

## **Employee Relations and Benefits End of Year Report 6/1/2012**

### **Membership 2011-2012**

<b>Representative</b>	<b>Department</b>	<b>District</b>	<b>Term</b>
Megan Black, Chair	Office of Admission	4	2010-2012
Debbie Clark, Vice-Chair	Rice Library	1	2011-2013
Pam Blessing	Teacher Education	1	2011-2012
Donna Evinger	Liaison, Human Resources	(3)	N/A
Pam Hopson	Multicultural Center	4	2011-2012
Jaclyn Dumond	Outreach & Engagement	3	2011-2012
Michelle Woodburn	College of Nursing and Health Professions	1	2011-2012
Jim Prior	Information Technology	2	2011-2012

**Purpose of Committee as stated in the Constitution and By-Laws:** Review salaries and benefits and make annual recommendations for changes; work with Human Resources regarding employee concerns and the process to address those concerns; recommend promotion and progression steps; address the relationship between administrators and the University as an employer; review, study, and recommend Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.

#### **Committee accomplishments for 2011-2012**

1. Family sick time policy change implementation.
2. Presented proposal for salary increase for Administrators reflecting increase in cost of benefits to employees to present a case for reviewing salary equity and compensation.
3. Because of this discussion and Dr. Bennett's budget presentation, the ERB Committee spent time creating a list of low cost/no cost items to be presented. These items were ranked and will be investigated further next year.
4. The Employee & Relations Committee (ERB) created some questions to be asked on the Fall survey.
5. Investigated the Sick Bank policies at other Universities and will continue to press on to present a case to implement this policy.
6. Changes to the fee waiver policy were implemented and some restrictions were dropped from the policy due to discussions of the ERB Committee.
7. Revisions to the Administrator Performance Evaluation form were presented to HR, but no action on the evaluation during 2011-2012.

### **Work in Progress to continue in 2012-2013**

1. Research discount possibility with Abenity. Team members are going to contact Abenity and some institutions that have implemented the program to ask some questions before presenting this to the full Senate.
2. Sick Bank Program
3. Review of salary equity and longevity increases.
4. Continue to request additional day(s) off, possibly the Wednesday before Thanksgiving and a date in the Spring term.
5. Request that the 300 hour cap on vacation days be increased, and ask for additional vacation days for staff who reach milestones of 25 years plus.
6. Continue to review the fee waiver policy.
7. Performance evaluation for administrators.
8. Research tuition exchange program with other universities.
9. Start working on what questions we would like asked on the Fall 2012 survey.

All members are willing to continue to serve on the committee for the next year.