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:

1. Full time and part-time administrative and classified staff may convert up to 24 hours of sick leave per quarter, or up to 40 hours of sick leave in any calendar year, as they appear on their sick leave balances as of the first pay day of the calendar year. For classified staff eligible personal leave conversion hours will be determined on sick leave balances as of 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 computerized sick leave balances. For administrative staff eligible personal leave conversion hours will be determined on the last day of the calendar year. For classified staff eligible personal leave conversion hours will be determined on sick leave balances as of the calendar year.

4. Personal leave used by administrative and classified staff may be charged in one-quarter-hour increments. Staff may use personal leave for the days and hours for which they normally would be scheduled to work, but not to reduce scheduled overtime.

5. Personal leave may be used for the following reasons:

   a. Unusual or family obligations which could not normally be conducted by an employee during hours other than normal scheduled work hours.

   b. Monumentary court appearance before a court of law and in a manner in which the employee would like to see their presence is required for other than personal reasons, including city, county, state, and supreme court proceedings, jury duty, and participation in promotions or advancement as directed as parent or guardian of juveniles.

   c. Legal or business matters which could not normally be conducted by an employee during hours other than normal scheduled work hours.

   d. Family emergencies of a nature that require an employee's immediate attention.

   e. Examination such as medical, psychological, dental or optometry examination of the employee's or employee's immediate family.

   f. Weddings of members of the immediate family.

   g. Religious holidays which fall on a normally scheduled workday for an employee.

   h. Any other matter of a personal nature.

   i. Personal leave may not be used in conjunction with, or as personal leave subject to, the Employee Assistance Program.

   j. Requests for personal leave may be pre-approved to the end of the calendar year.

   k. The discharge of any employee will be without notice or prejudice to the employee or to the University of Bowling Green. Staff may use personal leave for the days and hours for which they normally would be scheduled to work, but not to reduce scheduled overtime.

   l. Questions or problems in the interpretation of the use of personal leave should be addressed to the personnel office.

OBITUARY

Dr. Charles A. Barrett

Dr. Charles A. Barrett, 83, a professor emeritus of political science at Bowling Green State University, died Aug. 14.

A memorial service will be held at 2 p.m. Feb. 1, 2017, in Pou Grieg Chapel.

Dr. Barrett spent over 30 years teaching state and local government and political parties. He served as chair of the political science department from 1958-1968 and retired from the University in 1986.

He was a member of the Bowling Green Noon Owls, Town and Gown, American Political Science Association, Wood County Senior Citizens, the Bowling Green Faculty Senate, and was a past president of the Bowling Green Green chapter of the American Political Science Association.

Dr. Barrett was active in civic government and served on council more than 16 years, eight of which as its president pro tempore. He was a leader of Bowling Green Charter Commissions and was one of the first to request the acquisition of Center Park, the creation of the Senior Center and the creation of a city housing embassador.

He was named Bowling Green's Men of the Year in 1982.

Memorial donations may be made to the University of Bowling Green, Faculty Senate, of the Bowling Green State University Foundation.

DATEBOOK

Monday, Jan. 20

Martin Luther King Jr. Day - No classes, offices closed

Ph-Ro-All Aesthetics begins. Call the Student Recreation Center, 30771, for information.

Tuesday, Jan. 21

Classified Staff Council, 12-1 p.m., Room 107, University Union. Contact: Patricia Jacko, 2-2664.

Women's Basketball vs. Kent State, 7 p.m., Baker Athletic Center, Men's Basketball vs. Kent State, 7:30 p.m., Anderson Arena.

Wednesday, Jan. 22

University Parking Appeals Committee, 3:30 p.m., 3-1771. Contact: Parking Services, 3-2778.

Phenomenon Forum, paper presentations by graduate students in women's fitness, noon, Room 115, University Union. Contact: Mj Parascandola, 2-3308.

Thursday, Jan. 23

Bowling Green Micro Computer Users Group, 7:30 p.m., room 127A, Technology Building.

University Parking Committee, 8 p.m., Eva Marie Taft Room, University Union. For ticket information call 2-3056.

Friday, Jan. 24

Cultural Diversity: From the Classroom to the Office, union bag lunch, noon, Room 107, University Union.

BSU Symphony Band will perform at 8 p.m., Kobacker Hall, Men's Musical Arts Center. Free.

Saturday, Jan. 25

BSU Concert Band will perform at 11 a.m., Kobacker Hall, Men's Musical Arts Center. Free.

University Performing Dancers, performances at 2 and 8 p.m., Eva Marie Taft Room. For ticket information call 2-5556.

2016 NCAA Women's Basketball - Bowling Green vs. Kent State, 7:30 p.m., Anderson Arena.

Weekly Update Meeting, 12:30 p.m., Eva Marie Taft Room, Moore Musical Arts Center. Free.

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Employee photo identification project delayed

Council Reviews committee reports, discusses CUSF

Chairman Dr. Ron Lancaster, Project 90, and Guygie Ford, treasurer's office, spoke to Classified Staff Council about the College and University Financial System as the Human Resource System, completing the classified staff's data while its computerized systems which have already affected everyone in one area on another level.

Chairman said the CUSF is a major, high-level system of human resources that allows the University to analyze the data in one column to the next, and produce all the elements that are needed in one column to the next.

Major changes were made during the meeting, including the approval of a new policy for accepting new students.

The committee has already adopted a new policy for accepting new students.

Chairs said the committee has also adopted a new policy for accepting new students.

Chairman also introduced the new policy for accepting new students.

Walter Jordan, presented the recommendation for the formation of a new committee.

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Council reviews committee reports, discusses CUFs

Applications now are available for the fourth annual Latta scholarship awarded to full-time students who have been employed at the University for at least one year. Those who receive the award will be notified by mid-November. Details are available from the Office of Student Relations or by contacting the Office of University Relations or by contacting the Office of Student Relations at 616-332-5000.

Recent snows didn't stop the way of causal delivery at the University. Each year, 2,500 tons of coal are used to heat almost all of the campus buildings.

One project CSC is collaborating on with ASC and Faculty Senate is the Campus CD store. One goal is to ensure that music is available in the University's media library. "We want to make sure that the music is available," said Scott. "If we can't get it, we'll have to work with the ASC to see if they can put it into the library." The ASC is working on the project, and Scott said that if they need help, they will contact the University's media library.

One of the projects that the University is working on is the "Urban Diva" project. The goal of this project is to showcase local musicians and artists in a variety of settings. The project will involve collaborations with local artists, such as the Symphony Orchestra and the University's own music department. The project will also involve partnerships with other organizations, such as the Community Arts Council and the University's own music department.

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Tuesday, Jan. 28
学生的学生活动。

MADISON READER 「学生会」

Wednesday, Jan. 29
Women's Studies Program Meeting: "It's Not Just a Woman's Thing" in Admin Bldg, 10th floor, Room 1047.

Thursday, Jan. 30
Bowling Green Brass Quintet, including Edwin Bley and George Morton, Scholar-Sculptor, Paul Hunt, trombonist, and Michael Wilkins, tubist, will perform in the University Union.

Friday, Jan. 31
Gulf Western Men's "Great Guys" 2 p.m. and 10 p.m. in the Aztec Union.

CLASSIFIED EMPLOYMENT OPPORTUNITIES

New vacancies

Posting expiration date is noon, Jan. 31.

Food Service Worker Pay Range 1 Pay Range 1 University Union Dining Services

1-31-1 Food Service Worker Pay Range 1 University Union Dining Services

1-31-2 Secretary Pay Range 1 College of Education, Administration office (long-term employment position, advancement and market certification eligibility)

FACULTY/STAFF POSITIONS

The following administrative staff positions are available:

Academic, Business, and Human Resources Coordinator, Contact Sam Ramirez, 2-057, or 901 College Park, Bowling Green, OH 43403.

The following academic staff positions are available:

Academic, Continuing Education, Professors of the University, Contact Sam Ramirez, 2-057, or 901 College Park, Bowling Green, OH 43403.

Civilization

The faculty Senate votes on its original motion for salary recommendations reported in the Jan. 27 issue of the Monitor.

Library needs faculty input on policy of scholarly journals

The rising cost of scholarly journals continues to be a budget concern as well as promulgating libraries and learning re- sources to review ties to meet an anticipated 15 percent cut on the total budget for the next fiscal year.

Reductions in library holdings are being considered. For example, according to Dr. Ruth Miller, dean of libraries and learning resources, most titles in the library holdings have been reduced by at least 10 percent per year and titles in the five years with an added year that there are more reductions in serial publications nationwide than ever.

He said two and a half times more libraries than last year are reviewing their titles.

Library said faculty input will be important in determining which journal subscriptions will be renewed. Miller also discussed the importance of data that has been compiled for each department to help it evaluate the value of the journals to which the University subscribes.

Other factors considered in the title review process will also be considered. Miller said he will meet with the librarians of the University of Toledo and representatives from the library in the Toledo area and the Toledo area the University is served twice daily by means of a cooperative agreement with OhioLink. These meetings are expected to provide greater reasons for dropping journals. He said the main reason is which a journal is used will be tested to determine if it is necessary.

Kaplan impressed with council's attitude, efforts

Kaplan said he was impressed with the council's accomplishments and how it has been working on the university's remaining goals.

Kaplan has two of his goals. The issue of excessive workload and the coordination of existing workloads has been addressed by the council as it has received the council's efforts and the consistent application of specific solutions.

Another major concern is that the university is serving the community's needs.

The council is working with Faculty Senate and Classified Staff Council to complete some responsibilities.

Continued on next page

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