

END OF THE YEAR REPORT, 2018 - 2019
Employee Benefits Standing Committee
of the Administrative Senate

Chair: Teresa Grisham

Vice-Chair: Sarah Adams

Members: Nick Bebout, Deb Clark, Stacy Draper, Mayur Gangala, Brandi Hess, Paula Nurrenbern, Laurie Wilson

Sub-committee Members: Allison Grabert, Carol Schmitt, Robert Threet

Ex-Officio: Andrew Lenhardt, Executive Director of Human Resources and Caylin Blockley, Vice-Chair of Administrative Senate

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 18, July 25, August 8, September 19, October 10, November 14, January 23. Subcommittees met at various times throughout the year as needed.

Our committee requested no funds for the upcoming biannual budget.

The first thing the committee did was agree to form subcommittees to work on each of the items for consideration.

During 2018-2019, the committee worked on the following items carried over from 2017-2018:

- Family Sick Time Utilization since increasing from 5-10 days – The committee reviewed data received from Human Resources for fiscal years 2005/06 thru 2015/17. It showed an increase in the number of employees eligible to use family sick time. However, the percentage who used family sick time decreased. Therefore, no misuse of family sick time usage was identified.

On 11/15/18 the ERB Committee submitted a recommendation to the Executive Committee of Administrative Senate that the maximum amount of an employee's accumulated sick time that can be used for illness of a covered family member in a fiscal year be increased from 10 days (75 hours) to 20 days (150 hours). This would allow employees the flexibility to use their allotted time for both personal and family illness. A few policy clarifications were also suggested.

Administrative Senate approved the recommendation 1/9/2019. Executive Committee received support from Staff Council and Faculty Senate. Ingrid Lindy, Chair submitted the proposal to Steve Bridges 2/2019. The next step is for it to be reviewed by the President's Council. They are scheduled to meet 6/2019.

- Sick Leave Bank/Pool (Chair: Allison Grabert, Caylin Blockley, Laurie Wilson, Debra Clark and Teresa Grisham) - Create a sick leave pool for administrative employees suffering from catastrophic loss and/or personal/familial illness. A subcommittee was formed to collect information and draft a proposal. Data was collected from Murray State, Florida Southern College, Indiana State and The University of Iowa. The draft is ready for the 2019-2020 ERB committee to review.
- Extend tuition discount for employees' children from age 24 to 26 (Chair: Sarah Adams, Stacy Draper, Robert Threet) - A subcommittee was formed to collect information and draft a proposal. They prepared a draft of the Tuition policy to include extending benefits by an additional 33 credit hours to graduate students. The next step is for the subcommittee to present the ERB Committee with their proposal for further review.
- Rule of 85 Retirement Policy (Chair: Carol Schmitt, Brandi Hess, Paula Nurrenbern and Teresa Grisham) - receive retirement service payment and contribution to TIAA for additional 5 years. The subcommittee is waiting on data to determine how many people are eligible for Rule of 85 retirement.

New Items for Consideration during 2018-2019:

- Shortened Work Week in Summer - There was discussion about proposing an alternate day (or days) off – potentially the day before Thanksgiving, MLK Day, or days during fall/spring breaks. The committee voted to reject this item for consideration at the August 8, 2018 meeting.

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

Sick Leave Bank

Extend Tuition Discount

Rule of 85 Retirement Policy

Respectfully Submitted,
Teresa Grisham, Chair
Sarah Adams, Vice-Chair