

HR Meeting with CSC on March 19, 2013

Present: Becca Ferguson, Karen Schwab, Terry Carver

Also: Pat Kelly, Bonnie Blankinship, Lori Shultz (during Service Award preparations)

Classification Specification Project:

CSC wishes to confirm that if someone is placed in a lower Class Spec than their current classification, their wage should not decrease. **yes**

The employee in that position should also continue to receive any annual pay raises given to all classified staff. **We agreed to just updating Classification Specifications. Should we do a compensation review, we would address this.**

CSC wishes to confirm that if the new Class Spec indicates an increase in any qualified employee's position, any associated upgrade with the changed Class Spec would constitute an automatic increase in wages. **We agreed when we started this process there would be no decrease or increase in pay. If an "Out of Market" is identified, then HR would review it with CSC.**

Are the Secretarial Class Specs going to be regrouped under one family series?
Unknown at this time. Please allow the teams to do their work.

How often will Class Specs be tweaked (additions, deletions, updates) once completed this year? **We don't know this yet.**

Does every change require the approval of the BOT? **No future changes require Board of Trustee approvals. HR makes the final decision, but will work in collaboration with CSC.**

Market Wage Comparison for Trades:

Can a formal comparison of market wages in the Trades Areas take place after the Aon-Hewitt class spec evaluations are complete? **May wish to do more than just Trades. Salary Comp Committee can propose a formal request.**

If it is found that the market wages are higher (we would like to see the report please), will those positions be brought up to competitive Market Wages on campus? **The goal is to be able to offer a qualified applicant a position they would**

accept (with appropriate wages) and retain here at the university. Please wait until the end of the Class Spec project to see where this goes.

Position Postings:

CSC requests that HR re-advertise internal job postings on campus after an initial position is filled and then is re-opened to fill more staffing needs. (i.e.: the 3 Groundskeeper positions recently filled externally in Campus Operations)
HR will draft language for this.

Student Health Service Employee Update:

Please give an update on BG Classified Staff status regarding the Student Health Center. What positions will be eliminated? (Medical Lab Tech 1 and Account Clerk 2 will be abolished in June if the individuals have not departed, per Becca on 3/12/13) Med Lab Tech 1 has nowhere to bump, but is looking at options. Account Clerk 2 is applying; may get placed.

Part-time Employee Benefit Changes:

When will the new law go into effect that any employee working 30+ hours/week must be offered benefits? (Regarding the upcoming changes within the Affordable Care Act). January 1, 2014 However, HR is taking into account the "Look back period" and "stabilization period." HR is looking at department by department by department.

Firelands Question:

Firelands employees received a notice asking for classified staff to sit on a search committee for a new part time position. Generally the position is posted before a search committee is formed. They were told that the new policy now is to form the committee, and then the job will be posted. Is that true, and if so, why? The Administrative Staff and Faculty have been doing this all along. Bringing Classified Staff into this same process.

CS Handbook Change:

Please change the Classified Staff Handbook on the labeled page 111, #6 to reflect the OPERS change of \$250 to \$750 per month for full credit. Becca to check and then make the change. Karen Schwab suggested that every campus handbook and related policy be changed as well.

Retention Report for Classified Staff:

Need the new Retention Report for Classified Staff to post on the CSC web page.
[Becca to check with staff to make sure it is sent.](#)

Supervisor Training through Continuing Education:

<http://outreach.bgsu.edu/pdct/index.html>

Looking at the Continuing Education website, could HR sponsor holding some supervisor training classes for our staff here on campus? There is such a NEED, and C.E. has already developed many areas and topics that can give support and education to supervisors, especially if they are new to supervising. Better yet, those topics would be excellent for supervisors who have “self taught” in their job, but really need better training. Maybe start some weekly topics for both Classified and Administrative staff to attend?

[HR does not have money in their budget. Departments may purchase if they desire. HR is looking at on-line free courses.](#)