

August 9, 2012 HR Meeting Questions:

Present: Marsha Serio, Becca Ferguson, Leslie Fern, Faith Olson, Terry Carver

1. (Referring to the Intermittent Classified Staff Handbook:

<http://www.bgsu.edu/downloads/execvp/file12603.pdf>)

- How are the Intermittent Pay Rates determined? **Market value; last reviewed 2008**
- Are increases provided to staff who are on Intermittent status for 2 or more years? (If not, why not?) **This is just for seasonal employment. At 700 hours worked, they may apply as an internal candidate for permanent FT or PT positions on campus.**
- The handbook states that these employees receive Sick Leave at the rate of 4 hours, 36 minutes for every 80 hours paid. It also states they do not receive Vacation Leave. Could there be a consideration to convert Sick Leave to Vacation Leave if X amount of hours are accumulated over a period of time? (Amount to be determined.) **Just seasonal employment; Ohio Law only allows for Sick Leave**

2. Can the Classified Staff Handbook be updated under the Vacation section for Full Time Classified Staff to reflect accurate accrued time in whole numbers and decimals rather than in hours and minutes? Whole numbers and decimals are shown on our paychecks, so this would be a better comparison for employees. Also, can the decimals be extended to accurately reflect the exact vacation time earned each pay in the chart? In other words, instead of earning just 6.15 hours of vacation time each pay (for length of service 11-15 years group), could it more accurately show 6.153846? If we are indeed earning just 6.15 hours, then we are not truly getting the 160 hours per year, but actually getting 159.9 hours. **Marshia Serio is working on updating**

3. One of the FAQ's for the classification process on the HR link:

<http://www.bgsu.edu/downloads/execvp/file106265.pdf> asks, "After phase two, will job audits be required?" Answer: "Yes" **The process will change to peer review. Aon Hewitt will help determine the process.**

- Why would that be necessary if Classified Staff already will have completed their job descriptions and placed into classifications by Aon Hewitt and the

University Planning Group? HR wants a collaborative process with Classified Staff; peer review groups for any future job audits after this process is complete

4. When the Classification System is complete after working with Aon Hewitt:
 - Will “bumping rights” continue as they are now, or will this be changed? (Same with retention points?) The process stays the same, even if the title changes. HR emphasized that no one will be harmed in this review. Retention points will stay the same and follow the employee just as they do now.
 - Will employees be able to continue to have the right to file a job audit appeal to the State Personnel Board of Review? Yes
 - Would the layoff process change in any way? No, HR is following State Law. Classification families may be different after the reclassification process.
 - If an employee’s title would change to one that is lesser in the same class series than what they have currently, how will this affect future increases if they are at the top of the wage scale? There is no intent to cap pay.
 - If an employee’s title would be upgraded, they then would be entitled to the upgraded pay scale. A staff member is concerned this may happen and they would not get the raise, as stated with this reclassification process. Your thoughts? HR will look at where their pay is to make that determination

5. Have salary negotiations been completed with the faculty and police?
 - If salary issues are not resolved, what will happen September 1st when a decision about campus wage increases would normally be announced? Already announced a 2% increase
 - Can you give us an update about the classified staff benefit requests brought to the meeting with Becca, Provost Rogers, and Sheri Stoll June 27th please? (This would be the conversion of Sick Leave to Vacation Leave Have not looked at yet; will check with Sheri Stoll
 -
 - no health care increases, Healthcare premiums expected to rise in Jan. 2013
 - and a change in personal leave allocation) Have not yet looked at

6. Can HR add the Classified Staff Welcome page to the new employee on-line orientation please? We have added a link on that page to President Mazey’s video speech that she graciously made for the Awards and Recognition program

last May. It speaks universally to all Classified Staff, as well as new employees. The CSC welcome page is loaded with great information about what CSC does for BGSU employees, special events, employee recognition and many informational links. The web page link is:

<http://www.bgsu.edu/organizations/csc/page35870.html>

Marsha Serio to update the link week of August 12th

Other general campus questions:

7. Any new decision on the Pop Culture/former Presidents residence since the protest? (i.e.: possibly moving the house) **No. Faith Olson suggested to President Mazey selling the bricks for the new archway/entrance to the university to bring the history and future of BGSU together.**
8. Will the Student Health Services building remain (to house the College of Health and Human Services) or will it be torn down? **The SHS building is to be renovated for the College of Health and Human Services (the fastest growing college on campus). May happen either Fall of 2013 or Spring of 2014.**
9. Does the Office of Equity and Diversity have a role in the Aon Hewitt reclassification? **No.**

Updates from HR:

Bruce Meyer is outsourcing trash removal; 2 classified staff personnel are keeping their jobs under Scott Euler, supervisor.

Disruptive student in B.A. last week; was arrested and won't be allowed back to BGSU. Protective measures have been taken to ensure the safety of faculty and staff.