

1998

## Personnel Welfare Handbook Subcommittee 1993-1998

Bowling Green State University - Administrative Staff Council

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## Pre-Microfilm Inventory

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### *Notes*

1. Colored Ink
2. Photocopies



# Bowling Green State University

December 1, 1993

Personnel Services  
Bowling Green, Ohio 43403  
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Fax: (419) 372-2920

*TO: NORMA Sticker*

## MEMORANDUM

TO: Greg Jordan  
Chair, Administrative Staff Council

FROM: Walt Montenegro *WLM*  
Personnel Services

SUBJECT: Administrative Staff Handbook

Recommendations for change to the Administrative Staff Handbook are needed by the close of business on Friday, January 7, 1994.

Please note that the next issuance will be a printing of the entire book for issue to administrative staff.

l jg

cc: John C. Moore

*NORMA  
FYI  
Greg*



# Bowling Green State University

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Vice President for  
Academic Affairs  
230 McFall Center  
Bowling Green, Ohio 43403-0020  
Phone: (419) 372-2915  
FAX: (419) 372-8446

December 6, 1993

## MEMORANDUM

**TO:** John Moore  
Executive Director of Personnel Services

**FROM:** Norma J. Stickler *Norma J. Stickler*  
Director of Academic Services

**SUBJECT:** Administrative Staff Handbook

I have reviewed the Handbook with Beverly Stearns who chaired last year's handbook subcommittee of Personnel Welfare Committee.

In the version of the handbook that was reviewed by Barbara Weadock (Exhibit 1), we accept all of the changes, except as crossed out by green pen. Globally, we do not accept her changes to remove the capital letters from the names of committees, e.g., Executive Committee. We ask that the capital letters be retained. In addition, we have added some additional changes to Exhibit 1. Among the changes sent to your office last year was a new policy statement on internal searches. This was not added to the handbook and should be.

We assume that you will insert a new Benefits in Brief. When this is done, please note the following changes that were recommended by PWC.

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

Please place all policies relating to leaves in the same section of the Handbook, identified in the index as follows:

Leaves

Leaves without Pay

Long-term Leaves  
Personal Leave  
Short-term Leave  
Special Leave

Two other global changes still need to be made.

Changing "Administrative Staff Personnel Services" to "Personnel Services" and changing "Director of Administrative Staff Personnel Services" to Executive Director of Personnel Services." This can be done by a global replace on the computer.

Marcia should ask the Faculty Senate Office (Diane Whitmire) for a copy of the latest version of the Role and Mission Statement on disk so that it can be incorporated into our handbook as it now stands.

To our dismay, we found that there are typographical errors in the "new" version of the Handbook, Exhibit 2, that did not occur in the same words in Exhibit 1. Further, we found that on some pages, some of the errors we identified last year were changed but other typos on the same page were not changed. This is extremely distressing, since our Committee and Ms. Weadock spent so much time going through every word of the Handbook. I do not feel that it should be our responsibility to check the new Handbook again for such errors, as they can be detected by using the computer's spell check and by a careful proofreading.

Thank you for your valuable assistance.

xc: Beverly Stearns  
Greg Jordan ✓



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

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January 10, 1994

## MEMORANDUM

TO: John Moore, Executive Director  
Personnel Services

FROM: Beverly Stearns *BS*  
Assistant to the Dean, Libraries & Learning Resources

RE: *Administrative Staff Handbook Changes*

This is to follow up relative to the December 6, 1993 memorandum you received from Norma Stickler about revisions to the *Administrative Staff Handbook*. Since I chaired the handbook subcommittee of the Personnel Welfare Committee last year, I agreed to review the 1993-94 changes to the *Handbook* distributed earlier this year.

In addition to the items addressed by Ms. Stickler, I recently noticed that the amendments to the Bylaws approved by the Administrative Staff Council on June 3, 1993, were not included in the 1993-94 changes to the *Handbook*. I have enclosed a copy of the "Suggested Bylaws Changes" as approved for amendment in case your office was not in receipt of them for inclusion with the 1993-94 changes.

Thank you for assisting us with this process. I will be happy to answer any questions you may have regarding this matter.

c: ✓ N. Stickler  
G. Jordan

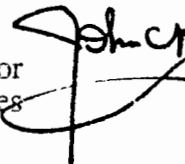


# Bowling Green State University

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## MEMORANDUM

**TO:** Robert Martin  
Vice President for Operations

**FROM:** John C. Moore   
Executive Director  
Personnel Services

**DATE:** March 17, 1994

**RE:** Administrative Staff Handbook

The Administrative Staff Handbook will go to the Trustees in April and hopefully it will be approved. Some may think that it was a simple task. This was not the case. It had to be down-loaded onto the Apple computer from the IBM system, reviewed over and over again by both Personnel and administrative staff regarding new policies, a new cover, the rewording of old policies and finally the approval by administrative staff and Ad Council before going to the Board of Trustees.

Marcia Buckenmyer almost single-handedly accomplished this task. She had a strong commitment and pride in making certain it was done right and in a timely manner and she really had to roll up her sleeves and get involved.

I am very proud of my staff for all the things they do. This is just one of the ways I can let them know.

JCM:mmb  
xc: Greg Jordan  
Norma Stickler  
File

April 1, 1998

Memorandum

To: Dr. Charles Middleton, Provost  
From: Pat Green, Chair *Pat*  
ASC Personnel Welfare Committee

On behalf of the Administrative Staff Council Personnel Welfare Committee, I am pleased to submit the new administrative staff handbook recommendations. These recommendations include a new section on the Administrative Staff Compensation Plan, new grievance recommendations for non-salary issues, and changes for the current maternity/paternity and fee waiver policies. The documents have been e-mailed to the members of ASC and will be officially presented at the ASC meeting on Thursday, April 2, 1998, for a first reading. The documents and any amendments to them will be voted on at the May 7, 1998 meeting. We hope that the entire package will go forward in June to the Board of Trustees meeting for approval.

I want to thank you and the Administrative Compensation Working Group for taking the amount of time that you have in providing feedback to our numerous drafts. As I am sure you know, this is the first time ever that any handbook additions or changes have been worked on in a collaborative fashion. It has been an extremely exciting time for us on the Personnel Welfare Committee, and I believe a very positive experience for Human Resources. We have established an excellent model for future efforts.

I also can not say enough about how hard Becca Ferguson, Donna Wittwer and Pat Patton have worked with me to reach consensus on certain issues. There were several evenings that we stayed quite late to hammer out various drafts. I really enjoyed the collegial style and hope that this is the first of many collaborative efforts between ASC, Human Resources and the Administrative Compensation Working Group. We even had fun working on what seemed like millions of drafts!

I understand that the Administrative Compensation Working Group will be reviewing these documents and possibly making other suggested changes. It would be a great help to create a final document based on any further changes for ASC approval on May 7. I will continue to work with Human Resources until everything is finalized.

It is entirely coincidental that this is being delivered to you on April Fool's Day!

Thank you again on behalf of all administrative staff.

PG:aaf

cc: Becca Ferguson  
Duane Whitmire  
Deb Boyce  
(Judy Donald)