

Employee Relations and Benefits (ERB)
End of Year Report
2014-2015

Members

David Alexander-Chair
Karen Huseman-Vice Chair
Tracy Adams
Larry Back
Jaclyn Dumond
Arlene Fortune
Paula Nurrenbern

Department

Information Technology
Residence Life
Financial Assistance
Information Technology
Outreach and Engagement
Liberal Arts
Outreach and Engagement

Committee Accomplishments

1. The committee followed up and answered questions relating to the Parental Leave policy that was presented to the Administrative Senate. The policy set aside 10 days of paid leave for natural or adoptive parents upon the addition of a child to the household. The policy was approved by the Administrative Senate and was then presented to the Faculty Senate and Staff Council who also approved the policy. The policy was announced at the Spring meeting and should go into effect for the 2015-2016 fiscal year.

Status: Completed

2. The committee continued to touch base with HR regarding the research of family sick time. An update of the sick policy was initiated several years ago whereby the family sick days allowed was increased from 5 days per year to 10 days per year. When this was initiated, The Employee Relations and Benefits committee had always intended to revisit the topic to gauge the feasibility of moving to no a policy where there was no distinction between sick time and family sick time. We have been looking for data from HR that could determine if there was any significant increase in family sick usage as to show abuse. During this ERB term we have requested this data several times from HR, but the data was never made available to us.

Status: On hold until data is received

3. The committee initiated discussion about a change in the Outside Work Policy. Currently, the Employee Handbook's section regarding this was a 2 sentence statement. Based on a complaint to our group that an individual was denied the right to take outside employment by his supervisor without reasonable justification, we looked to make a change in the policy. After looking at many other institutions policies, we realized that the universities statement on this subject was inadequate. We submitted a request for a charge that was accepted by the Admin Senate to better define the Conflict of Interest and Conflict of Commitment that should govern this decision as well as better defining a path of mediation via the grievance policy. After gathering information from several sources including other institutions and Human Resource Management sites, we came up with a policy revision draft which we recently discussed with the HR Director.

Status: Outstanding. Revisions need to be made after discussions with HR Director

4. Initiated discussions regarding request to investigate a year-round Flexible Work policy. This topic has been brought up several times via the yearly OPRA Survey. After reviewing several Flexible Work policies in several other Indiana Higher Education institutions, we decided that the best of the group was the Purdue plan. Using Purdue as the template, we came up with a draft of a Flexible Work policy that included language about Flexible time arrangements whereby the start and end times could be adjusted, but must still result in a 7.5 hour day. Compressed work schedules were not an option as the logistics of manually processing payroll hours for this would be daunting. Also included was a tele-commuting plan (in those departments/jobs where feasible) whereby work is done outside of the traditional on-site location for a specified number of hours per week or, if the location is for all working hours, then for a limited duration agreed upon by management and the employee.

Status: Outstanding. Revisions need to be made after discussions with HR Director