

MINUTES, COMMISSION ON CLASSIFIED STAFF AFFAIRS
September 11, 1996

PRESENT: Pat Ballard, Marge Dellers, William Dougherty, Lynwood McCoy, Richard McCoy, Valerie Myers, Wyatt Sasser, Ann Spencer, Jon Wooge

VISITORS: Dennis Eavey and Linda Woodard, Personnel Services; Tom McAvoy, Entomology; Terry Lawrence, Veterinary Medicine

Valerie Myers called the meeting to order at 1:35 p.m. The August minutes were approved as written.

1. Authorized Closings Workgroup: Ann Spencer reviewed the suggested revisions of the workgroup to the Policy on Authorized Closings and related procedures. The major change to the policy is to remove some flexibility to ensure that the policy is applied consistently across campus. The workgroup also recommended that the procedures for announcing closings and reopenings be reviewed to ensure that announcements are made on a more timely basis for employees working early and weekend shifts. They also recommended that procedures be improved for notifying employees when they are hired as to their status, and a review of employee status during the year. Linda Woodard noted that Personnel Services sends out reminders to departments each fall to review their emergency personnel list and inform employees of their status. There was disagreement among workgroup members regarding the recommendation affecting compensatory leave for emergency personnel. The concern is the cost to departments. A survey showed that the university's policy is much more liberal than other local employers. Since copies of the workgroups' final report were not available at the meeting, further discussion will be held at the commission's next meeting. Myers will distribute copies to members to review before the meeting.

2. Delayed Paycheck Task Force Update: Spencer reported that a letter had been sent to all employees with the latest information available on delayed pay. As more information is received, it will be passed on to employees. The task force continues to look for ways to assist employees in coping with the changing pay schedule.

3. Tuition Fee Waivers for Classified Staff Spouses and Dependents: Tom McAvoy shared a proposal and questionnaire that have been drafted regarding tuition fee waivers and requested feedback from the commission. The commission agreed that this should be a joint effort of classified staff and faculty, with CAPFA, CFA, and Employee Benefits Committee being invited to work on the proposal. McAvoy will incorporate the suggestions into the proposal and update the commission at a future meeting.

4. Standing Committees: There were no reports this month.

There being no other business, the meeting adjourned at 2:55 p.m.