

MINUTES
PERSONNEL ADVISORY COMMITTEE MEETING
NOVEMBER 9, 2015 – PATTERSON HALL CONFERENCE ROOM – 2 P.M.

Attendees

Ray White (Chair)
George Crowley
Margaret Gnoinska
Henry Hernandez
Jeff Ickes
Angela Johnson
Linda Jordan
Vanessa Maulden
Armindia McKee
Joe Reynolds
Lee Vardaman (for Dr. Ingram)

Agenda

- Review and update of Staff Handbook
- Discuss options for two medical insurance plans for employees
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Review and Update of Staff Handbook

The committee reviewed all the proposed changes to the Staff Handbook by going through each page that contained suggested changes. Most changes were “cosmetic” or “phrasing” adjustments that did not change the meaning or intent of the handbook policies. A few changes were made due to federal laws related to Equal Employment or Fair Labor Standards Act updates. Changes include:

- Pg. 7 – Phrasing changes only
- Pg. 8 – Added the doctoral degree to SACS statement
- Pgs. 9 – 10 – Changed University College to Global Campus
- Pgs. 12 – 13 – Updated EEO statements; Changed title to SVC for Academic Affairs
- Pg. 14 – 15 – Updated full-time to an average of 30 hours weekly for health insurance benefit
- Pg. 15 – Reworked Student Employment policies to 13 hours weekly for Work-Study and 15 hours per week for Work-ship positions; added language on FICA exemption.
- Pg. 16 – Updated Temporary Employees language to show that full-time employee who average 30 hours weekly qualify for health insurance benefits.
- Pgs. 18 – 19 – Moved Appraisal Period information to a new section in the handbook
- Pg. 24 – 25 – Clarification on time card entries
- Pg. 26 – Added note to supervisors to ensure they have budgets for overtime before approval
- Pg. 27 – Wording changes under leaves for clarification
- Pgs. 28 – 29 – Clarification changes on Sick Leave Donations
- Pg. 30 – Added “with pay” to the Voting time off paragraph
- Pgs. 35 – 36 – Wording clarifications on Leave of Absence Without Pay paragraph

- Pg. 38 – Clarification on Co-workers eligibility for 12 weeks of FMLA
- Pgs. 41 – 42 – Wording clarifications on Pay During FMLA Leave
- Pg. 45 – Added paragraph under Employee Tuition Assistance to clarify eligibility of high school students for Early Admission and ineligibility for Dual Enrollment and Accelerate Programs
- Pg. 46 – Deleted Independent Studies ineligibility from Employee Tuition Assistance policy; added language to say unique circumstances to pursue lower level degree require approval by the Chancellor
- Pg. 49 – Rewrote Promotion and Vacancies paragraph to remove all references to Step pay increases. Changes Steps to percentages.
- Pg. 50 – Added language about state public officials employed at Troy must resign or retire
- Pg. 51 – Clarified Supplemental Employment language concerning conflicts of interest
- Pg. 52 – Added language prohibiting personal financial gain by employees under the Solicitation paragraph
- Pg. 54 – Removed “residential units” from the Smoking/Tobacco Use paragraph
- Pg. 55 – Added the dates for Annual Performance Evaluations
- Pg. 56 – Added language that employees should become familiar with their Safety and Security Plan
- Pgs. 60-61 – Clarification on Communicable Diseases; Changed University College to Global Campus
- Pg. 63 – Added language on prohibition of weapons on campus and storage instructions
- Pgs. 66 – 67 – Removed reference to obsolete cell phones; Changed SVC to F&BA for IT responsibility
- Pg. 69 – Added Athletic Director for Alternate Worksite/Telecommuting approval; added language covering FMLA and ADA accommodation; added Chancellor as final decision on approving or discontinuing Alternate Worksite/Telecommuting
- Pg. 70 – Added sentence about final pay being withheld until keys are turned in for employees leaving the university
- Pg. 71 – Changed language on how to find the Campus Safety and Security Plan
- Pg. 79 – Deleted “except for retirement” in requiring employees leaving the University to complete separation forms
- Pg. 80 – Changed title of senior director of Human Resources to senior leader of Human Resources
- Pg. 81 – Added Department Chair and Dean to Grievance Procedure Timeline chart
- Pg. 83 – Changed title of senior director of Human Resources to senior leader of Human Resources; Made Chancellor’s decision final on grievances
- Pg. 85 – Deleted requirement for employees to sign for a printed Staff Handbook since it is now on the website for anytime access
- Pg. 90 – Provided option for accuser and accused to present to the subcommittee in person or via teleconference their comments related to the harassment and/or discrimination charges; Changed title of senior director of Human Resources to senior leader of Human Resources
- Pg. 91 – Made Chancellor’s decision final on Harassment & Discrimination investigations

Options for Two Medical Insurance Plans for Employees

Mr. White briefed the committee that many universities offer more than one medical insurance plan from which their employees can choose. He stated that nearly 500 covered employees didn’t use their insurance the previous coverage year. These employees may be interested in a reduced benefit plan in order to lower their monthly or bi-weekly premiums. Other employees who have more health care

needs may be interested in greater benefits for a slightly higher premium. These two options would make both of these possible for employees. The committee agreed to recommend to senior management that Human Resources pursue two optional medical insurance plans that would benefit the employees according to their needs and preferences.

Options for Two Dental Insurance Plans for Employees

Mr. White briefed the committee that many universities offer more than one dental insurance plan from which their employees can choose. He stated that most Troy employees did not use their maximum dental coverage or any at all the previous coverage year. These employees may be interested in a reduced benefit plan in order to lower their monthly or bi-weekly dental premiums. Other employees who have more dental care needs may be interested in greater benefits for a slightly higher premium. These two options would make both of these possible for employees. The committee agreed to recommend to senior management that Human Resources pursue two optional dental insurance plans that would benefit the employees according to their needs and preferences.

Adjournment

The committee adjourned at 3:30 p.m.