

CSC Exec Team and HR Meeting  
Monday, November 17, 2008  
Psychology Building

Faith Olson, Violet Serrato, Robin Bruning, Becca Ferguson, Marsha Serio

1. Rules governing flex time – What is the status of flex time, etc. in Continuing Education?
  - a. Since overtime is governed under federal law for classified state employees, BGSU must be in complete compliance with the rules. As stated, overtime and/or comp time is earned by an employee who works more than forty hours in one Sunday to Saturday work week. It is solely the employee's choice to have the hours worked over 40 taken as either compensatory time or overtime.
  - b. Time can be “flexed” in a 40 hour Sunday to Saturday work week per the following guidelines: The time worked has to be 40 hours or less. The supervisor must give the employee reasonable notice and explanation of the hours changed in a specific time period.
  - c. The Dining Services handbook is more detailed than CS handbook and was written in support of the CS handbook.
  - d. HR is always available for questions and answers concerning this policy.
2. Putting the 10/24/08 retention report on the CSC website. Update every 6 months?
  - a. Becca thought the idea of putting the Retention Point list on Classified Staff's website was “brilliant”. HR will run this report every October 1 and February 1. The updated versions will be placed on the CSC website.
3. Clarify break in service and retention point accumulations. Affect on vacation and/or sick leave balances.
  - a. If an employee's service has been discontinued for more than 30 days, meaning they are no longer considered an employee of BGSU, their retention clock starts all over again once they are rehired. Once an individual is no longer employed by BGSU, vacation gets paid out and sick leave stays on the books for 10 years unless the individual retires.
4. Update on Job Audit training courses – 1 session will be held at Firelands.
  - a. Three have been scheduled for main campus and one scheduled for Firelands. All training sessions are currently filled, with 4 people remaining on a waiting list.
5. Christmas Eve day closing at noon?
  - a. This decision is made by the department/area supervisors because of the varying needs of each unit.
6. Status of Political reform request. Catastrophic leave will go to the Board of Trustees in February. Why not sooner?
  - a. As far as Becca knew, the Catastrophic leave did not have a determinable time when it would be going to the Board of Trustees. Status of Political Reform request is still in General Counsel's office.
7. Discussion on campus safety protocol on November 7, 2008

- a. Some people did not know anything was going on. It was suggested that the next time something happens; the area to avoid should be made more descriptive. There was some confusion as to where the alleged gun shots fired had actually been fired. Some people were advised not to come into work until there was an “all clear” issued. Becca said the employees would not get paid for the time they were not at work, but could take vacation, personal, or comp time.
  - b. How were people notified if they did not sign-up for the alert or did not have text messaging capabilities on their phones? Each department should have a call sheet for emergencies and this protocol should be followed. (Ask your department).
8. Major reorganization in the Academic Affairs area?
- a. Becca has not heard anything concerning this.
9. Years of service recognition – result of survey?
- a. A survey was taken at last year’s award banquet. The results were that people would like to have just a dinner or gift. Currently, there are no funding available for either. Becca will handout certificates to the VPs to distribute.
10. Deadline for student verification in health care plan.
- a. Send an email or phone HR for information. This is the only area that can be a little flexible during the enrollment period.