

Employee Relations and Benefits (ERB)
End of Year Report
2012-2013

<u>Members</u>	<u>Department</u>
Debbie Clark-Chair	Rice Library
Tracy Adams-Vice Chair	Financial Aid
Pam Blessing	Teacher Education
Megan Black	Admissions
Pam Hopson	Multicultural Center
Jim Prior	Information Technology
Michelle Woodburn	College of Nursing and Health Professions
Arlene Fortune	College of Liberal Arts
Jaclyn Dumond	Outreach and Engagement

Committee Accomplishments

1. The committee continued with research on discount programs for all employees. We conducted conference calls, reference checks on other universities who use programs, and interviewed representatives of the companies to gain pricing comparisons. After doing thorough research we contacted Staff Council, Faculty Senate and the Alumni Office and received approval from all of them in support of presenting Abenity as our choice. Information was given to Donna Evinger and Mark Rozewski

Status of this recommendation: Purchase order was signed for a 90 trial on Friday May 31, 2013 a few select people are reviewing the site now and we will have more to report soon.

2. The committee continued research on the Sick Bank proposal. Information was given to Donna Evinger for review.

Status of this recommendation: No, it's not going to happen. Administration feels it would be a conflict with the short term disability insurance program.

3. We reviewed the family sick policy and presented a recommendation that the wording be changed to clearly state that it includes grandparent and grandchildren.

Status of this recommendation: Under review by Donna Evinger and she will discuss it with Mark Rozewski at their next meeting.

4. We did some research on vacation policies at other universities. Since we get Winter Recess days during December and most other universities do not, we did not think presenting a request for additional vacation days or holidays was feasible. This was mentioned to Donna Evinger and we asked her to present the possibility of including some extra days during winter recess when the closed days fall at odd times. Example: if the last closed day is a Thursday. It would save the university money if we were closed on the Friday in this case.
5. We did research on salaries for Administrators looking at senate member's jobs and locating a similar position in the Chronicle of Higher Education Salary charts that are published every year to see how USI compares. This information was used in our budget proposal.
6. We did some research on the possibility of tuition sharing with other Universities. Did not proceed any further with this.
7. A question was asked of Administrative Senate to investigate why an HR representative sits on search committees for Administrators.

The answer: It has to do with a component of the Affirmative Action Plan. These positions change so infrequently and chairs of search committees don't always know exactly how to conduct searches and what protocols to follow, it really is beneficial for them to be involved. They also serve as ex-officio members of search teams for Deans, VP's etc. The office also receives numerous phone calls during faculty searches asking questions about specific parts of searches, so they are involved in almost all searches on campus.

8. A question was presented to Donna Evinger about how administrators are overlooked when it comes to comp time. Faculty members receive overload pay and support staff receives comp time or overtime pay. It would increase morale for administrators who regularly work numerous hours past 37.5 each week if there was an equivalent way to track and allow some time off for these additional hours. Next years' committee may want to follow up with Donna on this.

Items recently presented that will need to be addressed by the next committee.

1. Take a look at the 300 hour limit of accrued vacation hours. Can the amount be increased before starting to lose hours? In addition is there a way to officially notify someone who is nearing the maximum amount?
2. Look into the university's adoption policy and what is allowed for time off. Faculty senate has done some research already.