

- SEVERE WEATHER POLICY. Snow emergency policy recommendation forwarded to President. Copy pending approval.

- SUPPLEMENTAL RETIREMENT PROGRAM FOR ADMINISTRATIVE STAFF. Change in SRP policy for administrative staff pending.

- VACATION POLICY. Changes. (Approved by PWC 8/27/92; ASC 9/3/92). See Attachment IV.
Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

a. Hiring departments will process a Position Opening and Request Authorization (PORA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.

b. Upon receipt of a POPA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.

c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.

d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.

e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.

f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.

Approved by IWC 8/27/92
Approved by ASC Executive Committee 9/8/92
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff—special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

Short-Term Leave

- Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

- Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

- The status of full-time and part-time staff members remains the same.

- No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member’s absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

- Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

- Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

- During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

- If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.
Bowling Green State University
Administrative Staff Leave Without Pay Request Form

Name ____________________________ ID# ____________________________
Department ____________________________ Campus Phone ____________________________
Title ____________________________
Total Hours of Leave Requested ____________________________

From: ____________________________ Thru: ____________________________

Please indicate type of leave requested (check one): Short-term leave (3 months or less) ☐ Long-term leave (more than 3 months) ☐

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<th>DAILY (e.g. 9/29; 9am-12pm = 3hrs.)</th>
<th># HRS. RANDOM (hours to be determined)</th>
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DAILY HRS. _______ + WEEKLY HRS. _______ + MONTHLY HRS. _______ = TOTAL HRS. _______.

Salary reductions will be across remaining paychecks in the contract period unless the employee requests a one-time reduction.

☐ I request that leave without pay salary reductions will be spread across remaining checks in the pay period.
☐ I request that the entire reduction will be reflected on the next pay period.

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Leave Without Pay policy.

Employee Signature ____________________________ Date ____________________________

Remarks ____________________________

Supervisor or Department Head ____________________________

Approved ____________________________

Disapproved for the following reason(s) ____________________________

Signature ____________________________ Date ____________________________

Area Head or Dean ____________________________

Approved (Position not to be filled with temporary, part-time, or student help during leave period.) ____________________________

Disapproved for the following reason(s) ____________________________

Signature ____________________________ Date ____________________________

Personnel Services ____________________________

Recorded ____________________________

Signature ____________________________ Date ____________________________

Leave Without Pay Form 10/4/02

Code of Approval _______ (Provided by Personnel Services)
MEMORANDUM

TO: John Moore
    Executive Director of Personnel Services

FROM: Personnel Welfare Committee
      Administrative Staff Council

SUBJECT: Vacation Policy

The Personnel Welfare Committee of Administrative Staff Council has reviewed the draft vacation policy. Unfortunately, there has not been time since the receipt of the draft to take it to the full Council, but the following are the recommendations from PWC:

1. The following sentence should be reinserted into the vacation policy: "This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer."

We believe this statement should remain in the policy because the above-listed personnel now have negotiated salaries that take this particular work schedule into account. In that sense, they do not formally receive vacation days nor pay for the days when classes are not in session. They receive no vacation in the same way that other administrative staff members do. They are not allowed to take vacation days in, for example, October or February. If they take time off other than at class breaks, it must be leave without pay.

These employees currently are off on academic recess 22 days in their contract period. If the days during academic recess were prorated and considered "vacation" in the same way they are for other nine-month administrative staff, then they would be on recess only 16.5 days. They would have to come in to work to assist students even though the students would be gone.
2. In another issue relating to the vacation policy, the Personnel Welfare Committee restates its recommendation sent to you in a memorandum of June 16, 1992 that all administrative staff be allowed to use their vacation days as they accrue them, beginning in their first year of employment. Our current policy forces new employees to go a full year without a vacation; it gives employees an immediate backlog of accrued days that is sometimes hard to use in the second year; and there is no apparent rationale for such a restriction.
December 11, 1992

MEMORANDUM

TO: Norma Stickler, Chair
    Personnel Welfare Committee

FROM: Beverly Stearns
    Handbook Revision Committee Member

RE: Additional Handbook Revisions from Personnel Services

Per our recent conversation, I have finished reviewing Ms. Weadock's suggestions for changes to the Administrative Staff Handbook. Most of her suggestions are typographical; however, she asked a few questions. I thought you might wish to comment on the following:

- **Table of Contents.** Change the format from alphabetical order to subject order? I agree. The index should remain in alpha order as a cross reference to the T.O.C.

- **Page 20, Administrative Staff Council Charter.** Only the Executive Committee is listed under Committees. Should standing committees also be listed as in the By-Laws? If so, does this type of change to the Charter require ASC approval?

- **Page 34, II.B.1.** What does (cf. conditions * * *) mean?

- **Page 35, IV.A.5.** Ambiguous? Here's my suggestion for rewording:

  > 5. The spouse of a deceased administrative staff member has not relinquished status as a widow/widower. For example, if the spouse remarries, tuition fee waiver benefits will not apply.

- **Page 65.** Format change? Should the University Role and Mission Statement be moved to the front of the Handbook--to preface to the contents?

I'll hang on to Ms. Weadock's copy of the Handbook until I hear from you, after which I'll be happy to deliver copy and comments to Walt Montenegro.
January 5, 1993

MEMORANDUM

TO: Walter Montenegro
Personnel Services

FROM: Beverly Stearns
Assistant to the Dean, BGSU Libraries
Chair, ASC Handbook Revision Subcommittee

RE: Revisions to the Administrative Staff Handbook

In December 1992, Sam Ramirez sent me the attached Administrative Staff Handbook containing Ms. Barbara Weadock's editorial suggestions and questions. I presented the document to the Chair of the ASC Personnel Welfare Committee. Our responses to Ms. Weadock's questions are included in the document in pencil.

This document should accompany the Administrative Staff Council's revisions which you received in December from Ann Bowers, Chair of ASC. Thank you, we appreciate your assistance in this matter.

C: A. Bowers, Chair ASC
   Y. Stickler, Chair ASC PWC

encl.
January 15, 1993

MEMORANDUM

TO: John Moore  
Executive Director of Personnel

FROM: Norma J. Stickler, Chair, ASC Personnel Welfare Committee

Many thanks for attending our Personnel Welfare Committee meeting yesterday to discuss approaches to conducting job and salary surveys of administrative staff positions. We know how busy your schedule is, so we deeply appreciate your valuable time. As we indicated at the meeting, we are ready to assist you and the new assistant director in developing analyses of positions and salaries.

Ann Bowers, Chair of ASC
January 15, 1993

MEMORANDUM

TO: Ann Bowers
   Chair, Administrative Staff Council

FROM: Norma J. Stickler
       Chair, ASC Personnel Welfare Committee

SUBJECT: DAY CARE

As we all know, the subject of day care has been discussed for years and there is still little progress. The Personnel Welfare Committee recommends that the Administrative Staff Council initiate a united effort to bring action. It is our suggestion that the officers of all five constituent groups (administrative staff, classified staff, faculty, graduate students, and undergraduate students) meet and prepare a common recommendation for day care and work as a unit to seek action. The five groups share concerns about day care, and this might be an appropriate first item to bring before a "University Council."

xc: PWC members
MEMORANDUM

TO: Paul J. Olscamp  
   President

FROM: Norma J. Stidiley  
   Assistant to the Vice President  
   for Academic Affairs

SUBJECT: Study of Administrative Staff Positions and Salaries

January 15, 1993

I am writing on behalf of the Administrative Staff Personnel Welfare Committee of which I am the chair.

Over the past several years, limited studies conducted by the Administrative Staff salary committee and by Affirmative Action have indicated that there is reason to believe salary inequities exist among the administrative staff. For example, some women appear to be receiving less salary than men who perform similar functions and have similar titles. There does not appear to be consistency in the level of responsibility among the staff members who hold the similar titles. I express all of this in terms of "appear" because it is clear that further study must be conducted. In order to do a proper and complete study, it will be necessary to examine in detail specific functions and levels of responsibility for each position.

We have discussed our concerns with John Moore, and he has assured us that an administrative staff job and salary study will be high priority for the new assistant director of personnel. The Personnel Welfare Committee has volunteered to assist the Personnel Office in constructing and conducting a thorough study and we are eager to work with Mr. Moore and the new assistant director. We have also heard that you are planning to appoint a task force to examine administrative staff jobs, and we wondered if perhaps all of our efforts could be combined into one task force or study. We wish to affirm that the Personnel Welfare Committee and the Administrative Staff Council stand ready to assist you and Mr. Moore in whatever effort is initiated to address these important salary and equity issues.

xc:  John Moore, Executive Director of Personnel  
     Ann Bowers, Chair of ASC  
     PWC members
MEMORANDUM

TO: Ann Bowers
Administrative Staff Council

FROM: John C. Moore
Executive Director

DATE: 1/15/93

RE: Update on Policies

The revised policies will not go to the board for approval until April, but must be mailed to them in March. We have made some changes to the proposed policies based on input by Ad Council.

1. Vacation Policy - add words from page 92 of Handbook paragraph starting with, "for the convenience of..." 

2. Special Leave Policy - OK

3. Tuition Fee Waiver Policy - OK

4. Internal Search Process - OK

5. Leave Without Pay - OK

6. Drug Free Workplace to be added to Handbook.

7. Safety Policies and Injury Reporting

The salary adjustments for promotions/change in title is being reviewed by Ad Council and maybe ready for review by you and then on to the Board if time permits.

If you need to meet on any of these policies, let do so. Also great "thank you" article in the MONITOR.

JCM:nmb
Enclosures
DRAFT REVISED VACATION POLICY

All full-time, twelve month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. All full-time nine/ten month administrative staff members, except those excluded below, earn vacation time at the rate of 1.83 days (14 hours and 40 minutes) per month. During the first year of employment, vacation accrual may not be used until the first year's employment is completed. If employment begins on July 1, 1992, a twelve month full-time administrative staff member would be eligible to use accrued vacation starting July 1, 1993. Nine/ten month full-time administrative staff members must complete one year of service before vacation may be used.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided they are requested in advance and the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A staff member's vacation balance cannot exceed 352 hours (44 days) at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

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. The maximum amount of terminal compensation will be 352 hours (44 days). In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes Health Services medical doctors; residence hall complex coordinators, directors and managers; and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for the twelve months, but who work only part of each week, earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for twelve months and works part of each week, earns vacation at one-half the normal rate (11 days each year or 7 hours and 20 minutes per month). Part-time twelve month administrative staff members who have completed one full year of service at Bowling Green State University are eligible to use earned vacation. At the time of separation from employment with the University, part-time administrative staff are eligible for payment of unused vacation credit not to exceed two years maximum accrual.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

A report should be completed by the administrative staff member for every use of vacation using the Leave Reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly pay check stub.

Questions about the vacation policy and procedures should be addressed to the Office of Personnel Services.
SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF
June 18, 1992

SPECIAL LEAVE

The Special Leave Policy allows full-time administrative staff members opportunities to voluntarily request leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period).

2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. The staff member's absence must not interfere or impede other University operations.

3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.

4. Participants will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.

5. Vacation and sick leave will accrue for hours actually worked.

6. In the case of PERS retirement credit accrual, participants will receive a full month of credit if earnings are a minimum of $250.00 per month, partial credit if participants earn less, and no credit if there are no earnings.

7. The status of full-time staff members remains the same.
MEMORANDUM

TO: Administrative Council

SUBJECT: Final Revision To Tuition Fee Waiver Interim Policy

The following is the final revision to the University Tuition Fee Waiver Interim Policy for laid off employees:

University Employees who have Fee Waiver benefits and are laid off from employment may continue to have tuition fee waiver benefits for themselves and their dependents in accordance with existing eligibility requirements, for the equivalent of one school year (maximum of two semesters and one summer term) following the effective date of layoff.

John C. Moore, Executive Director
Personnel Services

JCM:mmb
Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

a. Hiring departments will process a Position Opening and Request Authorization (PORA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.

b. Upon receipt of a PORA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.

c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.

d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.

e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.

f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.

Approved by PWCS/7/1/92
Approved by ASC Executive Committee 9/8/92
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff—special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

**Short-Term Leave**

- Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

- Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

- The status of full-time and part-time staff members remains the same.

- No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

- Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

• Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member’s return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit’s operation.

• During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

• If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Approved by PWC 10/8/92
Bowling Green State University

Administrative Staff Leave Without Pay Request Form

Name ____________________________ ID# ____________________________
Department ____________________________ Campus Phone ____________________________
Title ____________________________

Total Hours of Leave Requested ____________

Please indicate type of leave requested (check one):
- Short-term leave (3 months or less)
- Long-term leave (more than 3 months)
- Other

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<th>Name</th>
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<th>Total Hours of Leave Requested</th>
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DAILY (e.g. 9/29; 9am-12pm = 3 hrs) # HRS. | FULL WEEK(S) # HRS. | FULL MONTH(S) # HRS.
| RANDOM (hours to be determined) | (e.g. 9/7 - 9/11; 8 am - 5pm) 40 | (e.g. Jan-March '93) 480 |

SUN.
MON.
TUES.
WED.
THUR.
FRI.
SAT.

DAILY HRS. _______ + WEEKLY HRS. _______ + MONTHLY HRS. _______ = TOTAL HRS. _______

Salary reductions will be across remaining paychecks in the contract period unless the employee requests a one-time reduction.

☐ I request that leave without pay salary reductions will be spread across remaining checks in the pay period.
☐ I request that the entire reduction will be reflected on the next pay period.

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Leave Without Pay policy.

Employee Signature ____________________________ Date ____________

Remarks ______________________________________

Supervisor or Department Head

__________________________ Approved ____________________________

__________________________ Disapproved for the following reason(s) ____________________________

Signature ____________________________ Date ____________

Area Head or Dean

__________________________ Approved (Position not to be filled with temporary, part-time, or student help during leave period.) ____________________________

__________________________ Disapproved for the following reason(s) ____________________________

Signature ____________________________ Date ____________

Personnel Services

__________________________ Recorded Signature ____________________________ Date ____________

(Please print name of Personnel Services personnel who handled this application.)
MEMORANDUM

November 6, 1992

To: Walter Montenegro

From: Sam Ramirez

Subj: 1992-93 Administrative and Classified Staff Handbook Changes

The Drug-Free Schools and Communities Act Biennial Review Task Force recommended that the following policy statement be include in both the Administrative and Classified Staff Handbook.

DRUG-FREE WORKPLACE

In accordance with the following policy adopted by the Board of Trustees on May 10, 1991, Bowling Green State University maintains a drug-free working and learning environment.

Campus Wide Drug and Alcohol Policy

In order to ensure the University’s commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in Section B-I.C.3.c (old Section B-I, D) of the Academic Charter and Section 3345.22-25 of the Ohio Revised Code. General Student Regulations APPENDIX B, #1, #17, #18, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Bowling Green State University property or as part of any of its activities.

Employees who would like additional information should refer to the brochure, “Bowling Green's Response to Alcohol and Other Drug Concerns" which is updated and distributed annually to all employees and students. The brochure provides information concerning disciplinary sanctions, health risks and available community/university resources. Copies of the brochure are available from the Prevention Center and Personnel Services.
MEMORANDUM

TO: Allen S. White, Chairman
    Faculty Senate

FROM: Dan Parratt, Director
      Environmental Health and Safety

SUBJECT: Safety Policies and Injury Reporting

DATE: November 14, 1992

Some faculty members may not be aware of changes in injury reporting procedures or in the various safety policies that affect them. I am offering the following information in case you would like to consider adding these changes in the Faculty Handbook. Please let me know if I can be of any assistance.

Injuries are reported on the Bowling Green State University Injury Report Form. The form should be sent to the Department of Environmental Health and Safety on the day that the injury occurs (College Park Office Building, Room 102, fax: 372-2194). Call 911 only for serious injuries, injuries resulting in lost work, or injuries associated with environmental hazards (e.g., chemical releases). Environmental Health and Safety will conduct injury investigations as needed.

Bowling Green State University is subject to federal and state regulations which apply to all employees. Regulated areas include fire prevention, radioactive materials, and hazardous waste. The University has also adopted policies which apply to all departments and employees, as is the case with the BGSU Hazardous Materials Policy. Finally, individual departments and areas have policies and procedures which affect employees in their areas. See your department for information on regulations and policies that apply to your work area. Call Environmental Health and Safety at 372-2171 for more information.
MEMORANDUM

TO:        Paul J. Olscamp  
           President  

FROM:      Norma J. Stickle  
           Assistant to the Vice President  
           for Academic Affairs  

SUBJECT:   Study of Administrative Staff Positions and Salaries  

January 15, 1993  

I am writing on behalf of the Administrative Staff Personnel Welfare Committee of which I am the chair. 

Over the past several years, limited studies conducted by the Administrative Staff salary committee and by Affirmative Action have indicated that there is reason to believe salary inequities exist among the administrative staff. For example, some women appear to be receiving less salary than men who perform similar functions and have similar titles. There does not appear to be consistency in the level of responsibility among the staff members who hold the similar titles. I express all of this in terms of "appear" because it is clear that further study must be conducted. In order to do a proper and complete study, it will be necessary to examine in detail specific functions and levels of responsibility for each position. 

We have discussed our concerns with John Moore, and he has assured us that an administrative staff job and salary study will be high priority for the new assistant director of personnel. The Personnel Welfare Committee has volunteered to assist the Personnel Office in constructing and conducting a thorough study and we are eager to work with Mr. Moore and the new assistant director. We have also heard that you are planning to appoint a task force to examine administrative staff jobs, and we wondered if perhaps all of our efforts could be combined into one task force or study. We wish to affirm that the Personnel Welfare Committee and the Administrative Staff Council stand ready to assist you and Mr. Moore in whatever effort is initiated to address these important salary and equity issues.  

xc:        John Moore, Executive Director of Personnel  
           Ann Bowers, Chair of ASC  
           PWC members
January 22, 1993

Norma Stickler
Academic Affairs

Dear Norma:

Thank you for your note of January 15. I think we should keep the functions of a group which would study the possible salary inequities among administrative staff positions separate from the tasks of the group I have in mind. My committee, which will be a fairly large working group with staff assigned to it, is going to examine the entire non-faculty structure of the institution with respect to appropriateness of staffing levels, distribution of workload and job function, areas which could be made more efficient through computerization, etc. I think the effort to ascertain whether there are salary inequities which should be addressed would get lost in the overall broader functions and charges of this committee. However, I have expressed to John Moore my opinion that the salary inequity issue is an important one which should be followed up as soon as possible.

Thank you,

Paul J. Oiscamp
President

cc: Ann Bowers, Chair, Administrative Staff Council
January 26, 1993

MEMORANDUM

TO: Personnel Welfare Committee

FROM: Norma J. Stickler
Assistant to the Vice President for Academic Affairs

I am canceling the January 28 PWC meeting.

Enclosed is an article regarding vacation policies that I ask you to read carefully. It did not seem necessary to have a meeting to discuss this article immediately, but I'll place the question on the agenda the next time we meet.

Dr. Olscamp has responded to my memo by indicating that he will be proceeding to establish a separate committee because he wants the focus of that group to be "the appropriateness of staffing levels, distribution of workload and job junction, areas which could be made more efficient through computerization, etc." He is afraid the issue of salary inequities will get lost in the broader functions of this committee and has asked John Moore to follow up on a salary study as soon as possible.
**IS YOUR VACATION POLICY LEGAL?**

It's clearly stated in your employee handbook: vacation days must be taken by year end or be forfeited. Sounds simple enough. Right?

But not necessarily. Unpredictable vacation policies—which are particularly common among small businesses—may be illegal. The California Court of Appeals recently ruled that employees with no advance notice of a vacation can choose to convert their accumulated time off into cash.

The California complaint reflects a growing willingness among employees to challenge long-time personnel policies in court, claiming they are overpay or pay as a form of delayed benefits or unearned overtime compensation.

"With just about every family feeling the financial pinch these days, workers are less hesitant to sue employers over things they previously have just complained about, especially if they feel they're being unfairly treated or there's a possibility of cashing in on a sizable amount of money," management attorney James Glover says.

The California case, *Boothby v. Atlas Mechanical*, involved a worker who claimed that he had accumulated 22 weeks of unused vacation time during a 15-year period and who demanded $24,200 in equivalent cash compensation. In handing down its ruling, the appeals court agreed with the employee's argument that company-paid vacation is a form of deferred compensation that cannot be arbitrarily taken away once it has been earned and credited.

According to some legal experts, however, the appeals court left a loophole for employers. "The key is what's actually been offered and earned," Glover explains. For instance, if a company policy states that employees are entitled to a certain number of paid vacation days for every six months on the job, then that becomes a part of their salary, which can't be taken away once those days have been earned, even if workers refuse to use their time.

However, if company guidelines state that no more vacation time can be earned—rather than that unused leave will be lost—after a certain amount of paid vacation time has been accumulated, then there's no deferred compensation to be claimed. "It might sound simplistic, but that's how the law works," explains compensation specialist James J. Frank.

"It would be a good idea for every personnel department to review its leave policies in light of this recent ruling. Besides protecting themselves from potential legal actions, companies also will be preventing future misunderstandings that could undermine employee goodwill."

—Larry Reynolds

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**RESULTS GUARANTEED, OR YOUR MONEY BACK**

There's an old adage that a management consultant is someone who borrows your wristwatch, tells you what time it is, and then bills you for the service. Consultant Charles Holland, CEO of QualPro, a Knoxville, Tenn., quality consultancy, would agree with that perception. "I have become increasingly concerned that most quality programs do not deliver the goods," he says. He's embarked on a crusade to change all that.

QualPro is offering a money-back guarantee that its clients' bottom-line improvements will be greater than the fees paid to the consultancy. How does the guarantee work? QualPro will offer prospective clients a pay-for-performance contingency arrangement, with service fees drawn from a percentage of actual gains and improvements at the client company. The offering will be made based upon a mutually agreed upon set of guidelines between the prospective client and QualPro.

"Specifically, the QualPro guarantee states that if upon completion of the process 'the client company has not experienced a bottom-line impact greater than the fees paid to QualPro, we will return the difference.'"

The guarantee is brand new, so it is too soon to see how many potential clients will be lured by the offer.

Holland isn't worried—and he doesn't expect to pay out. After all, over the past decade, QualPro clients, which include Monsanto, Du Pont and Milliken, "have been able to demonstrate measurable savings that exceeded costs by a multiple of their investment in hiring our firm," Holland says. But now, you don't have to take his word for it.

—Martha H. Peak
MEMORANDUM

TO: Marcia Buckenmyer
Personnel Services

FROM: Beverly Stearns
Assistant to the Dean

RE: Administrative Staff Handbook Revisions

February 8, 1993

Thanks very much for checking with Ann Bowers regarding revisions to the Administrative Staff Handbook. Both Ann and Norma Stickler, Chair of the Personnel Welfare Committee requested that I act as liaison with you relative to any additional questions you might have about revisions to the Handbook.

Pursuant to our conversation regarding the Substance Abuse Policy, the title should be changed to reflect the change in the name of the policy to “Alcohol and Other Drug Policy.”

Again, thanks for checking. Please don’t hesitate to send me a note with any other suggestions or ideas you might have. Much appreciated!

c: N. Stickler, Chair
ASC Personnel Welfare Committee
Here are the provisions of the law signed by President Clinton requiring larger employers to give workers unpaid leave for a family or medical emergency.

- Employers that have 50 or more employees within a 75-mile radius will be covered by the law, which applies to non-profit and governmental agencies as well as business.

- Employers will be required to offer workers as much as 12 weeks of unpaid leave after childbirth or adoption, to care for a seriously ill child, spouse or parent, or in case of an employee's own serious illness.

- Employers will have to continue health care coverage during the leave.

- Employers will have to guarantee employees will return to either the same job or a comparable position.

- Employers can exempt "key" employees - defined as their highest paid 10% of the work force and whose leave would cause economic harm to the employer.

- Employers can exempt employees who haven't worked at least one year and who haven't worked at least 1,250 hours, or 25 hours a week, in the previous 12 months.

- A doctor's certification must be obtained to verify a serious illness. Employer may require a second medical opinion.

- A qualifying condition is defined as the need for continuing care and the inability to perform one's job, or the need to care for an ill family member.

- Employers can substitute an employee's accrued paid leave for any part of the 12-week period of family leave.

- Employees will be required to provide 30 days' notice for foreseeable leaves for birth, adoption or planned medical treatment.

- Employers will be permitted to require an employee taking intermittent leave for planned medical treatments to transfer temporarily to an equivalent alternative position. Medical certification for such leave must include the expected dates for medical treatment and the planned duration of the treatments.

(Wall Street Journal, 2/8/93, p. B1)

Continue to watch future issues of the EA Bulletin for more updates on this topic.
MEMORANDUM

TO: Personnel Welfare Committee

FROM: Norma J. Stickler
Assistant to the Vice President
for Academic Affairs

February 16, 1993

I apologize for the late notice about canceling our last meeting. We had a communication misunderstanding with our courier.

We will have a meeting on Thursday, February 25 at 1:00. Agenda items will include:

Should we request a minimum salary for a full-time administrative staff member?

Changes to our recommendation on promotion/adjustments in salary for promotions (see attached)

Vacation policy
Proposed changes to Administrative Staff Handbook
(additions in caps)

SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE (SEE ALSO MARKET ADJUSTMENTS GUIDELINES)

SALARY ENHANCEMENTS ARE MADE TO ADMINISTRATIVE STAFF MEMBERS WHEN THEY ARE PROMOTED. PROMOTIONS ARE ACCOMPANIED BY A SIGNIFICANT CHANGE IN JOB RESPONSIBILITIES AND MAY OR MAY NOT ALSO INCLUDE A CHANGE IN TITLE.

Market Adjustment Guidelines (SEE ALSO "SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE")

Rationale for the change:

The change is proposed to clarify that promotions should be accompanied by a salary adjustment and that a member of the administrative staff may be promoted by being given additional responsibilities, even though the job title does not change. In the past, staff members have been given significant additional responsibilities but have been refused a salary adjustment on the assertion that there was no promotion, and therefore no reason for a salary adjustment, so long as the job title remained the same.

As the University attempts to adjust to changing budgets and to reorganize to make the most efficient use of resources, there are likely to be increased instances of members of the staff being asked to take on more and more responsibility as units are consolidated, etc. If these additional responsibilities are significant, the change should be considered a promotion and there should be a salary adjustment.

Approved 11/12/92 by PWC
Approved 11/21, 1992 by Executive Committee
COMMENTS ON FAMILY LEAVE ACT

An employee is entitled to up to twelve weeks of unpaid leave during any twelve-month period for the following reasons:

- Birth of a child.
- Adoption of a child.
- Care for a spouse, child, or parent for serious illness.

Family leave may be taken on an intermittent basis but may not exceed twelve weeks during the twelve-month period.

The employee must have been employed at least twelve months with the employer to be eligible.

The employer must have fifty or more employees working each individual work day during twenty or more calendar work weeks in the current or preceding year.

The employee must give not less than thirty day notice requesting the leave.

Medical evidence may be required by the employer.

The employee has the right to be restored to the position held when the leave started.

There is to be no loss of benefits to the employee during the leave.

The employer may deny reinstatement if necessary to prevent substantial and economic injury to the employer.

The employer may recover health premium costs of the employee fails to return to work at the end of the leave.

Health insurance benefits remain in effect according to existing rules.

The employer may be more generous than the requirements contained in this Act.

The employee may use accrued but unused sick leave, vacation, compensatory time, and personal days as part of the twelve weeks.

The Department of Labor is responsible for developing rules for implementation of this Act. They are not as yet available.

The Department of Administrative Services, Columbus, Ohio states that "in all probability they will publish administrative rules for classified staff employees between now and August 5, 1993. They too are waiting for publication of the rules before acting.

BGSU's maternity leave policy for administrative and classified staff exceeds the requirements of this Act. The maternity/adoptive policy is presently open-ended.
Minimum salary for full-time administrative staff
Subcommittee:
  Mary Beth Zachary
  Rich Zera
  Deb Vetter
  Linda Swaisgood

Ad Council response to promotion/adjustment in salary recommendation
DRAFT

Follow up on salary/job study
DRAFT

Vacation policy
MEMORANDUM

TO: John Moore
    Executive Director of Personnel

FROM: Personnel Welfare Committee
      Administrative Staff Council

SUBJECT: Promotion Policy

You have recently notified us of changes made by Ad Council to the proposed policy on promotions. To summarize:

Administrative Staff Council’s Original Proposal:
    SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLES,
    Salary enhancements are made to administrative staff members when they are promoted. Promotions are accompanied by a significant change in job responsibilities and may or may not also include a change in title.

Ad Council’s response and proposed language:
    PROMOTION/ADJUSTMENTS IN SALARY FOR PROMOTIONS:
    Salary enhancements to administrative staff members should be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

Administrative Staff Council is asking for reconsideration of our original proposal. We have no problem with converting “change” to “increase in the level of” in the second sentence, because that is certainly what we intended. We agree, also, that merely changing a job title is not a sufficient definition of a promotion. We wish to reaffirm, however, that if a promotion occurs and, by this definition, is accompanied by a significant increase in the level of job responsibilities, then there should be an increase in salary.

We believe it to be unjustifiable to ask staff members to assume additional levels of responsibility without compensation. If the need exists for the additional responsibilities to be covered, then is it not cheaper in the long run to give promotion increases to current staff and thereby retain them and improve their sense of professional worth? The University will greatly benefit if we do what is possible to promote and encourage staff members who have developed considerable expertise as well as loyalty to the University. If a job search
is conducted to fulfill the same responsibilities, it is likely that the market forces will require payment to a new employee of as much or more than the promotion increment. Last year the ASC Professional Development Committee worked with you to develop the concept of succession planning. It appears that it will be difficult for succession planning to work if staff members are not rewarded for moving to greater levels of responsibility.

We recognize that there can be a difference of interpretation about the meaning of "significant" when one speaks of "significant increase in the level of job responsibilities." In earlier communications and discussions, we have noted the need to study job titles and bring some consistency to the title/salary/responsibilities. You have indicated your intention to proceed with such a study, and the members of the Administrative Staff Council are eager to work with you in this important project. In the meantime, common sense would seem to be the best determinant of what is "significant." When there is doubt, about what is "significant," it is our recommendation that supervisors confer with you or the new assistant director of Personnel when that person is appointed.

cc: L. Martin
L. Barber
MEMORANDUM

TO: Nonna J. Stickler
FROM: Norma J. Stickler
       Chair, Personnel Welfare Committee

SUBJECT:

When you met with the Personnel Welfare Committee last month, we discussed the need for a study of salaries, job responsibilities, and titles, and you indicated this study would be the highest priority for the new Assistant Director of Personnel. I have, in the meantime, confirmed with President Olscamp that these are not areas that will be a part of the charge to the committee that he is establishing on non-academic functions. As discussions have continued in the Personnel Welfare Committee and among the members of the ASC, there have been concerns expressed about whether this is a job that can feasibly be handled by the new assistant director of personnel given the other important priorities that will immediately be competing for his or her time. We have informed you of our willingness to assist in every way possible, but even with that assistance the task may be overwhelming.

It is our recommendation that we consider seeking expertise from an external consulting agency that has the methodology, neutrality, experts, and staff to conduct an efficient study. The Administrative Staff Council would, of course, be willing to assist in any part of such a project where our involvement would be appropriate. There would obviously be costs involved, but the benefits are substantial, and long-term savings are quite possible if a more logical and equitable procedure is developed.

xc: Robert Martin
    Lester Barber
Administrative Staff Salary Statistics, 1992-93

Total Administrative Staff 428

Average, 92-93 adjusted salary $35,361
Average, 93-94 salary base $35,918

Median salary approximately $32,700

34 staff members are below $20,000*
46 are below $21,000
51 are below $22,000

3 are above $85,000
11 are above $75,000
59 are above $50,000
167 are above $35,900 (the approximate average)

NOTE: New base for 93-94 was used. No adjustments were made to convert 9-month to fiscal year rate.

* 13 of this number are residence hall directors or managers who also receive room and meals at $300 per month and $780 per semester respectively

SOURCE: "Salary Pool," as of October, 1992, updated for mid-year salary increase
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March 1, 1993

MEMORANDUM

TO: John Moore
   Executive Director of Personnel

FROM: Personnel Welfare Committee
   Administrative Staff Council

SUBJECT: Promotion Policy

You have recently notified us of changes made by Ad Council to the proposed policy on promotions. To summarize:

Administrative Staff Council’s Original Proposal:
   SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLES.
   Salary enhancements are made to administrative staff members when they are promoted. Promotions are accompanied by a significant change in job responsibilities and may or may not also include a change in title.

Ad Council’s response and proposed language:
   PROMOTION/ADJUSTMENTS IN SALARY FOR PROMOTIONS:
   Salary enhancements to administrative staff members should be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

Administrative Staff Council is asking for reconsideration of our original proposal. We have no problem with converting “change” to “increase in the level of” in the second sentence, because that is certainly what we intended. We agree, also, that merely changing a job title is not a sufficient definition of a promotion. We wish to reaffirm, however, that if a promotion occurs and, by this definition, is accompanied by a significant increase in the level of job responsibilities, then there should be an increase in salary.

We believe it to be unjustifiable to ask staff members to assume additional levels of responsibility without compensation. In some instances the added responsibility has accrued over time; in other instances the additional responsibility has been added by single acts of reorganization. Both circumstances should be considered for promotion. Promotion from within and recognition for that promotion has the added benefit of retaining valuable employees and improving their morale and sense of professional value. The University will greatly benefit if we do what is possible to promote and encourage staff members who have developed considerable expertise as well as loyalty to the University. If a job search is conducted to fulfill the same responsibilities, it is likely that the market forces will require additional payment to a new employee of as much or more than the promotion increment, not to mention the cost of conducting a search. Last year the
ASC Professional Development Committee worked with you to develop the concept of succession planning. It appears that it will be difficult for succession planning to work if staff members are not rewarded for moving to greater levels of responsibility.

We recognize that there can be a difference of interpretation about the meaning of “significant” when one speaks of “significant increase in the level of job responsibilities.” In earlier communications and discussions, we have noted the need to study job titles and bring some consistency to the title/salary/responsibilities. You have indicated your intention to proceed with such a study, and the members of the Administrative Staff Council are eager to work with you in this important project. In the meantime, common sense would seem to be the best determinant of what is “significant.” When there is doubt, about what is “significant,” it is our recommendation that supervisors confer with you or the new assistant director of Personnel when that person is appointed.

In conclusion, Administrative Staff Council requests that the handbook language be as follows:

**SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLES.** Salary enhancements are made to administrative staff members when they are promoted. A promotion occurs in recognition of a significant increase in the level of job responsibility and may or may not be accompanied by a change in title.

xc
Ann Bowers
Lester Barber
Robert Martin
MEMORANDUM

TO: John Moore
Executive Director of Personnel

FROM: Norma J. Stickler
Chair, Personnel Welfare Committee

When you met with the Personnel Welfare Committee last month, we discussed the need for a study of salaries, job responsibilities, and titles, and you indicated this study would be the highest priority for the new Assistant Director of Personnel. I have, in the meantime, confirmed with President Olscamp that these are not areas that will be a part of the charge to the committee that he is establishing on non-academic functions. As discussions have continued in the Personnel Welfare Committee and among the members of the ASC, there have been concerns expressed about whether this is a job that can feasibly be handled by the new assistant director of personnel given the other important priorities that will immediately be competing for his or her time. We have informed you of our willingness to assist in every way possible, but even with that assistance the task may be overwhelming.

It is our recommendation that we consider seeking expertise from an external consulting agency that has the methodology, neutrality, experts, and staff to conduct an efficient study. The Administrative Staff Council would, of course, be willing to assist in any part of such a project where our involvement would be appropriate. There would obviously be costs involved, but the benefits are substantial, and long-term savings are quite possible if more logical and equitable policies and procedures are developed.

xc: Ann Bowers
Robert Martin
April 4, 1993

TO: Norma Stickler
Chair, PWC

FROM: Sub-Committee on Minimum Salary

RE: Recommendation: Minimum Salary

To date, the subcommittee has examined government publications, conducted discussions with members of the BGSU administration, and searched the literature of salaries in higher education.

The consensus of the subcommittee is that no minimum salary for administrative staff go forth from ASC at this time. However, we do recommend the university contract with an external consultant to study job responsibilities, titles, and salary inequities, as soon as possible. This would be the appropriate time to examine the BGSU salary schedule in relation to the current market.

If the university does not hire a consultant at this time, we strongly suggest that ASC pursue doing so in concert with Personnel Services.
For the general information of the PWC:

According to the Federal Register, poverty level for an individual in the forty-eight contiguous states is $6,970.

According to the US Office of Personnel Management salary tables for 1992, beginning salaries for the Executive Branch of the federal government at the GS 1-1 (lowest level) fall within $11,000-$11,900 range for 12 month employment. Other salary tables reflect the same range of beginning salaries. There was no way to accurately compare job descriptions, however.

Within the BGSU Administrative Staff salaries under $21,000, 11 areas are represented with 23 job titles.

There are specialized benefit programs unique to some areas of the university not reflected in the base salary (e.g. athletics).

Salary compression as a result of the imposition of a minimum salary has raised concern with some staff.

Administrative staff do not presently have any stated minimum requirements. (e.g. education degrees)
April 22, 1993

MEMORANDUM

TO: Ann Bowers, Chair
    Administrative Staff Council

FROM: Norma Stickler, Chair
    Personnel Welfare Committee

RE: Minimum Salary

A subcommittee of the Personnel Welfare Committee has carefully examined the question of whether we should as a Council recommend that a minimum salary be established for full-time administrative staff. A summary of their report is attached. They do not recommend that we establish a minimum at this time, but they do suggest that this question be a part of the larger analysis that is undertaken by the Personnel Services Office. The full Personnel Welfare Committee has endorsed the subcommittee report.

We also discussed the following additional questions that should be a part of a study.

1. Salary compression with classified staff. In some cases classified staff are earning more than the administrative staff to whom they report.

2. Job titles. There is little consistency or logic to job titles when compared to the level of responsibility attached to each, particularly with the title "manager," "coordinator," "director," and "head."

3. Minimum educational and experiential requirements for each position.

4. Standards for establishing that a position is classified vs. administrative staff

5. Comparison with the market, either at other universities or in business.

xc: John Moore
CHANGES TO THE ADMINISTRATIVE STAFF HANDBOOK

The 1993-94 changes to the Administrative Staff Handbook for dissemination to the Administrative Staff members is as follows:

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<th>Page No.</th>
<th>Item</th>
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<tbody>
<tr>
<td>Title Page</td>
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<tr>
<td>Table of Contents</td>
<td>Changes in the page numbering from additions</td>
</tr>
<tr>
<td>3</td>
<td>Addition of Alcohol and Other Drug Policy - formerly under Substance Abuse Policy</td>
</tr>
<tr>
<td>33-34-35</td>
<td>Change word of instructional to tuition</td>
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<tr>
<td>36</td>
<td>Addition of D. referencing fee waiver coverage for employees who are laid off.</td>
</tr>
<tr>
<td>44-44.1</td>
<td>Changes in Injury Worker's Compensation wording</td>
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<tr>
<td>45.1-45.3</td>
<td>Addition of Policy for Leave Without Pay for Administrative Staff</td>
</tr>
<tr>
<td>55-58</td>
<td>Change in page set up with the addition of the section on Promotion Adjustments in Salary for Promotions.</td>
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<tr>
<td>77-77.2</td>
<td>Changes in Severe Weather Policy</td>
</tr>
<tr>
<td>87</td>
<td>Addition of Special Leave Policy</td>
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<tr>
<td>87.1</td>
<td>Elimination of working for previous Substance Abuse Policy - now known as Alcohol &amp; Other Drug Policy</td>
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<tr>
<td>87.1-39</td>
<td>Elimination of the Supplemental Retirement Program (SRP) for Administrative Staff</td>
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<tr>
<td>90-92</td>
<td>Wording update now that Personnel Services is in one office</td>
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<tr>
<td>92-94</td>
<td>Vacation Updates and changes in page layouts</td>
</tr>
<tr>
<td>Indexes</td>
<td>Changes in the page numbering from additions</td>
</tr>
</tbody>
</table>
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.

3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.

4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.

5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.

6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservation, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.

7. Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president.

PROMOTION ADJUSTMENTS IN SALARY FOR PROMOTIONS
(SEE MARKET ADJUSTMENTS GUIDELINES)

SALARY ENHANCEMENTS TO ADMINISTRATIVE STAFF WILL BE CONSIDERED WHEN THEY ARE PROMOTED. PROMOTIONS ARE ACCOMPANIED BY A SIGNIFICANT INCREASE IN THE LEVEL OF JOB RESPONSIBILITIES. THIS MAY OR MAY NOT BE ACCOMPANIED BY A CHANGE IN TITLE.
In the process of developing the role and mission statement, many more objectives for the University were identified than were included in the present report. The hopes and aspirations of the University's faculty are many and varied. Most of the specific goals that were incorporated grew out of the process by which the faculty were involved in reflections of what the role and mission should be. The open hearings conducted by the subcommittees, the two addresses to the faculty by President Olscamp, the final reports of the subcommittees, and the statements submitted by individual faculty members were all an integral part of the process by which the role and mission statement was formulated. The final reports submitted by the subcommittees contain a large number of recommendations for the implementation of the University's goals. Not all of them are feasible, given the current budgetary resources of the University, but many of them are. The appropriate administrative units will receive copies of the subcommittee reports, and the recommendations for goal implementation should receive serious consideration.

SEVERE WEATHER POLICY AND PROCEDURE

On occasion, weather conditions develop which may cause employees to experience difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. Even when situations such as these occur, many essential functions at Bowling Green State University must continue to operate. These include the preparation and serving of meals to the students, the provision of lighting and heating to University buildings, law enforcement and public safety, snow removal from parking areas and sidewalks, and other activities.

In the event of severe weather, any decision to close the University will be communicated by the Office of Public Relations, which will notify the University fact line (372-2445), WBGU-FA (88.1), WFAL-AM (680), WFPO, WOHO, WCWA, WBGU-FM, WRON-FM, WFIN, and WGET. In addition, WBGU-TV (Channel 27) and three Toledo television stations (Channels 11, 13, and 24) will also be notified.

Every effort will be made to notify these media by 7:00 a.m. on the day of closing.
THE UNIVERSITY CLOSES ONLY IN TIMES OF EMERGENCY. IF ANY EMERGENCY IS DECLARED NECESSITATING A CLOSING OF THE UNIVERSITY, ONLY DESIGNATED EMERGENCY EMPLOYEES ARE EXPECTED TO REPORT TO WORK OR REMAIN AT THEIR JOBS. DESIGNATED EMERGENCY EMPLOYEES ARE THOSE INDIVIDUALS WHO HAVE BEEN ISSUED ID CARDS IDENTIFYING THEM AS SUCH. CLASSIFIED STAFF, SPECIFICALLY ADVISED IN ADVANCE OR CALLED IN SPECIFICALLY FOR THE EMERGENCY WILL BE PAID TWO-AND-ONE-HALF (2-1/2) TIMES THEIR HOURLY RATE OF PAY FOR ALL HOURS WORKED DURING THE EMERGENCY. ADMINISTRATIVE STAFF WILL RECEIVE TIME OFF AT THE RATE OF 2 HOURS OFF FOR EACH HOUR WORKED.

DURING PERIODS OF SEVERE WEATHER WHEN NO EMERGENCY IS DECLARED, EMPLOYEES WHO REPORT TO WORK AT A REASONABLE TIME DURING THEIR WORK-DAY WILL BE COMPENSATED FOR THE ENTIRE DAY. FOR EXAMPLE, AN EMPLOYEE WHO NORMALLY WORKS FROM 8:00 A.M. TO 5:00 P.M. AND REPORTS TO WORK AT 10:00 A.M. WILL BE PAID FOR THE ENTIRE WORKDAY. AN EMPLOYEE WHO REPORTS TO WORK AT 1:00 P.M. WILL BE PAID FOR HALF THE WORKDAY. THOSE EMPLOYEES UNABLE TO REPORT TO WORK MAY USE ACCRUED BUT UNUSED VACATION, COMPENSATORY TIME, OR PERSONAL LEAVE FOR THAT DAY TO COMPLETE A FULL 40-HOUR WORKWEEK, OR THE DAY MAY BE ACCOUNTED FOR AS LEAVE WITHOUT PAY.

IF AN EMERGENCY IS DECLARED DURING REGULAR WORK HOURS, CAUSED BY EVENTS SUCH AS TORNADOES, SEVERE SNOW STORMS, DISRUPTIONS, POWER FAILURE, EXPLOSIONS, ETC., EMPLOYEES MAY BE DISMISSED ONLY AFTER AN ANNOUNCEMENT BY EACH AREA VICE PRESIDENT OR HIS/HER DESIGNEE. INDIVIDUAL AREAS OR DEPARTMENTS CANNOT DISMISS EMPLOYEES WITHOUT AUTHORIZATION.

IF AN EARLY RELEASE ANNOUNCEMENT BY THE AREA VP/DESIGNEE IS MADE DURING THE WORKING DAY, UNIVERSITY EMPLOYEES ON THE JOB RELEASED FROM WORK WILL BE PAID FOR THE REMAINDER OF THE WORK SHIFT. EMPLOYEES WHO DESIRE TO LEAVE WORK BEFORE AN EARLY RELEASE ANNOUNCEMENT IS MADE MAY REQUEST THIS FROM THEIR IMMEDIATE SUPERVISOR. IF APPROVED, THESE EMPLOYEES MAY USE ACCRUED BUT UNUSED VACATION, COMPENSATORY TIME, PERSONAL LEAVE, OR LEAVE WITHOUT PAY TO COMPLETE THE WORKING DAY.

EMPLOYEES WHO ARE REQUIRED TO WORK BEYOND THEIR NORMAL SHIFT DURING AN EMERGENCY WILL BE PAID ACCORDINGLY. TIME SPENT IN NON-DUTY STATUS, SUCH AS SLEEP, WILL NOT BE COMPENSATED.

A SUMMARY OF ATTENDANCE PAY POLICIES IN SEVERE WEATHER SITUATIONS IS INCLUDED AS PART OF THIS POLICY AND PROCEDURE.
termination is related to some cause in which the administrative staff member has no responsibility for the outcome (e.g., staffing reduction), the Office of Administrative/Staff Personnel Services will inform the Office of Personnel/Support Services and endorse the payment of unemployment compensation.

3. In any case where the Director of Personnel Services disagrees with the payment of unemployment compensation to a former administrative staff member, the Director will bring the matter to the attention of the Director of Administrative/Staff/Personnel Services and the appropriate area director or vice president for review.

VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. ALL FULL-TIME NINE/TEN MONTH ADMINISTRATIVE STAFF MEMBERS, EXCEPT THOSE EXCLUDED BELOW, EARN VACATION TIME AT THE RATE OF 1.83 DAYS PER MONTH. During the first year of employment, VACATION ACCRUAL MAY BE ACCUMULATED BUT MAY NOT BE USED UNTIL THE FIRST YEAR'S EMPLOYMENT IS COMPLETED. FOR EXAMPLE: If employment begins on July 1, 1992, A TWELVE MONTH FULL-TIME ADMINISTRATIVE STAFF MEMBER WOULD BE ELIGIBLE TO USE ACCRUED VACATION STARTING JULY 1, 1993. NINE/TEN MONTH FULL-TIME ADMINISTRATIVE STAFF MEMBERS MUST COMPLETE ONE YEAR OF SERVICE BEFORE VACATION MAY BE USED. VACATION IS EARNED WHILE A STAFF MEMBER IS IN AN ACTIVE-PAY-STATUS WITH BOWLING GREEN STATE UNIVERSITY. IT IS NOT EARNED WHILE ON AN UNPAID LEAVE OF ABSENCE, WHILE UNDER SUSPENSION, OR WHILE EMPLOYED ELSEWHERE.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided THEY ARE REQUESTED IN ADVANCE AND the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the CONTRACTING OFFICER. A staff member's vacation balance cannot exceed 352 hours (44 days) at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.
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. The maximum amount of terminal compensation will be 352 hours (44 days). In case of death, unused vacation will be paid in accordance with Section 3113.04 of the Ohio Revised Code.

This policy excludes Health Services medical doctors, residence hall, COMPLEX COordinATORS, DIRECTORS AND MANAGERS; Hall/dírectórrs/ unit/dírectór/ and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate (11 DAYS EACH YEAR OR 7 HOURS AND 20 MINUTES PER MONTH). Part-time 12-month administrative staff members who have completed the/équi/dént/é one full year of service at Bowling Green State University are eligible to use utilizè earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit NOT TO EXCEED TWO YEARS MAXIMUM ACCRUAL.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records. For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

A report should be completed by the administrative staff member for every use of vacation using the Leave Reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly pay check stub.

Questions about the vacation policy and procedures should be addressed to the Office of Personnel Services.
Membership:
Judy Donald, Continuing Education
Dennis Horan, Firelands (first semester)
Vernette House, Alumni Affairs
Barbara Keeley, Health and Human Services
Dan Parratt, Environmental Health and Safety
Cindy Puffer, Student Health Center
Theresa McLove, University Computer Services
Lori Schumacher, Payroll
Beverly Stearns, Library Dean's Office
Norma Stickler, Academic Affairs, Chair
Linda Swaisgood, Publications
Deb Vetter, Counseling and Career Development Center
Debra Wells, University Computer Services
Mary Beth Zachary, Library
Rich Zera, University Computer Services

Issues Addressed; Recommendations Forwarded:

Health Care Task Force. PWC reviewed the recommendations from the Health Care Task Force and, after consultations with administrative staff, ASC, and the Executive Committee, composed the ASC response to the Task Force.

Handbook. A subcommittee made a thorough review of the Administrative Staff Handbook for policy changes and updates and for editorial changes. These changes were forwarded for approval by the Board of Trustees.

Salaries. Several issues relative to salaries, potential salary inequities, titles, and job descriptions were discussed. Initially our suggestion was that PWC would work with the new assistant director of personnel to conduct a thorough study. Areas to be included were salaries commensurate with the position, salary equity based on sex, minimum salaries, market adjustment data, and salary compression with classified staff. After consultation with John Moore, PWC changed its recommendation to one that called for an external agency to conduct such a survey. As of May, 1993, contacts have been made with an external agency to do the survey.

Vacation Policy. A change in the vacation policy was suggested by the Central Administration to delete reference which excludes medical doctors, residence hall directors, unit directors, and employees those contract period is
for less than twelve months. PWC reviewed that suggestion and recommended that the exclusion remain. This recommendation was accepted. PWC further recommended that staff members be allowed to take vacation during their first year. Although a change in the written policy was not accepted on this point, the vice presidents did assure ASC that in practice they allow vacation in the first year. ASC then followed up with John Moore regarding areas where it has not, in fact, been allowed.

Grant/Externally Funded Staff. PWC made a recommendation that there be a separate category of administrative staff who have the designation "Grant/Externally Funded Administrative Staff."

Leave Without Pay. PWC recommended a policy on special leave without pay and combined the then-existing handbook policy on long term leaves with a policy on short-term leaves without pay. A form was also developed for use in requesting either type of leave.

Day Care. A recommendation was made to the Executive committee that ASC initiate discussions with the other employee and student constituent groups to join forces on pursuing day care.

Data base/"Profile" of Administrative Staff. A recommendation was made to the Personnel Office via Executive committee that the Personnel Services Office begin maintaining a confidential data base of administrative staff information to assist ASC, Personnel, and the Vice Presidents in compiling aggregate data about the staff.

Internal Searches During Periods of Layoffs. Based on the ad hoc policy put in place during the budget cutback time, PWC composed a policy to be used to assist internal candidates in seeking employment within the University during times of reductions due to budget problems.

Salary Adjustments for Promotions. A recommendation was forwarded that salary enhancements be made to administrative staff when they are promoted.

Minimum salary. A subcommittee studied the question of whether ASC should at this time recommend a minimum salary for administrative staff. There was a determination that a minimum not be recommended at this time. The question should be considered again when the overall study of administrative staff salaries and positions is done.