

Present: Becca Ferguson, Leslie Fern, Kathy Dean, Faith Olson, Terry Carver

12-13-12 Human Resource meeting questions:

- **What are the changes in the Department of Human Resources (2 teams) and how does that work?**
This is a cross training model that is being tested, evaluated, re-evaluated and on-going with communication/effectiveness updates between HR staff. It may be changed at any time. Currently, there are two support teams for employees to reach out to HR with a question, and any HR staff member should be able to initially assist without transferring to a specialized staff member. The Brown Team works with Academic college areas (1715 employees), and the Orange Team works with the remaining non-college academic and Student Affairs areas (1184 employees).
- **What are the changes in the Union staffing (reorganization)?**
There is now one director, Pat Nelson. Bowen-Thompson Student Union (BTSU) is advertising for 2 assistant directors. The overall philosophy of the BTSU is changing from “Event Planning” (reservation/planning) to a “Conference and Event Services” model (similar to one-stop shopping).
- **Should some classified positions have a degree requirement with the reclassification taking place?**
Becca Ferguson thinks that in select high level classified positions, some education requirement should be considered while the Classification Specification Project Team reviews the specifications as the process continues. Equity and Diversity will give input to the Project Team and Content Review Teams as well.
- **A 9-month full time staff member has been asked to leave early in the day several times when work was slow. He/she wanted to use vacation time so that they would have a 40-hour week, but was told that it had to be unpaid leave. ...He/She should be paid with their vacation time if asked to leave early, especially since they cannot use their vacation time in the summer when they are not working at BGSU.**
If work is slow, BGSU employees should look for something constructive to do to complete the hours for the day. Personal time or leave without pay may be used if the worker asks to leave early and the supervisor authorizes the staff person to leave. Vacation time needs to be requested and approved ahead of time, so it cannot be used in these situations.
- **Is the Urgent Care on South Main Street in BG covered under our BGSU insurance plan?**
It is Out of Network. They do not accept Medical Mutual Health Insurance at this time. At the Urgent Care on North Main Street some of the doctors are In Network and some are not. The Urgent Care in Maumee is In Network. Everything is based on doctor’s credentials.
- **Handbook change: Continuing and Extended Education (CEE) has a name change: UNIVERSITY OUTREACH – the web link is still correct. (7th page of the document, right after the table of contents)**
This change has now been completed by HR.
- **Student Health Service personnel still do not know if they will remain employed either through Wood County Hospital or BGSU. Any updates that you are aware of?**
Until all agreement papers are signed (deadline is January 17), no commitments have been given to employees. Each BGSU staff member met with HR in November 2012. In July 2013, Wood County Hospital will oversee the financial side of the Health Center. Employees have until December 31, 2013, to determine their employer preference (Wood County Hospital or Bowling Green State University).