

CSC Officers and HR Meeting
Tuesday, December 16, 2008
College Park Office Building Room 1

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

1. Flex time update in Student Financial Aid Office. Can cabinet time be used to inform the campus of Fair Labor Standards Act and what the law requires of employers/supervisors? How does the SFA and CEE flex time/comp time/etc correspond to each other and the law?
 - a. In very general terms, the supervisor has the authority to vary an employee's schedule. The supervisor is required to give adequate notice of such a change and the flexing of hours must occur in the same week as explained by the Ohio Revised Code. An employee has the right to request a flex to their schedule (for a doctor's appt. etc.) with approval of the supervisor. If there are any questions, individuals are asked to contact HR and Becca will help educated supervisors of the laws that govern this process.
 - b. If a classified employee is required to work more than 40 hours in one week, he/she has the choice to take comp time or overtime pay for those additional hours. It is up to the employee to decide.
 - c. Marsha clarified how comp time can be paid. She stated in an email the following: "Regarding the "rules" on requesting a comp time pay out, I contacted Jan Cruz in the Payroll Office. She explained that an employee may request a comp time pay out on each payroll, if he/she wishes."
2. Are individuals on non-student letters of appointment entitled to vacation/holiday/sick leave pay through flex time accumulation or otherwise? Are there guidelines that specify these benefits or restrictions? If this is not a recorded benefit, how is the University being protected if there is a Workman's Comp issue or liability problem?
 - a. Marsha responded that the above mentioned benefits are not provided to those who are on non-student letters of appointment. Marsha researched the questions and followed-up with this answer: "Regarding the benefits available to individuals on Non Student Letters of Appointment, the agreement itself states...'The University will provide the appointee with workers compensation and, unless exempt, from membership, OPERS or STERS.' There are no other benefits identified. Further, the agreement distinguishes the employee as '...not faculty, administrative staff, classified staff or student'".
3. BGSU's 2 floating holidays impact on permanent part-time staff. Can/should permanent part-time employees be entitled to the holiday pay if the "original" holiday falls on their normally scheduled work day?
 - a. It depends on when the permanent part-time employees are scheduled to work. If the manager does not schedule the employee to work that day, then the employee does not get paid.

4. Simplifying of evaluation and reclassification forms?
 - a. A committee should be formed to work on this. Becca indicated that for the evaluation form she would like to see two supervisors, two classified staff and two HR staff make up the change team. The reclassification process and form have some restrictions because the information requested (in particular, how percentage of time is spent) must be a part of the form and the process. Becca would like to see classified staff have a peer review process like administrative staff. Further discussions will be required.
5. Success Challenge job eliminations – if more than one classified staff in the same classification are experiencing job elimination at the same time – how does the bumping rights work, i.e., if three Secretary 2's jobs are eliminated and they all have higher retention points than the bottom three in that classification, would (or should) the employee with the highest retention points have the right to select from the 3 potential bumped positions? How is this decision made?
 - a. As way of explanation, HR did the below scenario to help clarify:

Jobs being eliminated:

Secretary 2 (450 retention points)

Secretary 2 (330 retention points)

Secretary 2 (670 retention points)

The three lowest Secretary 2 positions available:

Secretary 2 (120 retention points) First one to be laid off – replaced by
Sec 2 with 670 retention points

Secretary 2 (153 retention points) Second one to be laid off – replaced by
Sec 2 with 450 retention points

Secretary 2 (175 retention points) Third one to be laid off – replaced by
Sec 2 with 330 retention points

Note: Employees being laid off, depending on the number of retention points, may bump back into their former classification if it has been less than 3 years.

HR is available for any questions or further clarification.

6. CSC Survey on the services of HR to classified staff.

A draft of the survey results are being written. Becca requested that HR have the opportunity to look at the survey before it is distributed to CSC. Request granted.