

END OF THE YEAR REPORT, 2016 - 2017  
Employee Relations and Benefits (ERB) Standing Committee  
of the Administrative Senate

Chair: Beth Thompson

Vice-Chair: Jeanne McAlister

Members: Dave Alexander, Arlene Fortune, Brandi Hess, Paula Nurrenbern, Darrin Sorrells

Ex-Officio: Andrea Gentry, Vice-Chair of Administrative Senate

Andrew Lenhardt, Executive Director of Human Resources

*Committee Charge: Reviews salaries and benefits and makes annual recommendations for changes; works with Human Resources regarding employee concerns and the process to address those concerns; recommends promotion and progression steps; addresses the relationship between administrators and the University as an employer; reviews, studies, and recommends Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.*

The committee met on the following dates: July 26, August 1, September 2, October 3, November 7, December 5, February 2, March 6, April 3, May 1 and June 5. Mr. Keith Powers began the year as committee chair until he left the University.

Our committee requested no funds for the upcoming biannual budget.

The committee began the year in discussions about USI's Outside Employment Policy. The Administrative Senate Executive Committee championed the issue and they worked with Faculty Senate and Staff Council so our committee made no specific recommendation.

As committee chairs, Jeanne and Beth participated in the Administrative Senate Town Hall meeting on January 16, 2017.

A new charge was presented to this committee: allow the conversion of accrued sick days to personal time off. Committee members researched policies from other universities for benchmarking. Time off whether personal, vacation, sick, or campus closure, varied widely. Andrew Lenhardt provided a cost estimate for us to consider if this is adopted. To that end, Steve Bridges joined a committee meeting to discuss the financial impact and to encourage us to ascertain utilization. A series of questions has been developed and submitted to OPRA for inclusion in USI's Fall Survey. Next year's committee will have the data to take forward for decision-making.

A pending item for this committee is whether or how the increase of family sick days from 5 to 10 per year has affected the University. Andrew Lenhardt has agreed to have his HR staff look at the data and report to our committee at the July meeting.

At the first Administrative Senate meeting of the year, members expressed interest in providing notification to USI employees when they are nearing the maximum accrual for vacation and similarly a low balance notification. The ERB Committee developed a draft wording of an email notice that would be sent to affected individuals. It was presented to the Administrative Senate in December with the request that we continue to pursue. Andrew Lenhardt provided assistance from his HR staff and the IT

programming department continued to work on the wording of the emails with plans to implement the first notices around the June 23 payroll cycle. This notification would be for all benefits-eligible employees. The June 9 *USI Today* included an article of information about the plans for the notifications.

We leave the following issues for next year's committee:

Utilization of family sick time

USI Travel Policies

Accrued sick time conversion to personal time-off

Respectfully Submitted,

Jeanne McAllister, Vice-Chair

Beth Thompson, Chair