

END OF THE YEAR REPORT, 2017 - 2018
Employee Benefits Standing Committee
of the Administrative Senate

Chair: Jeanne McAlister

Vice-Chair: Teresa Grisham

Members: Brandi Hess, Paula Nurrenbern, Darrin Sorrells, and Jules White

Ex-Officio: Ingrid Lindy, 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: August 1, September 13, October 11, November 8, February 14, March 14, May 9 and June 13.

Our committee requested no funds for the upcoming biannual budget.

During 2017-2018, the committee worked on the following items carried over from 2016-2017:

- Email notifications for vacation and sick time accruals: process has been implemented.
- Family Sick Time Utilization since increasing from 5-10 days: clarified with Human Resources the utilization information required by the Committee. Results have not been received at this time.
- Sick Time Conversion to PTO: the Committee compiled data from the USI employee survey and compared current USI paid leave to peer institutions and submitted to Executive Committee for further review. The Executive Committee determined it was not in the best interest of USI administrators to proceed at this time.

New Items for Consideration during 2017-2018:

- Review and Examination of current travel policies for clarification and improvement: Travel guidelines and procedures are undergoing major transitions and possible software changes which should alleviate the problems detailed in the item for consideration. Committee will contact Travel within a year to see if these changes have been implemented and if any training opportunities will be available in the future.
- Dental Implant Coverage: submitted to Human Resources to be discussed during dental insurance contract negotiations as a potential voluntary benefit that employees could purchase.

- Employee Spouse Membership at the Recreation and Fitness Center AND Allow Unaccompanied Guests at the Recreation and Fitness Center: the Center staff currently track guests using a sign-up sheet; any changes to Center policies would have to include students, not just employees and could cause potential capacity issues; increasing unsupervised guest access could result in additional risks, such as personal theft; the Center building bonding could be affected by unintended income from spouse/guest memberships. The Committee voted to not pursue these items further.
- Sick Leave Donation Program: Allow for the direct donation of sick and/or vacation leave balances to other employees. Members of the Employee Benefits Committee met with Nancy Lumley (HR) and determined that this type of program should not be considered for the following reasons: employees may feel pressured to donate time to supervisors or co-workers; unfair to employees who do not work in larger settings or know enough people who would donate to them; and monitoring the donations and usage would be problematic. The Committee will not proceed with this item.
- Sick Leave Bank: Create a sick leave bank for administrative employees suffering from catastrophic loss and/or personal/familial illness. Members of the Employee Benefits Committee met with Nancy Lumley (HR) and determined that this type of program should be considered further. The Committee will begin researching this item beginning in July.
- Extend tuition discount for employees' children from age 24 to 26: The Committee will begin work on this item beginning in July.

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

Utilization of family sick time

Sick Leave Bank

Extend Tuition Discount

Rule of 85 Retirement Policy

Respectfully Submitted,
Teresa Grisham, Vice-Chair
Jeanne McAlister, Chair