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Monitor Newsletter January 27, 1992

Bowling Green State University

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Personal leave policy outlined

Personal services has released the final version of the Personal Leave Policy, which went into effect Jan. 1. Administrative staff and classified staff are eligible to convert sick leave to personal time subject to the following guidelines:

1. Full-time and part-time administrative and classified staff may convert up to 24 hours of sick leave for use as personal leave during the calendar year.
2. Temporary employees are not eligible to use personal leave.
3. Eligibility to use personal leave will be calculated once annually with available computing. Your leave balance will be determined on the first day of the calendar year.
4. Personal leave used by administrative and classified staff may be charged against a vacation accrual for the current calendar year.
5. The leave request form for administrative staff is located in the Personnel Office.
6. Personal leave may not be used in conjunction with other leave.
7. Requests for personal leave must be made in writing to the immediate supervisor, unless the leave is for use in teaching.
8. Personal leave policy outlined above is not applicable to temporary employees.

**Table:**

<table>
<thead>
<tr>
<th>Leave Hours</th>
<th>Accumulated Sick Leave Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-40 Hours</td>
<td>Eligible</td>
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<tr>
<td>41-100 Hours</td>
<td>5 Hours</td>
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<tr>
<td>101-200 Hours</td>
<td>10 Hours</td>
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<td>201-300 Hours</td>
<td>15 Hours</td>
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<td>301-400 Hours</td>
<td>20 Hours</td>
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<tr>
<td>401-500 Hours</td>
<td>25 Hours</td>
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<tr>
<td>501-600 Hours</td>
<td>30 Hours</td>
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<tr>
<td>601-1,000 Hours</td>
<td>35 Hours</td>
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<tr>
<td>1,001-1,500 Hours</td>
<td>40 Hours</td>
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<tr>
<td>1,501-2,000 Hours</td>
<td>45 Hours</td>
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<td>2,001-2,500 Hours</td>
<td>50 Hours</td>
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<tr>
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<td>55 Hours</td>
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<tr>
<td>3,001-3,500 Hours</td>
<td>60 Hours</td>
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<td>3,501-4,000 Hours</td>
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<td>4,001-4,500 Hours</td>
<td>70 Hours</td>
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<tr>
<td>4,501-5,000 Hours</td>
<td>75 Hours</td>
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<tr>
<td>5,001-5,500 Hours</td>
<td>80 Hours</td>
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</tbody>
</table>

**Bibliography:**

American Association of University Professors,

_"Personal leave of University employees for teaching, research, and administrative staff."

2. 1984-1985: The year in which the policy was established.


Employee photo identification project delayed

Council reviews committee reports, discusses CUFs

Queens Dr. Ron Lacoste, Project 90, and Guyde Finner, bookstore's office, spoke to Classified Staff Council about the College and University Financial System (CUFS) being the Human Resource System. Completing the classified staff data base is a requirement of the current budget process. The committee reported that the CUFs would be on line within the next 10 weeks, the week problem will be solved.

Classroom instructor David Dr. Robert Halle, history, said that the classified staff should be encouraged to look over the computer, which will help them do their jobs better.

Clark also spoke about the impact of the student body increase. The instructional staff needs to balance their curriculum with the increased student load.

Troxter said that the classified staff needs to balance their work effort and the student body increase.

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Council reviews committee reports, discusses CUFs

Quincy D. B. Lambert, project 90 and Guyge Fin, business office, spoke to the Classified Staff Council about the University and College University System. He discussed the classified staff role in the university and the importance of classified staff in the university. Specifically, the council discussed the impact of classified staff on the university and the need for classified staff to be paid fairly and to be recognized for their contributions. The council also discussed the importance of maintaining a positive work environment for classified staff.

Applications now are available for the multicultural alumni speaker series. The applications deadline is February 28. The series is open to students, faculty, and staff of all racial and ethnic backgrounds. The series is designed to foster dialogue and understanding among students, faculty, and staff of diverse backgrounds.

One project CSC is collaborating on with ASU and Faculty Senate is the Diversity 20/20 project. The project is focused on creating a campus culture that embraces diversity and promotes equity. The project is also focused on improving student retention and graduation rates. CSC will be working with ASU and Faculty Senate to develop a plan for the project. CSC will also be working with the multicultural alumni speaker series to ensure that the series reflects the diversity of the campus community.

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**Library needs faculty input on evaluation of scholarly journals**

The rising cost of scholarly journals continues to be a budget concern and prompts librarians and learning resources supervisors to review their list of anticipated 15 percent cut on the total journal budget for the next fiscal year. Reductions in library holdings are happening everywhere, even at $1,000,000 a year, according to Dr. J. Miller, Dean of Libraries and learning resources. "Most libraries are reviewing and trying to balance this with the faculty budget," Miller said. "Librarians and learning resources sometimes just can't balance the cut, and will have to cut the titles that have a smaller impact on faculty." 

Miller said that faculty input will be important in determining which journal subscriptions will be renewed. "Faculty will have access to a set of data that has been prepared for each department to help it evaluate the value of the journals to which the University pays subscription fees." 

Other factors contained in the data will also be considered. Miller said he will use the data to provide a list of the universities of Toledo or Ohio. Miller added that this list of libraries that BGSU serves could be used to determine which journals are less important from a research standpoint, and which are the greatest potential for future subscriptions. "The library will be able to determine it is time to cut back," Miller said.

Kaplan impressed with council's attitude, efforts

Administrative Staff Council is, for the most part, functioning to meet its goals, despite the fact that it is a difficult year in many ways, according to Dr. F. Kaplan, dean of libraries and learning resources.

Although there were no salary raises for library employees, "we are trying to detained faculty's care and provide some type of health insurance," Kaplan said. "It was not until this year that we have been able to gather matching resources for the incoming freshmen," Kaplan said.

Continued on page 27.