

## Meeting with HR – notes by Faith Olson – May 18, 2009, 9:00 am CP

1. Status of any additional layoffs in June or July.  
There is one grant funded position that is coming to an end. When this occurs, HR will contact Faith with the time and place for the displacement meeting. There are no definite job eliminations at this time. When and if any additional job eliminations occur, HR will inform the Chair of CSC.
2. Number of vacant classified staff lines – especially those from non-student letters of appointment.  
HR and CSC concur that there are currently 5 such positions, but not certain when the non-student letters of appointment will end. According to Becca, once these individuals leave, the non-student letters of appointment will not be renewed. Also, the vacant classified line that is funding the non-student letter of appointment the position may be eliminated. This will be determined on a case-by-case basis. Robin informed everyone that there is a classified position that is currently filled by an individual on a non-student letter of appointment, but will soon be placed on the job list.
3. How many classified staff employees are there really?  
The biggest problem with trying to determine the exact number of classified staff employees is the date when the data is gathered. Because there is constant movement in the number of classified staff employees, the data is never constant. The information on the Institutional Research site is taken on approximately the same date each year. This gives a constant date for comparison purposes.
4. The number of classified staff employees on a 3/18/09 report to CSC Bylaws Committee was 58 lower than the year before. Where did these 58 classified staff employees go?  
See the attached sheet from HR for the explanation.
5. Status of classified staff funded by former Success Challenge dollars?  
Success Challenge dollars have been folded into the regular University budget (SSI), thus reducing the potential of job eliminations for classified staff employees because these positions are no longer considered soft funded.
6. What criteria is used to determine who is bumped if two or more employees in the same classification have identical retention points?  
An agreement was made between HR and CSC leadership that the first determiner will be actual date of hire and then second (if the hiring date is the same) to use the last 4 digits of the individuals' social security numbers, with the highest number being placed above the individual with the four lower numbers on the retention point report.
7. This question was changed to "What is the process to follow if a classified staff employee is removed during a probationary period from a position to which he/she was promoted?"  
OAC section 123:1-23-12 (E) *Time limit for filling position; probationary period; removal or demotion* specifies that "If an employee accepts an intra-agency (within the same over-all appointing authority) promotion and is found to be unsatisfactory in the advanced position, the employee shall be demoted to the position from which the employee was promoted or to a similar position." CSC acknowledges the difficulty in compliance if the University is simultaneously experiencing layoffs and displacements. CSC will work with HR to ensure compliance.

8. Extended sick leave questions: ANSWERS FROM HR IN CAPITAL LETTERS
- a. Can a job be abolished while an employee is on an FMLA? – YES
  - b. What is an individual's recourse if their job is abolished while they are on an FMLA? Can they be laid off or exercise their bumping right? THEY WILL GO THROUGH THE SAME PROCESS AND HAVE THE SAME RIGHTS AS EVERYONE ELSE WHEN THEIR JOBS ARE ELIMINATED. Will the job be held during the FMLA period? YES
  - c. What happens to the individual who was bumped by the individual on an FMLA – can this person stay in their current job until the FMLA individual has completed their FMLA? NO, THE PERSON WHO IS DISPLACED WILL BE GIVEN THE TWO WEEKS NOTICE.
  - d. If an employee on paid sick leave for an extended period and his/her job is abolished and the employee has no displacements rights, can the individual finish the paid sick leave or does this benefit end? BENEFITS END
  - e. Is this individual permitted to use sick leave during the FMLA period and then go onto layoff? LAYOFF IS LAYOFF – INDIVIDUALS CAN UTILIZE SICK LEAVE OR UNPAID LEAVE UNTIL LAST DAY OF EMPLOYMENT.
9. Explanation of sick leave usage for immediate family – CSC will present this. Judy explained that sick leave (according to the CS Handbook) indicates care for an immediate family member. This may include time in the courts, social services office, etc. The purpose for bringing this forward was the result of a problem of misinterpretation of this policy. HR and CSC leadership recommends all individuals in any situation where there may be a misinterpretation of information to HAVE A CONVERSATION with their supervisor. A discussion to clarify facts could help eliminate any discrepancies or misinformation and keep a situation from becoming problematic.
10. De-escalation of problem situations – how best to defuse. Discuss this with HR. The first step is to GET THE FACTS STRAIGHT!!! Then HAVE A PRODUCTIVE CONVERSATION with the involved parties!
11. Robin mentioned that 14 individuals in Dining Services received a rating of “1” for their attendance. The problem was that the disciplinary process as outlined in the CSC Handbook was not consistently applied. The process is VERBAL WARNING → WRITTEN WARNING → REMOVAL/DEMOTION --> SUSPENSION. **Employees have the right to grieve actions and/or remove any letters of warning from their files if the discipline is not progressive in nature.** (Refer to pages 57-59 of the Classified Staff Handbook)

Issue to consider: The BGSU Classified Staff Handbook has been approved by the Board of Trustees to describe the policies, procedures, benefits and services to FT and permanent PT classified staff employees. How do other handbooks in various campus areas compare to our handbook? Are they in compliance with the CS Handbook? This question does not include union contracts.