



About Staff Council

What is Staff Council?

Staff Council is an elected group of 20 employees who represent the support staff of USI. Its purpose is to support the university and assist in making the managerial process more effective by:

- Encouraging the enhancement of the work environment and work life of employees
- Fostering staff involvement in university matters
- Upholding and strengthening the mission of the University of Southern Indiana

Overview and History

The USI administration approved the formation of the Staff Council in the fall of 1989. An Ad Hoc committee was formed to develop a mission statement and set of bylaws. The first official meeting was held in July 1990.

The Council has an executive committee consisting of a Chair, Vice Chair, Secretary, and Immediate Past Chair. The Council has the following standing committees:

- Employee Benefits and Communication – reviews and studies matters related to salary and benefits for employees. Works with the Employee Relations Committee in communications across campus.
- Employee Relations – discusses and reviews improvements in working relationships, conditions, and environment for employees; plans the annual USI Employee Cookout

Members also participate on the following university committees:

- Equal Employment Opportunity Appeal & Hearing Board (not occurring during 2021-2022)
- Search Committees for administrative positions, including the Office of the President for the University of Southern Indiana (not occurring during 2021-2022)
- Substance Abuse Committee (not occurring during 2021-2022)
- Traffic Appeals (not occurring during 2021-2022)
- Wellness Committee
- President's Council
- COVID-19 Presidential Task Force
- Provost Council Meetings (upon invitation)
- Administrative Senate Meetings (upon invitation)
- Faculty Senate Meetings (upon invitation)
- Equity, Diversity, and Inclusion Committee
- Safety Committee
- Inclement Weather Committee



Staff Council provided significant input and/or support for the development of the following:

- Conflict Resolution Policy
- New Employee Orientation (Employee Ambassadors)
- Procedures for filling vacant positions
- Evaluation process, including development of employee self-evaluation form
- Fall and Spring University Meetings for support staff (now combined campus-wide)
- Inclusion of merit pay in annual salary increases
- Revision of classification structure for support staff

Staff Council also sponsored/coordinated the following:

- Initiated yearly Campus Employee Cookout
- Initiated Student Worker Appreciation Day
- Inclement Weather Information Process and Care
- Sponsor the annual USI Giving Tree Project (Nov/Dec)
- Sponsor weekly bible study during the academic year

Staff Council is involved in making:

- Presentations to the Board of Trustees (as requested)
- Presentations to the President at the Annual Budget Hearing (not in 2021-2022)

Other areas of Involvement:

- Staff Council Employee Ambassador brochure for new employees
- Sponsor and/or assist with blood drive
- Assist at Employee Wellness Fair



Bylaws

Article I. NAME

The name of this organization shall be the University of Southern Indiana Staff Council.

Article II. PURPOSE

The Staff Council represents the non-exempt staff of this institution. Its purpose is to support the university and assist in making the managerial process more effective by encouraging the enhancement of the work environment and work life of employees, fostering staff involvement in university matters as appropriate, and uphold and strengthen the mission of the University of Southern Indiana.

Article III. MEMBERSHIP

Eligibility for membership in this organization shall be limited to all regular full-time non-exempt support staff employees with at least 90 days of service. Ex-officio, non-voting members will include the immediate past Staff Council chair, the president of the university and any other persons so designated by the president.

Article IV. OFFICERS

Section 1. The Officers

The offices of chair, vice chair, and secretary shall constitute the Executive Committee.

Section 2. The Elections

An annual election of officers shall be held. A majority of eligible Staff Council members need to submit a vote for an election to be valid. All elections shall be by secret ballot, and results of elections are to be kept on file for two years. The Nominating Committee shall review for availability and submit candidate names for the office of chair, which will be elected by eligible Staff Council members at the June meeting. The elected chair will assume duties at the July Staff Council meeting. The election of vice chair and secretary will be held at the July Staff Council meeting and will assume duties immediately.

Section 3. Term of Office

The term of an office shall be for one fiscal year (July through June). No elected Executive Committee member shall service in any office more than two consecutive terms. However, in the event no candidate other than the incumbent, who has served the maximum terms in an office, is willing to stand for election, the Council may vote to suspend the term of office limit and accept a nomination for said incumbent to run for the same office for another term.

Section 4. Filling of Vacancies

In the event an executive officer cannot complete their term, the remaining Executive Committee members shall, with the advice and consent from Council, appoint an elected representative from the Staff Council to fill that position to the conclusion of the term.

Section 5. Duties

The chair shall preside at all meetings, appoint replacement chairs for committees, act as the official Staff Council representative and, together with the vice chair and secretary, prepare the annual report to the Council. The report shall be presented by the chair at the last meeting of the term.



The vice chair shall assume the duties of the chair in his/her absence and be prepared to assume the office of chair in the event of a vacancy. In the event the vice chair is unable to assume the duties, a new election will be held in accordance with the existing Staff Council rules. The vice chair also serves as a liaison with all standing committees. The vice chair coordinates the training of new members and committee chairs, prepares placards for new members or members with new titles or roles and assists with other internal council organization, such as preparing binders for members and calendar of meetings and events for the Staff Council website. The vice chair, together with the chair and secretary, shall prepare the annual report for the council. This report shall be presented by the chair at the last meeting of the term.

The secretary shall record the minutes of all meetings. Approved copies of the minutes will be posted on the Staff Council website. The secretary will work with the chair, vice chair, and committee chairs to schedule rooms for meetings and events. The secretary, together with the chair and the vice chair, shall prepare an annual report for the Council. This report shall be presented by the chair at the last meeting of the term.

Article V. ORGANIZATION OF STAFF COUNCIL

Section 1. Representatives

The total number of representatives will be proportionately dependent upon the total number of eligible employees. Staff Council membership shall be limited to a maximum of twenty voting representatives elected from the eligible population. Nor more than five alternate, non-voting representatives may serve on the Council.

Section 2. Elections

There shall be an annual election of representatives to be held during the month of May. Nominations for candidates may come from any eligible non-exempt staff and must be forwarded to the Nominating Committee. All eligible employees may vote for candidates nominated for open seats on the Council. The candidates receiving the highest number of votes shall be Council representatives. The newly elected representatives shall assume their duties July 1. Election shall be by secret ballot. At least one candidate for each vacancy shall be submitted by the Nominating Committee. The results of the election shall be retained for two years. Candidates not elected for a voting seat will be considered alternate representatives ranked by the number of votes received. If an elected member resigns, the open seat with its complete term will be offered to the highest ranked alternate.

Section 3. Term of Office

The term of office for a representative shall be two fiscal years (July 1 through June 30). A representative may not serve more than two consecutive terms. Any alternate who steps into a relinquished representative's role will serve out that representative's remaining term. The alternates replacement term will be considered his/her first term. The term of office for an alternate shall be one fiscal year (July 1 through June 30).

Section 4. Filling Vacancies

In the event a representative cannot complete their term, the highest ranked alternate shall be offered that position to the conclusion of the term, provided such appointment conforms to other provisions of these bylaws. The Nominating Committee, with the guidance of the Executive Committee, in the event of insufficient candidates from the alternate pool, will canvass the affected area for a replacement to serve out the term of the resigning representative.



Council members are required to serve on at least one standing committee and may also serve on subcommittees and/or University Committees.

Attendance will be reviewed by the Executive Committee. Any voting Council member who is absent from more than two Council and/or Standing Committee meetings without sufficient cause and/or notification during any six-month period, may be asked to step-down as a representative. Decision for removal of any representative must be by two-thirds vote of the Council. Written or email notification of the decision to remove will be given by the Chair to the representative.

All Staff Council members are expected to participate in Council sponsored events and activities, i.e. Archie's Closet Food Drive, Giving Tree, Employee Cookout.

Article VII. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall be the chair, vice chair, secretary, and immediate past chair.

Section 2. Duties

The Executive Committee shall arrange all Council meetings, establish committees for research, study, and any other legitimate purpose consistent with expressed or perceived interest of the eligible employees at the university, and prepare recommendations on behalf of the Council to the administration.

Article VIII. STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of committee members should consist of a minimum of three representatives plus any other eligible employee. Representatives are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Employee Benefits and Communications
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Website

The members of each committee shall elect each Committee Chair. If the Committee Chairperson position becomes vacant, then the Chair with the approval of the Executive Committee shall appoint the Committee Chair to serve for the remainder of the fiscal year. Each standing committee should meet at least once per month. Each subcommittee will meet as needed.

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected and shall prepare ballots for the annual election and any other special elections. This committee forms on an as-needed basis.

The Employee Benefits and Communication Committee shall, in consultation with the administrative staff, review and study benefits related to matters and make recommendations to the Council. The committee



shall facilitate Staff Council communications and provide the University Support Staff with a clear communication pathway to express concerns or questions.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The USI Giving Tree, Archie's Food Closet, Student Worker Appreciation Week, and the USI Employee Cookout.

Section 3. Standing Subcommittees

- a. The Bylaws Committee shall review amendments to the Bylaws to ensure language, grammar, and conformity. The committee shall also recommend to the Council whether the amendment be approved or denied and provide a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarification. This committee forms on an as-needed basis.
- b. The Web Committee is a subcommittee of the Benefits and Communication standing Committee. It shall maintain the Council's website and any social media accounts.

Section 4. Special Committees

The chair, with the approval of the Executive Committee, can appoint any special committees as deemed necessary.

Article IX. PROCEDURES

The staff Council shall abide by the current edition of Robert's Rules of Order. These rules shall govern the Council in all cases to which they are applicable.

Article X. AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of the total Council, subject to approval by the authorizing body at any regularly scheduled meeting, provided that a written proposal for the amendment was submitted.



USI Employee Benefits and Communication Committee

What does this committee do?

The mandate for this committee, as stated in the bylaws is that it "shall, in consultation with the administrative staff, review and study matters with economic impact and make recommendations to the council."

This committee works closely with the Employee Relations Committee to communicate information to the campus community.

This committee also researches and documents information presented by the Staff Council chair during the university budget meetings held each spring.

- At the July retreat, committee members shall elect a chair of the committee.
- The chair must schedule all meetings for the year, and the committee must meet once a month.
- The chair, with the suggestions of Staff Council members, is to determine what proposals will be presented at the University budget hearings. This should be done in August.
- The chair will assign research on suggested proposals and collaborate with other members of the committee.
- Review old budget requests.
- During November, the chair must have all proposal research completed.
- In the first week January, the chair must submit the budget proposals to the Staff Council chair.
- After budget proposals are submitted, the chair and committee must review issues for next year. The committee continues to meet monthly.
- The chair of the committee submits an end of year report to the Staff Council chair. This report includes all completed research for Staff Council, as well as all suggested proposals.

Did You Know?

Staff Council was instrumental in decreasing the amount of service years it takes for support staff to accrue vacation time. Currently, 20 days of vacation are accumulated after 11 years of service; previously, 15 years of service were required. This policy change became effective on July 1, 2001.

Did You Know?

Staff Council successfully lobbied for reclassification of support staff after the Higher Learning Commission Accreditation Committee was here in 1996. For example, clerical workers were classified as secretaries. Now, they are categorized as office professionals with levels ranking from administrative assistant up to senior administrative associate.

Issues for the current year are under discussion.



Employee Relations Committee

What does this committee do?

The mandate for this committee, as stated in the bylaws is it "shall address the appropriate matters and other concerns of the Staff Council."

- At the July retreat, committee members shall elect a chair of the committee.
- The chair must schedule all meetings for the year, and the committee must meet once a month.
- The chair of the committee will present an end of year report to include all events to the Staff Council chair.

Our projects include:

- COVID-19 Pandemic Quarantine Care Packages
- Food drives for Archie's Food Closet
- Fall Decorating Contest
- The USI Giving Tree outreach program
- Student Worker Appreciation Week
- Organizing the USI Employee Cookout held every May
- USI Employee Recognition Award
- USI Unsung Eagles Day*

*Unsung Eagles Day

The USI Unsung Eagles Day was an event that originated by an individual (not Staff Council member), to the President in 2021. This day was meant to celebrate and to thank the people behind the scenes that kept the University of Southern Indiana operating during the COVID-19 Pandemic. The funding for this event came from the Human Resources Department fund.

This event was repeated in 2022 and it was decided that Staff Council would take this event, physically and financially, mid-stream. We continued with the event; however, it was decided that this event should have been a one-time event. Budget overages were covered by the Financial Office.

Moving forward, the Staff Council will vote to keep, collaborate with the other governances, or eliminate the event as the cost of this event is extreme.



Appendix A

The following are documents associated with work done throughout the 2021-2022 term:

- Bylaw Amendment
- Development Council report
- Archie's Food Closet Flyer
- Fall Decorating Contest
- USI Staff Council Brochure
- ~~Staff Council Committee Reporting Form~~
- Employee Ambassador Communication Instructions
- USI Giving Tree Standard Operating Procedure
- ~~USI Giving Tree Sign Up Sheets~~
- ~~USI Giving Tree Ornament Sticker Sample~~
- Proposals submitted 2021-2022
- 2021-2022 Staff Council Meeting Minutes



Amendments submitted by Bylaws Committee (Tammy Jewell, Dawn Paris, James Wethington)

Current Bylaw #1

Article VIII: STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of committee members should consist of a minimum of three representatives plus any other eligible employee. Representatives are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Economic Benefits
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

The members of each Committee shall elect each Committee Chair. If the Committee Chairperson position becomes vacant, then the Chair with the approval of the Executive committee shall appoint the Committee Chair to serve for the remainder of the fiscal year. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Proposed Amendment #1 (Changes highlighted in yellow)

Standing committees will be chaired by elected representatives. The number of standing committee members should consist of a minimum of seven representatives. Representatives, except for the officers, are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Benefits and Communications
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

The members of each committee shall elect a committee chair, vice chair, and secretary. If the committee chair position becomes vacant, the committee's vice chair will assume the duties of committee chair and the committee will elect a new vice chair. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Current Bylaw #2



Article VIII: STANDING COMMITTEES

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected, and to prepare ballots for the annual election and any other special elections.

The Economic Benefits Committee shall, in consultation with the Administrative staff, review and study matters with economic impact and make recommendations to the Council.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week and the Employee Picnic.

Proposed Amendment #2 (Changed highlighted in yellow)

Section 2. Duties

Standing

- a. The Benefits and Communications Committee shall, in consultation with the Administrative staff, review and study benefits related matters and make recommendations to the Council. The committee shall facilitate Staff Council communications and provide University support staff with a clear communication pathway to express concerns or questions.
- b. The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week, and the Employee Picnic.

Subcommittees

- a. The Bylaws Committee shall review amendments to these Bylaws to ensure language, grammar and conformity. The Committee shall also recommend to the Council whether the amendment be approved or denied and give a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarifying amendments. This committee forms on an as-needed basis.
- b. The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected and shall prepare ballots for the annual election and any other special elections. This committee forms on an as-needed basis.
- c. The Web Committee is a subcommittee of the Benefits and Communications standing committee. It shall maintain the Council's website and any social media accounts.



Staff Council Team Discussion - Development Council Input - March 07, 2022

Members Present: Jessica Adler, Cindy Braker, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Pam Kobe, Greg Orth, Dawn Paris, Kimberly Tanner, Stephanie Wildeman

- I. **Task** – As a vital representative of the voice of campus support staff, we have been given the opportunity to share our input, ideas and goals for consideration under the new development initiative starting this fall.
- II. **Discussion Topic** – The council discussed ideas regarding how private gifts may be applied to help students, employees, departments, and the university as a whole.
- III. **List of Ideas:**
 - A larger general fund with annual distribution to support environmentally friendly, safe, and inexpensive social events for employees and their families.
 - Financial assistance or scholarships to pay for the Summer Enrichment Camp for employees' children and/or grandchildren. This could be extended to the community also. Summer Bus transportation to campus could be made available to enable those without access to a vehicle to get to campus.
 - Prioritize a new Child Care Center and open it up to be more affordable to employees who are parents or grandparents.
 - To foster impactful engagement and new employee retention, amp up welcoming all new employees such as with a campus tour, a goody bag of USI "swag", a welcome lunch, and other first-day or first-week activities. A periodic follow-up "check-in" with all new employees to address questions and concerns in order to support employee retention.
 - Promote video records of the fun labs and events that our students participate in to inform and promote student interest and engagement.
 - Upgrade campus directional signs to help students find Academic Skills for tutoring, the Bursar's Office, etc. Increase attractive signage for campus buildings. Do the campus upgrades and replacements that need done to enrich the campus appearance.
 - Provide expressions of staff appreciation with items such as free unlimited drinks for employees, a once-a-month free lunch, a free gas card, or a gift card to spend in the UC. Munch money could be added to the employee card by the university, and/or an employee discount of food provided. Theater and basketball tickets could be provided or subsidized for employees. The Recreation and Fitness Center benefit could be extended to family members at no charge. A discount at Burdette Park is another option. Employee days at the Zoo, Burdette Park, Holiday World, or similar activities would encourage employees to share their families with their co-workers and promote engagement and retention. Provide 1 day off during the period between early-Jan and mid-April, such as 1 day during spring recess.
 - Address the upkeep and beauty of our campus. If unlimited funding were available, we could cultivate a carpet of lush green grass everywhere, flowers in all flower beds, mulch under all the trees, a rock path going across the strip in the Quad lawn where a path has been forged through the grass, and sidewalks available to enable walking a circuit through the center of campus and/or to Reflection Lake without traversing through parking lots or grass.
 - Provide lactation pods in the UC, the LA, and the Business and Engineering Center.



30 AUG - 14 SEPT

[USI.edu/onlinegiving](https://www.usi.edu/onlinegiving)



LEND A HELPING WING

Supplies for Archibald Eagle's Food Closet and student quarantine care packages are currently being collected with your charitable gift to the USI Foundation.

Archie's Closet, located in the Recreation, Fitness & Wellness Center, is a service to promote student and employee health and wellness by providing food and hygiene products at no charge. Additionally, USI Staff Council is assembling care packages to uplift students quarantined on campus through Housing and Residence Life. All charitable gifts collected during this time will be equally divided to support these two deserving campus causes.

Gifts can be made securely online at [USI.edu/onlinegiving](https://www.usi.edu/onlinegiving) or by check made payable to USI Foundation.

(Checks can be mailed to USI Foundation, 8600 University Blvd., Evansville, IN 47712 – Please do not place checks or cash in campus mail – if hand-delivery is needed, please call ext. 1918).



Individuals who make a gift to the USI Foundation will receive a charitable gift receipt.

VIRTUAL FALL DECORATING CONTEST



USI STAFF COUNCIL FALL & PUMPKIN DECORATING CONTEST IS OPEN TO STUDENTS, ORGANIZATIONS, STAFF, DEPARTMENTS, FACULTY, DIVISIONS, ADMINISTRATORS AND ANYONE WITHIN THE USI CAMPUS COMMUNITY.

SHOW OFF YOUR SKILLS OF EITHER YOUR OUTDOOR OR INDOOR DISPLAY OR A CARVED/DECORATED PUMPKIN FOR A CHANCE TO WIN A GIFT CARD!

SIMPLY UPLOAD A PHOTO OF YOUR ENTRY NO LATER THAN MONDAY, OCTOBER 18TH. ONLINE VOTING BEGINS ON MONDAY OCTOBER 25TH. THE ENTRIES WITH THE MOST VOTES WILL BE THE CHOSEN WINNERS.

WINNERS WILL BE NOTIFIED BY EMAIL.

VOTING BEGINS OCTOBER 25TH

SPONSORED BY:



PLEASE CONTACT JAMIE CURRY(JRCURRY@USI.EDU) WITH ANY QUESTIONS CONCERNING YOUR ENTRY.

Employee Ambassador Message

Welcome to the Support Staff team, [name]!

My name is [name] and I am an employee ambassador for USI Staff Council. We know that starting a new job, especially in a large institution like USI, can be a little intimidating, so we wanted you to know that we're here to support you. You're a part of an amazing campus community now, and we know you'll do great things here.

I wanted to take a minute and tell you about USI Staff Council.

Staff Council is an elected group of employees who represent the support staff of USI. Our purpose is to support the University, encourage the enhancement of the work environment and work life of employees as well as foster staff involvement in university matters.

Importantly, we want to make sure you know university issues or concerns can be anonymously submitted on our webpage at any time. Our council does address all submissions.

[Maybe ask for questions or take time to learn a little about the new team member. Offer to take on a tour or meet another time].

Employee Ambassador Meetings should take approximately 10-15 minutes.

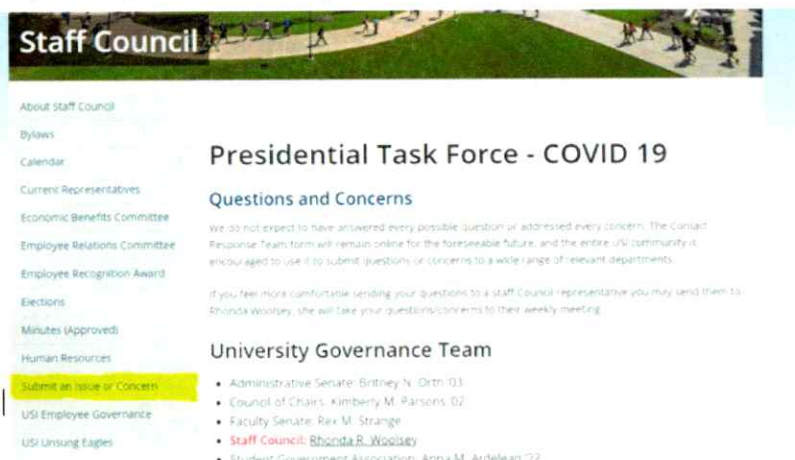
After the meeting is over, send welcome email to new hire which will include contact information, a link to our council page and location of Submit an Issue or Concern link.

	To	
	Cc	
	Bcc	
Subject		USI Staff Council Welcomes You!

Dear [name],

It was a pleasure meeting you today. I wanted to make sure that you had my contact information in case you ever had any questions.

Also, I wanted to pass along the link to our Staff Council webpage: <https://www.usi.edu/staffcouncil/>
As you will see, the link to submit any issues or concerns is conveniently located on the left-hand side.



I look forward to working with you.

With Screagle Pride,



The USI Staff Council Giving Tree Standard Operating Procedure

Late October - Application

1. Review, adjust, and double check the Qualtrics application for holiday help. Set a definite deadline for applications. Have someone from communications committee read over and inspect dates.
2. Post the Qualtrics survey in a campus-wide email, add to USI Today, and Blackboard
3. Collect all applications in a file (only two members to have names as this is confidential information)
4. Make ornaments of three types and colors (red ornaments for families, yellow stars for donations, and green or blue present boxes for international students – large enough for an adhesive name tag)
5. Ask formal permission from the deans of the colleges to use a tree in their building.
6. Secure space (normally RL dock) to store gifts (lockable location).
7. Have Foundation review the upcoming ornament announcement (if using donation link)

November-December

8. When application deadline is over, close the survey and send private email congratulations to recipients with instructions to email back with time for picking up their gifts.
9. Keep a private appointment calendar of when they will pick up gifts
10. Print gift information onto name tags and place on ornaments. Divide ornaments equally and place onto department trees.
11. Review, adjust, and double check the Qualtrics Giving Tree email and donation form for accuracy. Have someone from communications committee read over and inspect the dates.
12. Send Giving Tree campus-wide email with ornament information and donation link, add to USI Today
13. Send email and link three times during timeframe.
14. Once per day, gather gifts and take to locked storage location.
15. If project is hybrid, pick-up left-over ornaments and use a university credit card to purchase gifts, wrap, and bring to campus for sorting.
16. Purchase Holiday cards for the family gift cards and label each card with family number.
17. Friday prior to finals week, gather council members to help sort and bag gifts (black bags). Adhere the family card to each group of black bags. **This is the most time-consuming day of the project. Need many members to sort.**
18. Schedule times for each person to pick up gifts (1/2-hour increments) during finals week at the Welcome Center (if approved).
19. Reconcile credit card and transfer funds.

2021-2022



MISCELLANEOUS PAY CONCERNS

Previously provided informally to Sarah Will

Contents

- Concern & Discussion: Introductory Period and Annual Increase for Internal Hires
- Concern & Discussion: Service Increase and Visibility of Pay Structure
- USI Handbook section B.16
- Employee Meeting FAQs, February 2018
- USI Handbook section E.10
- USI Handbook section B.24

INTRO PERIOD AND ANNUAL INCREASE FOR INTERNAL HIRES

Concern

Employees promoting or laterally transferring into a new position at the University may be in the introductory period when annual increases are executed.

Proposed solutions

Execute the annual increase for the internal hire at the conclusion of the introductory period.

Background

Section B.16 of the University Handbook sets the introductory period for support staff lateral transfers and promotions at 45 days.

A concern addressed in a previous year involved a support staff member who accepted a promotion but did not receive the annual increase as the support staff member was still in the introductory period. This policy is not documented in an easily accessible location for support staff.

Discussion.

When the University promotes current support staff to positions of increased responsibility, the University benefits from their experience and institutional knowledge. When a current support staff employee considers applying for a new position, the pay increase relative to the responsibility increase is often a consideration.

Staff Council requests that when a current support staff member hired into a new position is in the 45-day introductory period for the new position, the support staff member will still be eligible for any annual fiscal increases if the University executes the increase during the introductory period. Allowing the increase while in the introductory period would be preferred and could be easier for Payroll staff, it would also be acceptable to hold the increase until satisfactory completion of the introductory period. As this will only affect a small number of employees in any given year, we believe the costs to be worthwhile.

Proposed actions.

1. Revise payroll policies to permit the annual increase for support staff laterally transferred or promoted either during or immediately following the introductory period.
2. Include this policy in the University Handbook or make the payroll policies internally available so that support staff can make informed choices when considering new positions.

SERVICE INCREASE AND SALARY STRUCTURE VISIBILITY

Concern

Service increases and the University's salary structure are only accessible on the Employee Meeting FAQs from the Lockton Study.

Proposed solutions

Make the salary structure and Service Increase information more readily accessible.

Background

The Employee Meeting FAQs dated February 2018 answers questions support staff may have had following the Lockton compensation study. Two of these items are the new salary structure and the changes to the service increases.

University Handbook Item E.10 discusses support staff salary schedules and states that they are evaluated each year.

University Handbook Item B.24 discusses the University's formal program to recognize support employees at five-year increments but does not include the Service Increase.

Discussion.

The compensation study becomes less relevant each year, and the associated web pages will eventually be removed. However, the pay structure and the service increase remain of interest to support staff. Additionally, support staff hired since 2018 may not know to look in the study web pages to find this information.

Salary schedules are useful when support staff plan career goals. As these are subject to evaluation each year, an employee-only link on the Payroll webpage would be an appropriate location for this information.

As the 10- and 20-year service increases remain in place, Staff Council requests that the service increase be included in item B.24, E.1, or E.10 of the University Handbook as deemed best appropriate. As these are unlikely to change, placing the information in the Handbook makes it accessible to all support staff. Furthermore, as the University benefits from support staff experience and loyalty when hiring internal candidates for positions of greater responsibility, Staff Council requests that the policy specifically includes that this service increase continues in new positions.

Proposed actions.

1. Place the salary schedules on an employee-only link on the Payroll webpage.
2. Include the Service Increase in the appropriate section of the University Handbook and include it's continuation in new positions.

Introductory Period

Item
B.16

A. New Employees

Regular support employees must initially serve a 90 day introductory period upon employment. The introductory period serves as a training and familiarization period and provides assurance that the person employed can satisfactorily fulfill the requirements of the position. During this time the employee's work is under careful review. Areas closely observed by the supervisor may include: quality and quantity of work, knowledge of and interest in one's work, cooperation and dependability, attendance, and punctuality.

At the end of an employee's introductory period, a New Employee Evaluation Form is completed and discussed with the employee by the supervisor. At this time, the employee will be given an opportunity to comment on the evaluation and to sign it, acknowledging that the evaluation was discussed by the employee and supervisor. The completed evaluation form will then be sent to the Human Resources Department to be added to the employee's personnel file.

If an employee's performance is unsatisfactory during this period, the employee may be terminated upon the approval of the executive director of Human Resources. However, if the employee does not meet the job requirements of the position, the employee may be eligible to apply for another vacant position for which the employee is better suited. This option is available only to those who have extended every effort to meet the job requirements of the position; it is not available to those who willfully perform poorly or violate University policy. If it is decided at the end of the initial introductory period that the employee has not had sufficient time to satisfactorily complete the introductory period, the dean or department head may request in writing that the period be extended for up to an additional 90 days with the approval of the executive director of Human Resources. During the extension period, all conditions of the introductory period will continue.

During the introductory period, benefit eligible employees are entitled to paid holidays and winter recess days. Vacation, sick time, and other benefits determined by length of service will accrue during the introductory period. Staff members may use accrued vacation, accrued compensatory time, and accrued sick time during the introductory period, subject to the terms of those policies (D.5, D.6 and E.8). The introductory period may be extended if time off is incurred during this period.

B. Current Employees

Support staff changes involving both lateral transfers and promotions are subject to an introductory period of 45 days, with a supervisory option to extend up to 90 days.

University of Southern Indiana

Employee Meeting FAQ's

February 2018

Q: What was the reason for the total rewards study and what is its goal?

- The University wants to retain quality employees. One of the ways the University looks to do this is by providing employees with appropriate compensation packages.
- Salary is just one piece of a total rewards (compensation and benefits) package, but certainly an important one. At this time, the University has decided to review the compensation structure for support staff positions.

Q: Is anyone losing their job or receiving a pay cut as a result of the study?

- No.

Q: What was the role of the steering committee?

- The role of the steering committee was to represent the views of support staff; provide advice, guidance and counsel; and advocate for resources.

Q: Why was a vendor selected to complete the study?

- The University engaged the services of a consultant, Lockton Companies, based in St. Louis, MO, to study our support staff salaries and total reward structures. Lockton is a leader in consulting on high quality workforce solutions that strengthen the organization's ability to attract, develop, retain and engage the best and brightest talent. Their vast experience combined with their expertise in titling and compensation strategies were the primary reason why the steering committee recommended an outside vendor for this engagement.

Q: Which USI employee positions were included in the study?

- All of the University's full- and part-time benefits eligible support staff as well as regularly scheduled part-time support staff positions were reviewed as part of this study.

Q: Why has the study taken so long?

- The study showed that the University's current compensation philosophy and structure needed some adjustments. It is important to note that the study involved comprehensive, time-intensive reviews of 350 position descriptions. This included:
 - identification of market matches for benchmark positions;
 - position slotting;
 - calculation of recommended salary adjustments, and;
 - development of a new compensation philosophy and salary guidelines to ensure that USI is competitive within the marketplace.

Q: What is changing as a result of the study and when?

- A new salary structure has been created for support staff positions. It was necessary to set up a new structure, rather than try to update the old structures. The new structure will be effective February 24, 2018 for most employees. Individual letters were sent to each employee identifying their salary grade, pay and title as a result of this project. The letters were mailed to the employee's home address on February 9, 2018.

Q: How were individual employee positions evaluated relative to similar positions in the marketplace?

- In a general sense, the first step was to establish a thorough and accurate understanding of the job responsibilities assigned to each position. Updated, accurate job descriptions that describe what employees are doing within their respective roles were requested in April 2017.
- The next step was to find similar positions in the marketplace that matched at least 60 percent of the job responsibilities. Market data collected by Lockton was scoped to either general industry or higher education/private universities. The appropriate scope is considered to reflect who USI would "lose to" and "draw from" in the market for your position.
- Once position matches were in place, market data was analyzed.
- Using the market data, a decision was made regarding proper slotting. The midpoint of the salary structure that most closely represented the market rate indicates which grade a job should be slotted. All positions where market data wasn't collected and/or available, were slotted based on a comparison to similar jobs with varying levels of responsibility across the University.

Q: What is the new salary structure?

Grade	Minimum	Midpoint	Maximum
1	\$9.25	\$10.36	\$12.02
2	\$9.99	\$11.19	\$12.99
3	\$10.66	\$12.15	\$14.39
4	\$11.62	\$13.24	\$15.68
5	\$12.66	\$14.43	\$17.09
6	\$13.51	\$15.68	\$18.92
7	\$14.87	\$17.24	\$20.81
8	\$16.35	\$18.97	\$22.89
9	\$17.62	\$20.79	\$25.55
10	\$19.38	\$22.87	\$28.10
11	\$21.71	\$25.61	\$31.48
12	\$24.31	\$28.69	\$35.25

Q: How will the salary structure be reviewed in the future?

- The salary structure will be reviewed on an annual basis to ensure that pay levels continue to align with the external labor market.

Q: If my position has been assigned a new salary grade and I am not currently being paid at the minimum salary level, when will my salary be adjusted?

- Employees will receive a one-time salary increase to raise their compensation to their new grade's minimum. The increase will be effective either February 24, 2018 or July 1, 2018, and employees who receive an increase will be notified in writing on February 9, 2018.

Q: If my current base pay is above the maximum of my new salary grade, will my base pay be decreased? Will it be capped?

- No one's base pay will be decreased as a result of this project. The University recognizes that the current base pay of a limited number of employees is over the maximum of the salary grade for their position. If you are in that situation, your pay will not be capped and you will still be eligible for fiscal year increases in future years.

Q: If my title changes will my salary change?

- Not necessarily. An employee's title could change without an accompanying change in salary. The reasoning behind a title change is to incorporate a title that more accurately reflects the actual duties and responsibilities of the position.

Q: Will the salary structure be used for new hires?

- After all cost to minimum adjustments have been distributed (ending July 1), the new salary structure and respective minimum rates will be used for all new hires.

Q: Was shift differential and educational increase amounts evaluated?

- Shift differential and educational increase amounts were not evaluated. However, Lockton did consider education increases in cost to minimum calculations for each individual employee who was eligible.

Q: How will this affect 1-, 5-, 10-, and 20-year service increases?

- 1 and 5-year service increases are no longer applicable and will be eliminated. Pay adjustments reflecting an employee's increasing skill set and years to proficiency were considered within the into range calculation and will be considered moving forward based on available budget dollars and institutional priorities. 10- and 20-year increases, however, will remain intact as a way to reward employees for their longevity with the University.

Q: How will this affect 90-day introductory increase?

- Similar to what is mentioned above, introductory increases will be eliminated.

Q: Was salary compression evaluated?

- Salary compression occurs when salaries become minimally differentiated from those with more experience. Lockton looked at the amount of time an individual has been in their current position and the length of time it takes to gain proficiency in that job. Strategies to address salary compression will be considered based on available budget dollars and institutional priorities.

Q: Will my benefits change as a result of the study?

- Benefits will not be changed as a result of this study.

Q: Will fiscal year increases be impacted by the outcome of the study?

- The University will follow its normal process for determining fiscal year increases.

Q: When will future market adjustments be made?

- The University will consider future market adjustments on an annual basis. These adjustments will be based on several factors including gap to market and available budget dollars.

Q: What if my job description has changed since it was provided for the study?

- Please connect with your supervisor to discuss a reclassification request. A reclassification may be necessary when there is a substantive change in the duties and responsibilities of a job. Human Resources (and Lockton too, if necessary) will analyze the job description and determine if the duties and responsibilities have changed significantly (more than 60%). If this is the case, your position will be re-evaluated to determine if a new classification is necessary.

Q: What should I do if I still have questions about the study?

- Employees with questions or concerns about the study and recommended actions should contact Human Resources at 812-464-1815.

Salary Schedules and Position Classifications

Date

7/16

Item

E.10

1. Salary Schedules for Support Staff

Support personnel are paid in accordance with established salary schedules. Salary schedules and wage scales are evaluated each year.

It is the policy of the University to maintain salary rates for all classes of personnel, which are comparable and competitive with pay for similar positions in other higher educational institutions and local industry. Salaries are limited by the funds available for University operations.

2. Position Classification for Support Staff

Position classifications provide a system for organizing and grouping positions within the University for the purpose of determining ranges of compensation. All support positions are evaluated and assigned a classification based on the knowledge, skills, ability requirements, and level of responsibility required to perform the job.

A department head may request a reevaluation of an existing position for possible reclassification through Human Resources. Information will be requested from the department and the position incumbent by Human Resources. Upon a review of the documentation and other relevant information, Human Resources will determine the classification.

If a reclassification is approved, adjustments in salary may be made based on available resources. If a reclassification is not approved, an appeal may be filed with the vice president of Finance and Administration. Disagreements over classification level assignments are not subject to the Conflict Resolution Procedures.

Contact Human Resources for additional information on the classification process.

Service Awards

Date
12/04

Item
B.24

The University has a formal program to recognize eligible support employees with at least five years of service and at subsequent five-year increments or at retirement.

The employee will be presented with a service recognition gift at a University sponsored event.

2021-2022



FOP ABSENCE POLICY CONCERN

Contents

- Concern & Discussion
- USI Handbook section D.1
- USI Handbook section D.6
- FOP Attendance Policy

FACILITY OPERATIONS AND PLANNING ATTENDANCE POLICY

Concern

The Facility Operations and Planning Attendance Policy treats unscheduled illness or injury not subject to protected leave the same as tardiness or failing to report to work. Additionally, a short tardy occurrence counts the same as a full missed shift.

Proposed solutions

Allow unscheduled illness or injury to stop counting as an occurrence when reported as soon as reasonably possible. Allow one tardy per quarter to count as a fraction of an occurrence.

Background

USI Handbook section D.1, Attendance/Punctuality, requires notification of supervisors of an absence, sets three days with no notification as the termination threshold, and addresses consequences under the Disciplinary policy for excessive or unsatisfactory attendance, including disciplinary action if necessary.

Section D.6, Sick Time Policy, sets forth that sick time may not be used except for bona fide illness and may not be used during the probationary period. The policy also notes that the University may require appropriate medical evidence as confirmation of illness. As per the policy, "Sick time may be used in accordance with the foregoing policy for illness, appointments with medical providers, or medically determined inability to work," and a maximum of 20 days per year may be used for covered family member illnesses. Sections D.1 and D.6 are similar to policies at other Indiana public universities.

Facility Operations and Planning Attendance Policy, revised 1/1/2019, defines an occurrence as "an unscheduled absence, tardy, or failure to report to work, and an unscheduled absence as "an absence for which an employee did not obtain the required approval prior to the absence occurring." The policy also defines pattern absences and provides examples. Occurrences accrue from unscheduled absences, tardiness, or failure to report to work. Excluded from this policy are unscheduled absences due to occupational illness or injury, absences related to FMLA or approved accommodations. The policy specifically notes that suspected pattern absence or notification failures can result in an unscheduled absence subject to occurrence accrual.

Discussion.

The FOP Attendance Policy is unique at the University in that the use of sick time for illness or family illness becomes an "occurrence" potentially subject to discipline when the employee has not previously scheduled the absence in advance. This could potentially discourage an employee experiencing illness or injury from using sick time because they wish to avoid accumulating an occurrence. The COVID-19 pandemic focused attention on vulnerable populations here at USI.

Employees working while sick can put faculty, staff, and students at risk even when we are not experiencing a pandemic.

Discussions of this policy suggested that not only does the policy discourage employees from using sick time when needed, the policy also provides a disincentive to working a partial shift if an unexpected event causes tardiness as it counts as an occurrence the same as a full missed shift.

The FOP policy also lowers morale, particularly since the FOP staff are treated differently from other employees at the University. During a recent Town Hall, President Rochon discussed how the way the summer flex program was executed in the past did not benefit everyone as not all employees could take advantage of the program, indicating a desire for policies to be as equitable as possible across the University. The nature of most of the work for FOP staff also precludes remote work, and since their work directly affects the safety and security of the University, it is reasonable to expect some differences in policy relating to tardiness and attendance. However, the University Handbook clearly provides remedy for abuses of sick time and attendance/tardiness issues.

Proposed actions.

1. Survey FOP staff if necessary to determine the effects of the policy on morale and on taking sick time if needed.
2. Revise the policy to remove occurrences from sick or family sick time unless abuse of the policy is suspected. Doctor's notes could be requested if the abuse is suspected.
3. Adjust the tardy occurrence policy to make the first tardiness of a period accrue only a fraction of an occurrence rather than a full occurrence to encourage staff to come to work rather than skipping the full shift.

Attendance/Punctuality

Date

7/16

Item

D.1

Punctuality and regular attendance on the job are essential in accomplishing the mission and objectives of the University. Failure to be on the job not only disturbs the smooth functioning of the employee's own job, but also has a detrimental effect on other University operations and employees. Therefore, all employees are expected to be at work and on time every day they are scheduled to work.

In case of an unavoidable tardiness or absence, staff members should advise their immediate supervisor of the reason for and expected length of the absence. Failure to report absences to supervisors within a reasonable amount of time may be grounds for disciplinary action. An employee who is absent from work for three consecutive work days without notifying the supervisor or dean/department head is considered to have abandoned his position and will be terminated.

The consequences of excessive, unsatisfactory attendance or improper notification are covered under the Disciplinary Policy (See Section B.19, Disciplinary Actions).

Any absence must be reported on the employee's time sheet (See Section E.3, Payroll: Time Reporting, for time reporting information).

Sick Time Policy

Date
7/19

Item
D.6

A. Faculty and Administrative Staff Members

1. **Sick Time.** Sick time with pay shall be granted to eligible members of the academic and administrative staff on the basis of 12 working days per fiscal year. Sick leave is accrued on a monthly basis. Regular employees who are normally scheduled to work fewer than 37.5 hours per week will accrue sick time on a pro-rated basis. Members of the faculty and administrators on academic year nine- or ten-month assignments are eligible for sick time with pay only during the appointment period.

It is the responsibility of employees to report all absences due to illness on the Monthly Payroll Absence Report. Each pay period the available sick time accumulation is shown in the Leave Balances section of the Employee Self Service under MyUSI. Sick time is not intended as earned time off with pay and will not be granted except for bona fide illness. The University may require appropriate medical evidence at reasonable intervals as confirmation of illness.

Sick time may be used in accordance with the foregoing policy for illness, appointments with medical providers, or medically determined inability to work.

2. **Medical Leaves of Absence.** Employees who are absent from work due to illness or disability for more than five consecutive working days will be placed on a Medical Leave of Absence. The employee must submit a medical release from a physician to the Human Resources Department prior to returning to work. However, the University reserves the right to request a physical release to return to work for absences of less than (5) five days. Additionally, for absences qualifying for coverage under the Family Medical Leave Act (FMLA), a leave of absence form will be requested prior to the leave. Refer to FMLA, Section D.7, Leaves of Absence Policy, for additional information.

The University grants medical leaves of absence in increments of up to 30 calendar days, generally not to exceed a total of 90 calendar days. Please refer to Section D.7, Leaves of Absence Policy, for information regarding absences qualifying for coverage.

Sick time with pay may be used during any applicable Short-Term and Long-Term Disability income benefits waiting period. However, only a limited portion of sick time with pay, as required by the insurer, may be used during the period of Short-Term Disability payments (if any). Sick time with pay ends at commencement of Long-Term Disability benefit payments (if any).

3. **Sick Time Use for Family Illness.** Effective July 1, 2019, a maximum of 20 days of an employee's accumulated sick time may be taken each fiscal year for illness of a covered family member. For the purpose of this Sick Time Policy, covered family members include spouse or domestic partner, children, parents, siblings, relatives who live with the employee, and relative (in-laws) of the same degree of the spouse/domestic partner who are dependent on the employee for emergency care. As

of September 1, 2013, covered family members also include grandchildren and grandparents. The preceding relationships include step, adoptive and foster relationships. Such sick time will be designated by the employee as "family sick" on the time report.

4. **Medical and Dental Appointments.** Medical and dental appointments for an employee or immediate family member should be scheduled outside normal working hours. If this is impractical or impossible, appointments scheduled during regular working hours with prior approval of the department head will be charged to available sick time.
5. **Unused Accumulated Sick Time:** Faculty and administrative staff are not eligible to receive payment of their unused, accumulated sick time at termination, retirement or death.

B. Support Staff Members

1. **Sick Time.** Sick time with pay shall be granted to eligible support employees on the basis of 12 working days per fiscal year. Regular employees who are normally scheduled to work fewer than 37.5 hours per week will accrue sick time on a pro-rated basis. Sick time will only accrue based on hours in regular pay status. Sick time will not be claimed during the probationary period; however, sick time will be earned and accumulated during probation to be available for use after successful completion of the probationary period.

Employees must report all staff absences due to illness on the Bi-weekly/Hourly Time Report. Each pay period the available sick time accumulation is shown in the Leave Balances section of Employee Self Service under MyUSI. Sick time is not intended as earned time off with pay and will not be granted except for bona fide illness. The University may require appropriate medical evidence as confirmation of illness. Sick time may be used in accordance with the foregoing policy for illness, appointments with medical providers, or medically determined inability to work.

2. **Medical Leaves of Absence.** Employees who are absent from work due to illness or disability for more than five consecutive working days will be placed on a Medical Leave of Absence. The employee must submit a medical release from a physician to the Human Resources Department prior to returning to work. However, the University reserves the right to request a physical release to return to work for absences of less than (5) five days. Additionally, for absences qualifying for coverage under the Family and Medical Leave Act, a leave of absence form will be requested prior to the leave. Refer to Section D.7, Leaves of Absence Policy, for additional information.

The University grants medical leaves of absence in increments of up to 30 calendar days, generally not to exceed a total of 90 calendar days. Please refer to Section D.7, Leaves of Absence Policy, for information regarding absences qualifying for coverage.

Sick time with pay may be used during any applicable Short-Term and Long-Term Disability income benefits waiting period. However, only a limited portion of sick time with pay, as required by the insurer, may be used during the period of Short-Term Disability payments (if any). Sick time with pay ends at commencement of Long-Term Disability benefit payments (if any).

3. **Sick Time Use for Family Illness.** Effective July 1, 2019, a maximum of 20 days of an employee's accumulated sick time may be taken each fiscal year for illness of a covered family member. For the purpose of this Sick Time Policy, covered family members include spouse or domestic partner, children, parents, siblings, relatives who live with the employee, and relative (in-laws) of the same degree of the spouse/domestic partner who are dependent on the employee for emergency care. As of September 1, 2013, covered family members also include grandchildren and grandparents. The preceding relationships include step, adoptive and foster relationships. Such sick time will be designated by the employee as "family sick" on the Bi-weekly/Hourly Time Report.

4. **Medical and Dental Appointments.** Medical and dental appointments for an employee or immediate family member should be scheduled outside normal working hours. If this is impractical or impossible, appointments scheduled during regular working hours with prior approval of the department head will be charged to available sick time.
5. **Unused Accumulated Sick Time:** Eligible support employees, who retire from the University with ten or more years of service under Regular Retirement or Rule of 85 are eligible for payment of one-half of their unused, accumulated sick time, not to exceed 60 days with pay, effective October 1, 2010. Prior to October 1, 2010, the maximum payment was 45 days.

If an eligible support employee dies while actively employed, regardless of length of service, one-half of all unused, accumulated sick time up to a maximum of 60 days will be paid to the appropriate beneficiary(ies). Prior to October 1, 2010, the maximum payment was 45 days.

Accumulated sick time will not be paid upon termination from the University except under circumstances described above.

Policy Statement and Expectations

Facility Operations and Planning (FOP) employees provide important and valuable services to the University of Southern Indiana. It would not be possible for the campus to operate efficiently without the timely and regular attendance of all FOP employees. To ensure adequate staffing, positive employee morale, and to provide critical services to the University campus, FOP employees are expected to adhere to their assigned work schedule. Additionally, FOP relies on employees to:

- Arrive at work on time, and remain at work until their scheduled shift ends;
- Respect break times and meal times;
- Ensure there is sufficient leave available before requesting absences;
- Plan, request, and receive approval for scheduled absences in advance;
- Avoid excessive unscheduled absences, pattern absences, personal emergencies, and tardies;
- Follow proper call-in procedures to report absences, tardies, or unexpected situations that arise;
- Report time accurately on timesheets.

This policy details how FOP will count absences and tardiness for the purposes of maintaining excellent customer service to its USI customers. The effective date of this policy is January 1, 2018, and the current revisions take effect January 1, 2019.

Accommodation Statement

In implementing this attendance policy, it is the intent of the University of Southern Indiana to comply with all applicable federal, state, and local laws as amended, including but not limited to: the Family Medical Leave Act (FMLA) of 1993, the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. Employees who believe they may require and qualify for attendance flexibility and/or excused absences under FMLA or as a disability-related ADA/504 accommodation or any other accommodation are invited to communicate their need to Human Resources. Such requests for an exception to this attendance policy will be evaluated on an individual, case-by-case basis, and may require the employee to provide Human Resources with supporting documentation.

Definitions

For the purpose of this Attendance policy, the following definitions will apply:

Absence – Time away from work for any reason regardless of how the time is accounted for on the employee's timesheet.

Blackout period – Certain days designated by Facility Operations and Planning (FOP) leadership as critical times when all FOP employees are expected to be in attendance to provide important services to the University campus.

No Call / No Show – An absence in which an employee does not call in to report an absence, and/or does not show up within one hour of his/her scheduled start time.

Occurrence – An unscheduled absence, tardy, or failure to report to work.

Pattern Absences – Repeated and predictable absences that indicate a misuse or abuse of time. Examples may include but are not limited to:

- a. Absences adjacent to scheduled days off, holidays, and/or paydays.
- b. Absences when scheduled to work on weekends, holidays, overtime, or during blackout and other critical operations periods.
- c. Inappropriate use of vacation or sick leave (e.g., sick leave that is used as quickly as it is earned).
- d. Requesting a vacation day, having the request denied, and then calling in absent.

Personal Emergency – An unscheduled absence based on an event that is unforeseen, requires immediate action, and is beyond the employee's control.

Scheduled Absence – A planned absence for which required advance notice is provided and approval is received prior to the absence occurring.

Tardy – A failure to report for work at the assigned/scheduled time and place. This also includes failure to return from breaks and meal periods on time. Tardy is defined as arriving any time after the scheduled shift start time, up to 1 hour late.

Unscheduled Absence – an absence for which an employee did not obtain the required approval prior to the absence occurring. Absences on consecutive workdays for the same reason will count as one occurrence under this policy.

Department Notification Procedure

FOP employees are expected to notify their department supervisor if they will not be at work, will be late, or are requesting planned time away from work. Employees are also personally responsible for accurately reporting their time on their timesheet.

To report **unscheduled absences**, employees must contact their supervisor via the designated call-in number at least one (1) hour before their scheduled shift begins or as soon as reasonably possible.

The FOP call-in number is **812-464-1766**. After calling this number, employees should list to the options, select the option for their department, and then leave a message. The options are:

- Option 1: Campus Maintenance (all shifts)
- Option 2: Housing Maintenance
- Option 3: HVAC
- Option 4: Custodial (all shifts)
- Option 5: Grounds
- Option 6: Distribution Services
- Option 7: Storeroom
- Option 8: all other departments

Employees reporting an unscheduled absence should be prepared to provide the following information in their message:

- Name
- Reason for absence
 - Sick (must mention if it is FMLA)
 - Family Sick (must mention if it is FMLA)
 - Other (provide specific reason and/or mention if absence is related to an approved accommodation)
- Expected date of return
- Any urgent items the supervisor or department should be aware of
- Number where they can be reached

Employees are expected to call in and report their absence each day they are absent unless they notify FOP of their expected date of return.

HVAC employees scheduled to work in the Control Room are required to contact the FOP attendance line **and** the Control Room to report an unscheduled absence to the operator on duty.

The Lead or Supervisor will complete an Absence Report Form to document the information provided by the employee reporting the absence, **and will track occurrences associated with absences.**

To request a **scheduled absence** (e.g., approval to arrive early, arrive late, or leave early from an assigned shift; request time off for a future medical or dental appointment; request to use earned comp time, or request time off for personal reasons/vacation), employees must request and receive approval from their supervisor in advance by submitting an Absence Request Form (or an email) to the supervisor according to the following guidelines:

Amount of Time Requesting Off	Notice Required
One (1) day or less	Within the first 2 hours of the shift one (1) working day prior to the day requested off
Two (2) to three (3) days	Two (2) working days prior to the first requested day off
Four (4) to five (5) days	One (1) week prior to the first requested day off
More than five (5) days	Two (2) weeks prior to the first requested day off

Supervisors are encouraged to exercise judgment and discretion when determining whether to approve a request that falls outside of these guidelines.

Exception: If an employee is scheduled to work in the Physical Plant Control Room or on a weekend day, a request for a scheduled absence must be submitted and approved at least five (5) working days prior to the first day requested off.

Supervisors are expected to notify an employee if a leave request is approved or denied within 24 hours **or as soon as reasonably possible.** If an employee does not receive a timely response to a

submitted leave request, he/she is expected to follow-up with the supervisor and confirm the approval/denial of the leave request before taking the time off.

In the event a supervisor is out of the office and not available to evaluate a leave request, the second level supervisor should be consulted.

Progressive Discipline Process for Attendance

Supervisors will monitor employees' attendance on a monthly and quarterly basis and will address concerns or violations in a timely and consistent manner. Violating this attendance policy will result in the employee accruing attendance occurrences.

FOP leadership and Human Resources are available to advise supervisors and to clarify policy expectations for employees. Disciplinary action will not be taken without the direct involvement of the Associate Director (and/or Director) of FOP and Human Resources. For situations involving a recommendation to suspend or terminate an employee, the Executive Director of Human Resources and the appropriate Vice President **must** be consulted prior to implementing disciplinary action.

Occurrences

Each time an employee has an unscheduled absence, is tardy, or fails to report to work, the employee will accrue a minimum of one (1) occurrence. Four (4) or more occurrences per quarter is considered excessive and will subject the employee to disciplinary action.

Although occurrences will be tracked on a quarterly basis, supervisors are expected to notify employees as soon as an occurrence(s) has been accrued.

An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.

No occurrences will be recorded for scheduled (pre-approved) absences or protected leave such as:

- Vacation or comp time requests that are approved in advance
- Pre-approved sick days (e.g., medical or dental appointment scheduled and communicated to supervisor in advance)
- Occupational illness or injury (workers' compensation)
- Family Medical Leave Act (FMLA) absences
- Absences related to an approved accommodation
- Military leave
- Bereavement leave
- Jury duty

However, a suspected pattern absence (including suspected misuse of sick leave) or failure to provide timely notification may result in an absence being treated as an unscheduled absence.

	Occurrence	Discipline Step and Action
One (1) occurrence is equal to: - 1 tardy - 1 unscheduled absence	4 occurrences per quarter	Verbal Counseling
	6 occurrences per quarter	Written Warning
	8 occurrences per quarter	Last & Final Warning
	10 occurrences per quarter	Recommend Termination

Attendance-related discipline will remain active for a 12-month period. The discipline step and action will drop a level 12 months after the last action.

If an employee has been previously disciplined under the University's Progressive Discipline policy for any reason, the totality of the circumstances will be assessed when determining further action. Additionally, employees who have established a pattern of attendance-related concerns may be subject to discipline even though 12-month old infractions have dropped a level, if he/she continues to incur occurrences.

Pattern Absences

A pattern absence(s) may result in the absence being counted as an unscheduled absence, and may result in the accrual of an occurrence(s).

No Call / No Show

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled work days will be viewed as having abandoned their position and their employment will be terminated, in accordance with the University's Voluntary Resignation policy.

When an FOP employee is a no call / no show, the Lead and/or supervisor is expected to reach out to the employee as soon as practical if he/she does not report to work within one (1) hour of the scheduled shift start time. Our primary objective is to ensure the employee's safety and well-being. If contact is made with the employee, the supervisor should inquire if the employee plans to report to work and, if so, by when.

An FOP employee who is a no call / no show and then reports to work within the first four (4) hours of their scheduled shift will accrue two (2) occurrences. An FOP employee who is a no call / no show, and either does not report to work or reports to work anytime after the first four (4) hours of their scheduled shift will accrue four (4) occurrences.

If the employee has already been disciplined for attendance/punctuality at the time a no call / no show occurs, the disciplinary process may be accelerated to the next or final step.

The Associate Director of Facility Operations and Planning will consider extenuating circumstances when determining whether to issue an occurrence for a no call/no show (for instance, if the employee is involved in a serious accident or medical emergency and is unable to call in).

Absences with No Available Leave

If an employee has no available vacation leave, sick leave, or comp time to cover an unscheduled absence or a previously scheduled absence, he/she will accrue four (4) occurrences and will be subject to disciplinary action. This does not include unpaid leaves of absence protected under any law or University policy such as FMLA.

Making up Missed Time

An FOP employee that accrues an occurrence for an unscheduled absence or tardy will not be allowed to make up the missed time during the workweek in which the occurrence was accrued.

Depending on the time the employee arrives to work, he/she may be required to use vacation time or comp time (rounded to the nearest .25 hours increment) to cover the time missed. Sick leave should be used to cover the time missed if the unscheduled absence was due to an illness or a medical or dental appointment of the employee or an eligible family member, in accordance with the University Handbook.

An employee who has a pre-approved, scheduled medical or dental appointment may request to make up a maximum of two (2) hours of work time during the same workweek as the medical or dental appointment. Make-up time must be approved by the supervisor in advance, the make-up time must be completed during the same workweek as the appointment, and there must be available work that the employee can perform.

Overtime

An employee scheduled to work overtime that fails to report to the assigned area at the scheduled time, reports after the scheduled start time, or leaves early without approval will accrue an occurrence as noted in this policy.

New Hire Introductory Period

A new employee that accrues two (2) occurrences within the Introductory period will be issued a Written Warning. If the employee has greater than two (2) occurrences within the Introductory period, termination of employment may be recommended. If the Introductory period is extended beyond the initial 90-days, these guidelines still apply.

Blackout Periods

Facility Operations and Planning leadership may designate certain day(s) as *blackout periods*. Blackout periods typically coincide with special occasions and/or significant campus events that require certain FOP employees to be in attendance. Examples of blackout periods may include Commencement, Move-In Day and Move-Out Day. Blackout periods are subject to change, and blackout periods may be added or deleted. Scheduled blackout periods and/or changes will be communicated as soon as reasonably possible or a minimum of three (3) months in advance.

During blackout periods, requests for scheduled absences will not be permitted or authorized. If an employee has an extremely rare, extenuating circumstance that requires absence from work during a blackout period, he/she may submit a written request for an exception. Exception requests are

subject to review and approval by the Director (or Associate Director) of Facility Operations and Planning in collaboration with the employee's Supervisor.

An unscheduled absence that occurs during a blackout periods may be subject to verification and/or disciplinary action.

Essential Personnel

The University Handbook defines essential personnel as *"those vital to the operation of the facility, whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant."*

Many FOP employees are essential personnel. In the event of any cancellation, delayed opening, or campus closing (such as during inclement weather), essential personnel are expected to report to work (or remain at work, if a closure is announced during normal work hours). Additionally, essential personnel may be required to report for essential duty (e.g., report to work before the scheduled shift start time or stay after the scheduled shift end time) if inclement weather or another emergency is forecast, but there is no cancellation, delayed opening, or campus closing.

FOP essential staff who are not on an approved leave are expected to answer calls or text messages and/or return them in a reasonable timeframe. Supervisors are expected to maintain an updated contact list for essential employees; essential employees are responsible for communicating any changes to their contact information to the Supervisor in a timely manner.

FOP essential personnel who cannot be located or fail to report to work (or fail to remain at work) during a cancellation, delayed opening, campus closing, or other time where essential staff are required to report to work will be subject to four (4) occurrences for each incident.

For safety purposes, FOP employees whose responsibilities may require them to work more than 12 consecutive hours in a 24-hour period must obtain approval from the Director of FOP before exceeding 12 hours. While this primarily applies to essential personnel who may be required to work significant overtime to ensure the safety of the campus or physical plant, this rule applies to all FOP employees regardless of their essential designation.

Minimum Staffing

Facility Operations and Planning employees provide important and critical services to the University of Southern Indiana. It is therefore important that FOP departments operate with minimum staffing levels. In general, 2/3 of a department's total staff constitutes minimum staffing, and a Lead or Supervisor is expected to be present daily.

If several employees call in absent on the same day, supervisors reserve the right to evaluate each situation on a case-by-case basis and determine whether any documentation is needed to support an absence.

If several employees request the same day(s) off, supervisors reserve the right to evaluate each leave request and determine which one(s) can be approved.

Criteria that may be considered when evaluating such leave requests includes, but is not limited to:

- which request(s) was submitted first;
- whether the department will have minimum staffing numbers to operate effectively; and
- whether the employee followed the notice guidelines outlined in this policy.

If a department's staffing will fall below minimum staffing levels, the supervisor must notify and obtain permission from the Associate Director or Director of FOP before operating below minimum staffing.

Holidays

The USI University Handbook identifies the holidays that the University observes and states that an employee must be in "pay status" to be paid for the University holidays. The University Handbook defines "pay status" as:

- a. Having worked the approved scheduled work days before and after the holiday, or
- b. Being on an approved absence with pay.

A Facility Operations and Planning employee wishing to request the day before and/or after a University holiday off must request and receive approval for the absence at least **two (2) days** prior to the holiday.

If an employee calls in absent the day before, the day of, or the day after a holiday that they were otherwise scheduled to work, the supervisor will review the circumstances of the unscheduled absence and exercise discretion to determine whether documentation is required to excuse the absence.

For the purpose of this policy, designated Winter Recess days are treated the same as University holidays.

Leadership Discretion

The FOP Associate Director has the discretion to work with supervisors and Human Resources to evaluate extraordinary circumstances of a tardy or absence and determine whether or not to count an incident as an occurrence. Such incidents must still be documented on the Absence Report Form regardless of whether it is considered an occurrence.

Supervisors have the discretion to request that employees submit year-end and/or holiday leave requests in advance to allow ample time to review all requests and determine which ones can be approved based on minimum staffing levels. Supervisors will communicate any deadlines to submit leave requests that differ from those spelled out in this policy.

Review or Revision of Policy

Facility Operations and Planning will schedule regular reviews of policies. FOP will also review particular policies when there are changes in applicable law or University policy that could affect provisions of this policy.

Policy Approval



James E. Wolfe
Director of Facility Operations and Planning

Date

2021-2022



OPEN POSITIONS AND OTHER DUTIES ASSIGNED CONCERN

Contents

- Concern & Discussion
- USI Handbook section E.1



OPEN POSITIONS AND OTHER DUTIES AS ASSIGNED

Concern

Open and unfilled positions at the University increase workload for existing employees. This affects morale and retention.

Proposed solutions

Permit a small bonus at the three-month point to employees covering the duties for an open position.
Permit a small increase in hourly wage for employees gaining duties for a terminated position.

Background

Section E.1.D of the University Handbook discusses salary and wages for Support Staff and notes that a fiscal salary increase may occur based on annual established guidelines.

Discussion.

During the pandemic, many positions at the University were unfilled. Following the pandemic, the employment situation in the area made filling these open positions difficult. While the pandemic was an emergency situation, the continued difficulty in hiring places the duties of those open positions on existing staff.

Although support staff job descriptions include "other duties as assigned," morale and thus retention would be significantly impacted if the University were to share some small portion of the savings from the unfilled position with those taking on the extra work.

As a comparison, faculty who teach beyond their contracted load receive extra compensation. While this is different due to contracts and job descriptions, it is similar in nature to the extra duties support staff assume when positions are left unfilled.

For example: A grade 3 employee paid at \$10.66/hr. would earn \$399.75 per week at 37.5 hours. Over 12 weeks, the employee would earn \$4,797 from hourly pay, not counting any shift differential. The University savings are more than this figure as it does not include the employer portion of payroll taxes or the costs of benefits.

If the University were to provide a bonus of \$500 to a support staff employee covering the open position, the University would still have significant savings from the open position. If two or three employees split the additional workload, the bonus could be shared. In cases where the University decides to end a position, the employee assuming the extra duties could receive a similar increase of \$.20 in situations where the employee's position is not reclassified to a higher level. This increase could also be shared between two or three employees. Both suggestions would make employees feel like their contributions are appreciated in a definite material way, contributing to morale and retention.

Proposed actions.

1. Revise E.1.D to permit Financial Managers to award bonuses in non-emergency situations when positions remain unfilled for twelve weeks.
2. Revise E.1.D and any salary guidelines to permit a salary increase when duties are shifted from a terminated position and the employee's position is not reclassified. Adjust the guidelines to permit an increase even if the employee is already at the maximum rate in the salary structure.

Salaries and Compensation

Date
8/20

Item
E.1

A. Regular Faculty and Administrative Staff

Salary and Wages. Members of the faculty and administrative staff are paid on the basis of individually established salaries determined through a consideration of general criteria. Salary considerations and wage scales are evaluated each year. The Faculty Economic Benefits Committee reviews salary and economic factors and makes recommendations to the president of the University. Salary plans are reviewed with the University Board of Trustees.

The salary plan for faculty provides needed flexibility in salary matters and involves the judgment and recommendations of the Faculty Economic Benefits Committee, the deans, the provost, the vice president for Finance and Administration, and the president of the University. Annual salaries are dependent on available funds.

A faculty member may receive a salary increase based on the recommendation of the dean, as reviewed by the appropriate administrative staff, and within the annual guidelines established for salary increments.

An administrative staff member may receive a salary increase based on the recommendation of the department head and as determined by the appropriate vice president, and within the annual guidelines established for salary increments.

Each member of the faculty and administrative staff on regular assignment receives a salary appointment letter from the president at the time of initial appointment and prior to the beginning of each fiscal year.

Salary adjustments for faculty on an academic-year and summer appointment will be computed on a teaching-day basis if the faculty member must leave his assignment before the end of the academic year.

Promotional Increments. Salaries of faculty members receiving promotions will be additionally increased by the following increments:

Instructor to Assistant Professor	\$1,500
Assistant Professor to Associate Professor	\$3,000
Associate Professor to Professor	\$4,500

For promotions effective July 1, 2014, or later, the University will preserve the promotion amount when contract terms are subsequently reduced (e.g., from 12 months to 10 months or 10 months to 9 months).

Credit for Additional Training. Salary increments are allowed for each year of graduate study completed during an academic year or summer session or for the completion of the doctoral degree. An official transcript of graduate work completed must be filed in the Office of the Provost prior to September 15 if the salary increment is to be allowed for the ensuing academic year. In the event the transcript is received after September 15, the increment is pro-rated for the remainder of the year as of the first teaching day of the month following receipt of the transcript.

Increments for graduate study leading to a higher degree and related to one's field of competence are incorporated in the plan as follows:

Bachelor's	\$ 200
Master's	\$ 600
Master's + 30 hours	\$ 300
Master's + 60 hours	\$ 400
Ph.D. or Ed.D.	\$ 800

Faculty and administrative staff must file official transcripts with the provost or appropriate vice president for submission to Human Resources. Increments will become effective at the beginning of the pay period following receipt by Human Resources. Employees must file official graduate work transcripts with the appropriate vice president.

Extra Courses. In emergency situations, faculty may be assigned a course in addition to the regular teaching load. A faculty member will be paid for any credit hours taught over 12 in a semester. Teaching assignment shall not exceed 16 credit hours per semester. Pay rate schedules are available in the Office of the Provost.

It is University practice to allow qualified support and administrative staff to teach graduate or undergraduate courses. However, internal employees are not given preference for teaching appointments based on their current employee status. A full-time staff member shall not teach more than 6 credit hours per semester, unless Provost and respective Vice President approval is granted.

Summer Term Salaries. Summer term teaching assignments for nine- or ten- month faculty members are remunerated at the rate of 2.5 percent per credit hour computed on the previous academic year's base salary, unless otherwise stated.

Full time, 12-month administrative employees are remunerated for their summer term teaching based on the current, published adjunct and overload rates. Classes being taught must be outside of their normal work schedule.

A letter of possible summer employment will be extended to faculty members preceding the summer school sessions. This letter outlines the faculty member's teaching assignment with provisions that should such assignment not materialize, the class assignment will be terminated. The faculty member may accept or refuse the assignment.

B. Part-time (Adjunct) Faculty

Faculty members on limited assignments (part-time, temporary) are given part-time, adjunct faculty status. The adjunct pay levels reflect different levels of education, training and experience among faculty members employed on a limited basis.

Individuals employed on a part-time basis will receive the appropriate pay level, and their appointment letters will designate one-semester or one-year appointments. Salaries for these positions will reflect teaching loads. Pay rate schedules are available in the Office of the Provost.

C. Visiting Professor and Special Program Participants

Full-time visiting professors are paid at rates comparable to regular faculty.

Conference and workshop leaders and program participants are paid at various rates depending on the nature and duration of the assignment and the qualifications of the individual.

An annual appropriation is made to pay honoraria for special lectures on academic topics. Such lectures are scheduled by colleges and are open to faculty, students, and the public. Lecture programs are approved by the provost.

D. Support Staff

Support personnel are paid in accordance with established wage ranges on an hourly basis. The ranges are based on position and classification (See Section E.10, Salary Schedules and Position Classifications). Members of the support staff receive salary notification letters from Human Resources.

A support employee may receive a fiscal salary increase based on annual established guidelines.

Any regular support staff member who has completed a post-secondary degree before or during the course of employment with USI from an institution of higher education, subject to receipt of official transcripts in Human Resources, is eligible to receive a base rate adjustment for the highest degree earned at an hourly equivalent to the rates shown below.

Associate Degree	\$100
Bachelors Degree	\$200
Masters Degree	\$600
Masters + 30 hours	\$300
Masters + 60 hours	\$400
Ph.D. or Ed.D.	\$800

An official transcript is required as verification of receipt of the degree; the transcript should be sent to Human Resources along with a memorandum signed by the financial manager authorizing the increase. The increase will become effective at the beginning of the next pay period following receipt of the necessary documentation.

E. Noncredit Program Participants

Instructors of noncredit programs, including conferences and workshops, are paid at various rates depending on the nature and duration of the assignment and the qualifications of the individual.

The executive director of Lifelong Learning is authorized to negotiate and coordinate stipends, honoraria, or other forms of payment to faculty and staff for instruction of noncredit programs and related services.

All noncredit instructional programs offered on a contract basis for area employers, professional organizations, or other groups, are arranged and scheduled through the office of Lifelong Learning.

F. Student Workers

Students are employed in a variety of temporary positions on the campus. Pay is on an hourly basis in accordance with the established minimum wage regulations or wage scales determined for each type of work.

Innovative Solution to Entice New Employees:

Vacation Accrual Propos

Prepared For: Universi*

Administration

**Prepared By: Tammy Jewell, USI Staff Council, Vice-Chair of the
Employee Benefits & Communications Subcommittee**

Proposal Date: May 18, 2022

Summary

In recent years, the University of Southern Indiana (USI), along with many other institutions and businesses, has experienced an employee retention deficit and decrease in labor force participation. The USI Staff Council has conducted a problem analysis on the shortage of staff, focusing on the economic benefits for the employees. University of Southern Indiana is one of five state universities in Indiana conferring baccalaureate and higher degrees. The University's structure contains four academic colleges, Outreach and Engagement, and University Division in teaching and learning, and academic achievement. USI employs a total of 1,336 full and part-time faculty, administrative staff, and support staff. It is the mission of the University of Southern Indiana to be an engaged learning community committed to exceptional education. It exists to provide an educated citizenry that can engage in a civil manner within a community with divergent ideas and cultural differences. USI prepares our students to lead and make positive contributions to our state, their communities, and to be lifetime learners in a diverse and global society. It is impossible for the workforce of the university to reach its full potential and carry out its mission when staffing remains an issue. I have used two methods to investigate this problem. I have researched current business journals that have examined the wants and needs of employees and explored other academic colleges and local business to see what innovative solutions they are making. Based on the current practices of those institutions, we are recommending that University of Southern Indiana decrease the number of years it takes employees to accrue vacation days and increase the number of vacation days employees are eligible to receive. This innovative solution will entice new employees to explore jobs at University of Southern Indiana with the added bonus of increasing the morale on campus while incentivizing and retaining current employees.

Problem

Since the pandemic, the University of Southern Indiana has been understaffed due to employees desiring more flexible jobs, more time off, and pay that keeps up with inflation. Without changes in employment that keeps up with modern trends, staffing will continue to be an issue.

Solution

University of Southern Indiana Staff Council is proposing a vacation accrual plan that allows USI employees to accrue vacation at a slightly faster rate than the current plan and allows an extra week of vacation for those with 17 years or more of service. The vacation accrual proposal is as follows:

Vacation Hours Accrued Per Pay Period by Years of Employment

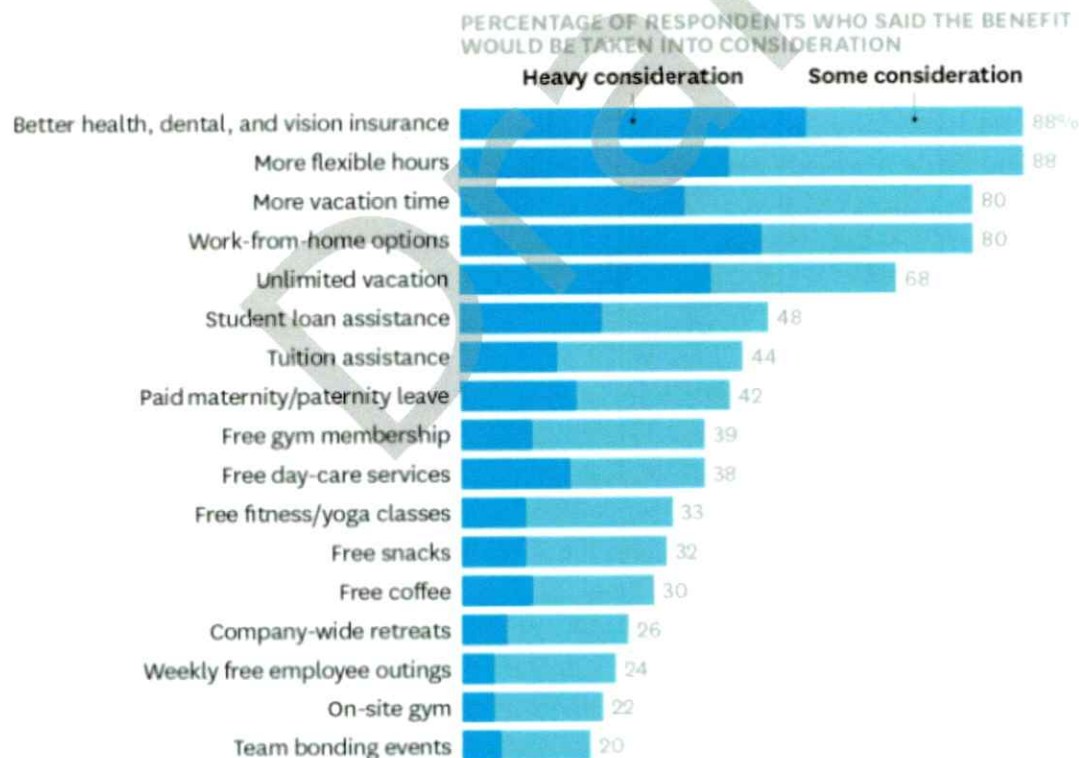
0-3 years	2.88 (the first 2 days of vacation is prorated for new employees)
4-8 years	4.32
9-16 years	5.77
17 years or more	7.21

Why look at vacation accrual rate when assessing the shortage of staff at University of Southern Indiana and the economic benefits of the employees? Harvard Business Review's research team at Fractl did a recent study of 2,000 U.S. workers between the ages of 18 and 81 that examined the weight employees put on added perks in the workplace compared to high paying and lower paying jobs. They found that "employees place the highest value on benefits that are relatively low-cost to employers, such as flexible hours, more paid vacation time, and work-from-home options" (Jones, 2017, para.3) (see figure 1). The pandemic did not change the value employees put on these benefits. In 2022, Tyler from the Society for Human Resource Management (SHRM) also states that aside from insurance-related benefits, employees value generous paid time off, flexible and remote working options, and paid family leave the most.

Figure 1

Which Benefits Are Most Valued by Job Seekers?

When choosing between a high-paying job and a lower-paying one with better benefits, respondents said health insurance and flexible hours might tip them toward the latter.



SOURCE: FRACTL SURVEY OF 2,000 U.S. WORKERS

© HBR.ORG

The weight workers gave to considering a job with certain perks in lieu of high pay.

(Jones, 2017)

Glassdoor's 2015 Employment Confidence Survey found that "80% of employees would choose additional benefits over a pay raise" (Jones, 2017, para.1). While it may not make sense for an institution such as USI to adopt an open PTO plan, such as the ones being utilized in the Silicon Valley, offering sufficient time off is beneficial for business. *Leadership Resources* (2019) states, "Businesses who boast a superior PTO policy also benefit from acquiring a more impressive pool of candidates" (para. 6). Having an attractive vacation accrual plan, along with our beautiful campus and friendly employees, will entice workers to come to our institution.

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80%

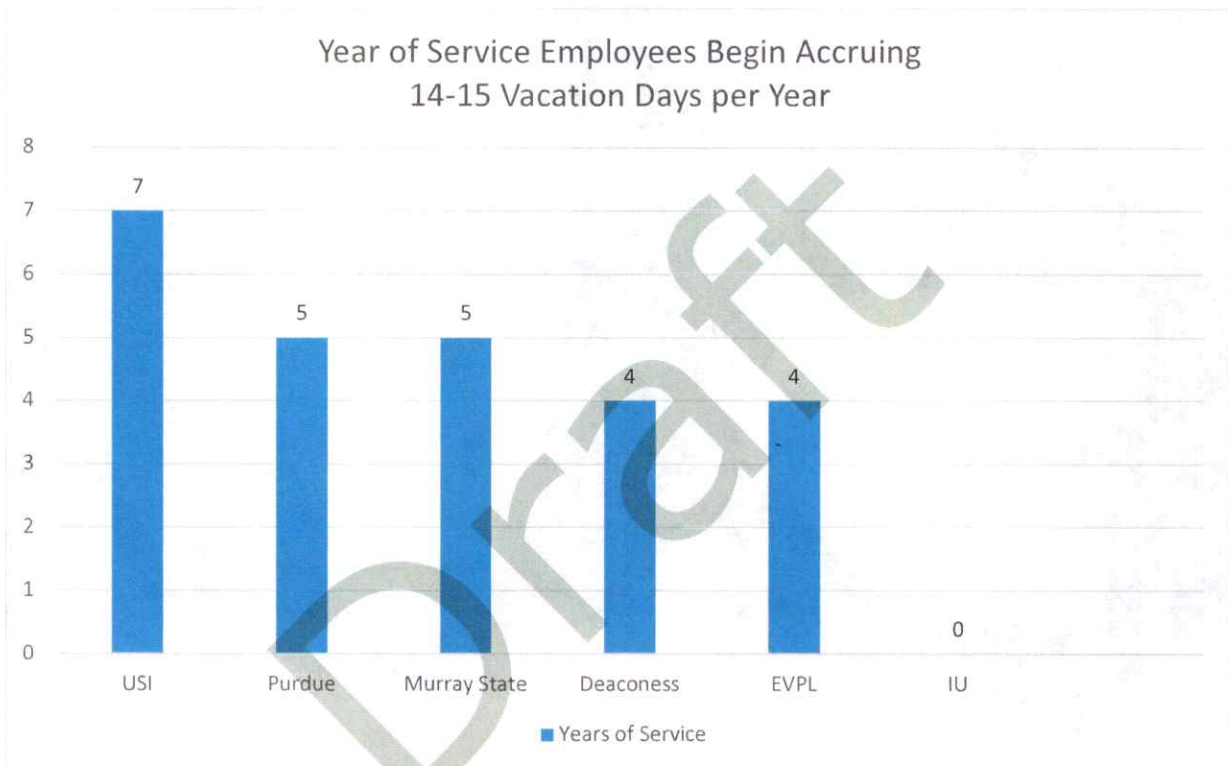
Of employees would choose
additional benefits
over a pay raise.

(Jones, 2017, para

Comparison Research

Employees at other college institutions and local businesses are accruing vacation at a faster rate than University of Southern Indiana (see figure 2).

Figure 2



The year of service that employees begin to accrue 14-15 days' vacation.

(University of Southern Indiana, 2017; Purdue University, 2022; Murray State, 2022; Deaconess, 2021; Evansville Vanderburgh Public Library, 2019, Indiana University, 2022)

Employees at some college institutions and local businesses are eligible to accrue up to 24-25 days of vacation (see figure 3) while other institutions, such as Indiana University, are more aggressive, offering up to 29 days of vacation per year.

Figure 3



The year of service that employees begin to accrue 24-25 days' vacation.

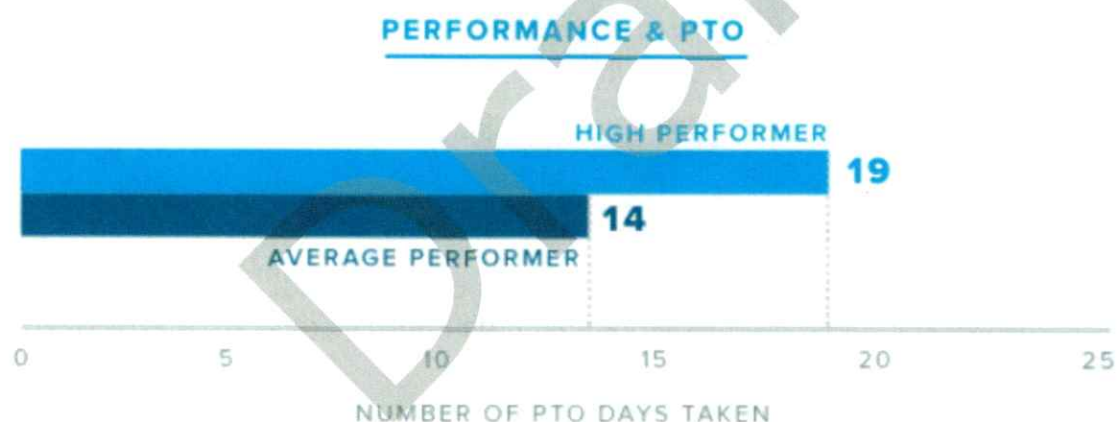
(University of Southern Indiana, 2017; Indiana University, 2022; Western Kentucky University, 2012; Evansville Vanderburgh Public Library, 2019; AT&T, 2020)

Employer Benefits

Not only do employees benefit from taking vacation time, but research also shows that employers benefit as well. Mark Rosekind, Ph.D., a researcher of Alertness solution, studied the productivity of workers before and after vacations. His research showed the performance rate of employees improved by 80% and their reaction rate improved by 40% after taking vacation time (Robinson, n.d.). While not a lot of research exists on how much time is beneficial, Namely, a human resources management and software company, analyzed their vacation and performance review data for employees in 2016. They found that employees that averaged 19 vacation days per year were higher performers on the job, while employees that took only 14 vacation days per year were average performers (Namely, 2017) (see figure 4).

Figure 4

THE FINDINGS



The performance of employees compared to the number of PTO days taken.

(Namely. 2017. P.14)

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Staff Council Meeting Minutes July 21, 2021 – Grimes Haus

Members Present: Sherry Dockery, Kathy Oeth, Michelle Herrmann, Bryce Anker, Terri Alvey, David Huebner; Incoming – Jessica Adler, Charlie Walton, Cindy Braker, Rhonda Moore, Jamie Curry, Stephanie Wildeman, Greg Orth, Kimberly Tanner, Sharri Herriott, James Wethington, Terri Kendall, Tyler Rapp, Dawn Paris, Tammy Jewell, Gloria Butz, Shawn Williams, Rhonda Woolsey, Pam Kobe

- I. Retreat began at 8:30 with a carry-in breakfast and binder/documentation distribution. Terri Alvey presented out-going representatives with certificates of service and introduced incoming Chair Rhonda Woolsey.
- II. Approval of Minutes - Minutes of June 3, 2021 meeting reviewed by council and approved as written.
- III. End of Year Report review by Terri Alvey; Review of past 2 years by the officers; Review of the past year by the Committee Chairs; Discussion of the University Committees.
- IV. Selection of Officers – Rhonda Woolsey takes over as Chair. Incoming representatives voted in Shawn Williams as Vice-Chair and Pam Kobe as Secretary.
- V. Breakout Session – Team building exercise.
- VI. Committee Name Change Discussion and Vote – Motion passed to rename committee “Employee Benefits” to “Employee Benefits and Communications.”
- VII. Discussion regarding employee submission of issues/concerns. Suggestion was made to use Qualtrics forms for anonymous submissions, and the email address staff.council@usi.edu for general questions. New officers and Chairs of committees will need access to the emails submitted via the Staff Council web page.
- VIII. Selection of Committee Members: Employee Relations – Jessica Adler, Charlie Walton, Cindy Braker, Rhonda Moore, Jamie Curry, Stephanie Wildeman, Greg Orth, Kimberly Tanner. Employee Benefits and Communications: Sharri Herriott, James Wethington, Terri Kendall, Tyler Rapp, Dawn Paris, Tammy Jewell, Gloria Butz.
- IX. Selection of By-Laws Subcommittee members: James Wethington, Dawn Paris, Tammy Jewell.
- X. Volunteers: Jessica Adler volunteered to be the Equity Diversity and Inclusion Committee Representative. Charlie Walton volunteered to be the Safety Committee Representative.
- XI. Discussion and motion passed to meet on the third Thursday of every month at 1:00.
- XII. Breakout in Committees: The Employee Relations Committee voted Jamie Curry as Chair, and the Employee Benefits and Communications Committee voted Dawn Paris as Chair. Both committees discussed upcoming events for the fall based off the End of Year Report from the out-going members.
- XIII. Lunch (from McCallisters)
- XIV. Motion and vote to adjourn.
- XV. Clean up and dismissal at 1 pm.



**Staff Council
Meeting Minutes
August 19, 2021 –
Virtual**

Members Present: Jessica Adler, Cindy Braker, Rhonda Moore, Stephanie Wildeman, Kimberly Tanner, Terri Kendall, Dawn Paris, Tammy Jewell, Gloria Butz, Shawn Williams, Rhonda Woolsey, Pam Kobe

Also present: Sarah Will, Assistant Director of Human Resources

Absent: Charlie Walton, Jamie Curry (Jessica Adler stood in for Jamie Curry as the Chair of the Employee Relations Committee), Amanda Mitchell, Greg Orth, Sharri Herriott, James Wethington, Tyler Rapp

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. Approval of Minutes - Minutes of July 21, 2021 meeting reviewed by council, accepted as written with a motion by Shawn Williams and seconded by Jessica Adler.
- III. Discussion of Open Issues with Committee/Representative News - The secretary of the Employee Relations Committee is Rhonda Moore. Reminder for the committees to vote for Committee Vice Chairs, and possibly a Webmaster. The Bylaws Update included proposed language changes and the committee name update of the Benefits and Communication Committee. The addition of two Staff Council position additions to the Bylaws was suggested (Equity, Diversity, and Inclusion Representative and Safety Representative), as was the removal of the list of specific annual events since those lists are included in each committee's descriptions. Dawn Paris moved to accept the additions to the Bylaws with the changes noted. Jessica Adler seconded the motion, and the motion was passed. For the Web Site update, a plan was discussed to acquire access. The Employee Relations update included the implementation of Quarantine Care Packages, the flier for that cause, and possible incentives for employee donations. The Fall Decorating Contest was voted to remain a virtual event following a motion by Shawn Williams, and seconded by Cindy Braker. The Equity, Diversity, and Inclusion update included a discussion of the history and structure of the EDIC of USI, and the positive results of the Campus Climate Survey.
- IV. Discussion of New Business – Ways to make the Committee /Representative Meeting Report Form easier to fill out were discussed, including the use of a SharePoint Form. Staff Council recruiting strategies were discussed, as was the possibility of the addition of the position of a Webmaster. For new employee orientation, the feasibility of ambassadors and pamphlets for new staff was discussed, as was the addition of the new Staff Council pins to help identify staff advocates to new employees.
- V. Motion and vote to adjourn followed by adjournment.



Staff Council Meeting Minutes September 16, 2021 – Virtual

Members Present: Cindy Braker, Jamie Curry, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Shelby Scott, Tyler Rapp, Charles Walton, James Wethington, Stephanie Wildeman, Shawn Williams, Rhonda Woolsey

Also present: Sarah Will, Associate Director of Human Resources and Beth Devonshire, Interim Title IX Coordinator

Absent: Jessica Adler, Gloria Butz, Sharri Herriott, Greg Orth, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. Approval of Minutes - Minutes of August 19, 2021 meeting reviewed by council, accepted as written with a motion by Rhonda Woolsey and seconded by James Wethington.
- III. Welcome to new member Shelby Scott, who is also a new Benefits and Communication Committee member.
- IV. Title IX Presentation by Beth Devonshire, Interim Title IX Coordinator – The presentation began with an introduction and historical overview. Beth referenced the updated USI Title IX website as a great resource. She pointed out that regarding reported incidences of gender-based harassment, institutions of higher education are second only to military law enforcement. She discussed the process and policies that are in place at USI to help us create and foster a fair and neutral community where gender equity is celebrated - which will promote student success.
- V. Committee/Representative News – The updates on the Presidential Task Force, President's Council, and Provost Council will occur at the next meeting, as some meetings have been delayed. *The Benefits and Communication Committee* is working on getting three policies in writing: the attendance policy for Facilities, Spirit Day Fridays, and specifically how bonuses and raises carry over to new positions. The Staff Council website has been updated. This includes the flyer for the Covid Care Packages with the date extension and adding Cindy Braker as the Staff Council Wellness Committee Representative. It was noted that if any images or pdf files are to be included on the website, the source image will also probably be needed for good image quality. *The Employee Relations Committee* has extended the final date for acceptance of donations for the Covid Care Packages and Archie's Closet to September 30th. The flyer for the Pumpkin Contest will come out October 1. *The Safety Committee* representative Charlie Walton is open to any suggestions, ideas, and concerns. Text or email him with any of these and he will bring them up at the safety meetings. *The Wellness Committee* representative Cindy Braker reviewed the upcoming Blood Drive and how our primary role for it will be advertising, since the company bringing it to campus will do the other tasks. More information will follow.
- VI. New Business – The decorate-your-wagon holiday event didn't have enough interest to proceed. Rhonda Woolsey would like suggestions for an event which would be in the months between the Giving Tree and the Summer Picnic events.
- VII. Motion to adjourn by Rhonda Woolsey and seconded by Shawn Williams, followed by adjournment.



Staff Council Meeting Minutes - October 21, 2021 – Virtual

Members Present: Jessica Adler, Cindy Braker, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Shelby Scott, Charley Walton, James Wethington, Stephanie Wildeman, Rhonda Woolsey

Absent: Rhonda Moore, Greg Orth, Dawn Paris, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the September 16, 2021 meeting were reviewed by council, and approved as written with a motion by James Wethington, and seconded by Jessica Adler.
- III. **News from the Chair** - Included the presentation of our new Vice Chair, Jessica Adler, and the announcement that Tyler Rapp will be taking a position elsewhere. We are now 2 staff council members short of the goal of 20 members, and are actively seeking to recruit new members.
- IV. **Committee/Representative News** – The Presidential Task Force and Provost Council updates will occur after they meet again. The President's Council update included the issue of student enrollment and retention. **The Employee Relations Committee:** Jamie Curry updated the council on the status of the Covid Care Packages, Fall Decorating Event and the Giving Tree. Help will soon be needed to prepare the bags for the Covid Care Packages, and for the tasks involved in the Giving Tree. The motion to use the Covid Care Package funds to fund the 100 bags and allocate the rest of the funds to Archie's Closet was passed after being made by Stephanie Wildeman and seconded by Jamie Curry. The motion was passed to get the Giving Tree applications out in early November; include the hybrid option of receiving gift cards, gifts, or both; and get the online fund-raising sheet up by mid-November with Cindy Braker making the motion, and Jamie Curry seconding it. Tammy Jewell gave the update for **The Benefits and Communication Committee** in place of Dawn Paris. Work is continuing to get policies in writing concerning attendance/tardiness policies; raises and bonuses and how they do or don't carry over with employees to new positions; and Spirit-Day Fridays. Rhonda Woolsey requested to be invited to the next meeting of the Benefits and Communication Committee. **The Safety Committee** representative Charlie Walton updated the council on recent campus safety repairs such as to the sidewalks and drainage ditches. He reviewed safety reminders such as no more than 1 extension cord under desks, and none under walkways. Space heaters are not allowed. Charlie is open to any suggestions, ideas, and concerns. Text or email him with any of these and he will bring them up at the safety meetings. **The Wellness Committee** representative Cindy Braker updated the council on the upcoming Blood Drive.
- V. **New Business** – Jessica Adler presented the idea of a Staff Council sponsored Education Fund for USI employees and/or their children. The Education Fund would be monitored by the Foundation, and the recipients would receive several hundred dollars to be applied toward USI educational expenses. This Education Fund would be funded through an employee-exclusive spirit wear sale. Sponsoring the Education Fund was approved with a motion made by Charley Walton and seconded by Jamie Curry. The design choice for the spirit wear was put to a vote and approved with a motion made by Stephanie Wildeman, and seconded by James Wethington. The suggestion was made to also have kid sizes and polo shirts available as part of the spirit wear sale, and Jessica will look into those options. As ways to increase employee morale and camaraderie, Jessica



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suggested two events that would fill the event void during the months between the Giving Tree and the Summer Picnic: a Chili Cook-off, and an Easter Egg Hunt on the Quad. The ideas were tabled to consider and discuss at the next meeting. Rhonda Woolsey presented the idea of an Employee Recognition Award attained by way of nomination. It would start as a monthly award, then become yearly. A calendar with photos of the monthly winners was suggested, as was the possibility of funds generated through the calendar being applied to the new Education Fund. This idea was tabled for consideration and will be discussed at the next meeting. Rhonda reminded members that President Rochon will be at the November Staff Council meeting. If members have specific issues they would like to be discussed with President Rochon, Rhonda asked that they let her know by Wednesday before the Thursday meeting. Rhonda discussed the Staff Council task to strive to be positive patient problem solvers, as well as the task to be a neutral vessel between employees and management. Discussion was opened to the floor, where a Showplace Cinemas USI Family Hours possibility was discussed. Gloria Butz reported being asked about the Flex-time survey results by an employee. Rhonda will check into that at the next President's Council Meeting.

- VI. Motion to adjourn by Jamie Curry and seconded by Jessica Adler, followed by adjournment.



92863Staff Council Meeting Minutes - November 18, 2021 – Virtual

Members Present: Jessica Adler, Gloria Butz, Jamie Curry, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Shelby Scott, Charley Walton, James Wethington, Stephanie Wildeman, Rhonda Woolsey

Also present: Administrative Senate Representative Steven Stump, and Guest Speaker President Rochon

Absent: Cindy Braker, Sharri Herriott, Greg Orth, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the October 21, 2021 meeting were approved after being reviewed by council, with a motion by Tammy Jewell and seconded by James Wethington.
- III. **News from the Chair** - Included the USI Staff Council Giving Tree update: 32 families including 61 children are receiving assistance this year. Members are needed on Friday, December 10th to move gifts to the Fuquay Welcome Center to be sorted and prepared for distribution. Members are also needed on Tuesday, December 14th and Wednesday, December 15th to sign up for specific time slots in order to distribute the gifts. Privacy of the recipients will be ensured with the use of a code system to label and distribute the gifts, rather than the recipient's names. The News from the Chair also included the recruitment update. Our own survey results and HR both support a change in the bylaws to allow for new employees to serve on the staff council, and for the possibility of past members serving again. This specifics will be evaluated and revisited.
- IV. **Committee/Representative News – The Presidential Task Force** report by Rhonda Woolsey reviewed that masks will continue to be worn indoors on campus, and to be aware that flu cases have started showing up on campus. **The President's Council** report also by Rhonda included that several of the ideas we discussed at the last meeting were presented to the President's Council and the specifics about the Employee Recognition Award idea (such as a dedicated parking spot) are currently under review. **The Provost Council** report by Jessica Adler reviewed the implementation of new Banner software which is more student-focused to improve registration, advising, and tracking of attendance and grades. Improvements to the electronic workflow process are also being made which will assist the flow of document tracking and help to eliminate paper documents. **The Administrative Senate** report also by Jessica included the COVID-19 Task Force reminder that employees are asked to be mask ambassadors by kindly reminding students and guests to wear masks, while not being confrontational. We can provide good examples of proper mask wearing without policing the students. Also, remember that random acts of kindness go a long way to help improve student recruitment and retention. As an employee recruitment and retention tool, the Administrative Senate approved a "FlexWork" policy proposal (currently for administrators), and their Executive Committee will forward it to leadership. In summary, this proposal has several parts including "FlexTime" for compressed and/or staggered hours and "FlexLocation" for remote on-line work. The committee is also discussing a Floating Holiday proposal, and/or renaming holidays in the USI Handbook to be more inclusive and respectful of our diverse community. **The Employee Relations Committee:** Jamie Curry updated the council that the Quarantine Care Packages were successfully delivered to Housing, and we are now working on the Giving Tree. We all need to all give that our best efforts. **The Benefits and Communication Committee:** Dawn Paris discussed that they have a long list of proposed changes, and they are

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narrowing it down to the strongest proposals. They are continuing to work on getting revisions to existing policies in writing. **The Equity, Diversity, and Inclusion Committee:** Jessica Adler discussed the campus climate survey results. The large amount of data will be divided into 4 manageable themes in order to narrow it down and get groups together on campus that can use the data to make a difference. **The Safety Committee:** Charlie Walton updated the council regarding campus COVID-19 safety, including being in the early stages of looking at the possibility of federal funding being used to invest in ionizers for the campus. This is a very expensive and effective technology.

- V. **Guest Speaker** - President Rochon answered questions from the Staff Council members and provided information on current topics of interest. He has a goal to bring greater equity across campus by providing a raise for the entire campus at the end of this fiscal year. He discussed a plan for a new trail system on campus for hiking and mountain biking, which will significantly help with student recruitment. The Exploratory Committee for the Division 1 Athletics Classification is in the process of fact-finding now and will be getting those facts with "pros and cons" to employees. That will be followed with an employee survey. He wanted us to know that the Division 1 Conference approached USI and invited us to be in their Conference as they think that USI is an attractive campus to students, athletes, and coaches. He discussed the USI mask mandate and reminded us that we want to de-escalate any confrontation regarding masks. We need to continue to be aware of the possibility of a federal vaccine mandate, as we need to maintain federal and state compliance as a public state institution. For a few specific questions, Dr. Rochon provided the names of the appropriate employee contacts to get in touch with.
- VI. **New Business** – Rhonda Woolsey is working on creating step-by step Standard Operating Procedures (SOP) for the various tasks that Staff Council members consistently perform. The SOP will be passed on to each future Staff Council and will serve as a helpful guide to follow. **Opened to the floor:** Jessica Adler announced that she is moving to a different department, Human Resources. She will continue as support staff and will continue her roles with Staff Council. Jessica updated the council that there is a need for Employee Ambassadors. An Employee Ambassador reaches out to a new employee with a quick email and a 5 minute or less phone call. The Staff Council email address is provided to the new employee, as well as going over how to address concerns and access our webpage. The employee is contacted again for a 30-day check-in. Please let Jessica know if you are willing to help. James Wethington announced that he is taking a new position in Arkansas and will be leaving USI at the end of December. Staff council is happy for James to get this opportunity but will miss him! Rhonda Woolsey reviewed proposals recently made to the President's Council including signs inside campus buildings with mile markers and helpful information for those walking for exercise indoors. She mentioned that volunteers will be needed for Commencement, and a notice will soon be sent out from Megan Doyle. Motion to adjourn by James Wethington and seconded by Dawn Paris, followed by adjournment.



Staff Council Meeting Minutes January 20, 2022 – Virtual

Members Present: Jessica Adler, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Stephanie Wildeman, Rhonda Woolsey

Absent: Cindy Braker, Greg Orth, Shelby Scott, Kimberly Tanner, Charlie Walton

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the November 18, 2021 meeting were approved after being reviewed by council, with a motion by Stephanie Wildeman and seconded by Rhonda Moore.
- III. **News from the Chair** - Many recipients expressed their gratitude for the Giving Tree, and we received many nice comments and thank-yous. Regarding the Staff Council Recruitment update, if you know of any potential recruits, please email Rhonda Woolsey and she will send them an email. The Staff Council Invitation is currently being modified.
- IV. **Committee/Representative News** – Rhonda Wolsey provided updates on the Presidential Taskforce, the President’s Council, the Provost Council, and the Administrative Senate. **The Presidential Taskforce** has not met in January. The coronavirus is in full force, so face masks and social distancing will remain in place for the foreseeable future. The recent meeting of **the President’s Council** included discussions about the coronavirus and the report on Division 1. The Employee Recognition Award continues to be under review of the President’s Council. The recent meeting of **the Provost Council** also centered on discussions about the coronavirus. **The Administrative Senate report** included information that the “FlexWork” policy proposal (currently for administrators) continues to be worked on. **The Employee Relations Committee:** There was no January monthly meeting. Jamie Curry and Rhonda Woolsey mentioned that there have been suggestions for a new type of event such as a Tea Party, or a Build Your Own Garden Party. They are looking for something that can be held on the Quad, and is environmentally friendly, safe, and inexpensive. **The Benefits and Communication Committee:** Dawn Paris discussed the continuing process of revising existing written policies. **The Equity, Diversity, and Inclusion Committee:** There was no January monthly meeting. Jessica Adler reviewed the status of the floating holiday proposal. Human Resources and EDIC are currently reviewing the possibility of the floating holiday. Regarding **Safety**, the weather policy of the university was reviewed including the intent for the decision of a weather-related university closing to be made by 5 AM of the affected day.
- V. **New Business** – We are interested in adding to the university spring events in order to promote camaraderie, improve employee morale, and provide another day to celebrate being part of the USI community. **Opened to the floor:** USI Outreach and Engagement is now accepting nominations for the 2022 M. Edward Jones Engagement Award through Friday, February 18. This award recognizes USI employees, retirees, students, alumni, board members, and trustees who profoundly enrich the lives of our tri-state region citizens through service, leadership, and volunteerism. A reminder was given to please consider being an Employee Ambassador, and to contact Jessica Adler for more information.
- VI. Motion to adjourn by Dawn Paris and seconded by Tammy Jewell, followed by adjournment.



Staff Council Meeting Minutes March 17, 2022 – Virtual

Members Present: Jessica Adler, Emily Brinkmeyer, Gloria Butz, Tammy Jewell, Terri Kendall, Pam Kobe, Greg Orth, Dawn Paris, Kimberly Tanner, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Cindy Braker, Jamie Curry, Sharri Herriott, Amanda Mitchell.

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the January 20, 2022 meeting were approved after being reviewed by council, with a motion by Dawn Paris and seconded by Terri Kendall.
- III. **News from the Chair** - Rhonda thanked retiree Rhonda Moore for her service and wished her a happy retirement. Emily Brinkmeyer was welcomed to the Staff Council and will be on the Employee Relations Committee. The decision has been made with input from Steve Bridges to keep the Employee Recognition Award as it is for now. Nominations will be accepted in June for the recognized employee.
- IV. **Committee/Representative News** – Rhonda Woolsey provided updates on the Presidential Taskforce and the President’s Council. **The Presidential Taskforce** has maintained the 3 feet social distancing policy and has replaced the mask mandate with a policy of "masks welcome". A recent meeting of **the President’s Council** included a discussion of a name change, and issues regarding hiring two new Deans and a Human Resources Generalist. Jessica Adler attended **the Foundation Development Council and** thanked the Staff Council for the list of suggestions that was provided. The lists will be compiled and reviewed beginning in April. Her report on the **Administrative Senate** included a discussion of retention efforts of both students and employees. **The Employee Relations Committee:** Stephanie Wildeman reviewed the Unsung Eagles Event, which is April 28th. We are still in need of Staff Council volunteers. **The Benefits and Communication Committee:** Dawn Paris reported on their current work preparing issues to present to Human Resources. **The Equity, Diversity, and Inclusion Committee:** Jessica Adler would encourage us to attend one of the upcoming EDIC hybrid events where they will present the facts of the survey results and how it impacts USI. Regarding **Safety**, Charlie Walton described the upcoming automation updates with the heating and cooling systems.
- V. **New Business** – There is interest in forming an Election and Recruiting Committee. **Opened to the floor:** Dawn Paris reminded the members to let her know if you have anything that needs to be put on the Staff Council web page. Motion to adjourn by Rhonda Woolsey, seconded by Pam Kobe, followed by adjournment.

Members Present: Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Amanda Mitchell, Pam Kobe, Greg Orth, Dawn Paris, Kimberly Tanner, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Jessica Adler, Cindy Braker, Emily Brinkmeyer

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the March 17, 2022 meeting were approved after being reviewed by council, with a motion by Rhonda Woolsey and seconded by Gloria Butz.
- III. **News from the Chair** - Rhonda presented the take-away messages from the Town Hall meeting. The most requested topic by employees to be addressed was flexible schedules. At the Town Hall meeting, Dr. Rochon discussed the significant manpower needs necessary to put flexible schedules in place, and currently USI does not have that required manpower. He also addressed how he would like to find an alternative that would be available to any employee on campus rather than to only a limited number of employees. The administration is reviewing the 70-page flexible module proposal provided to them by the Administrative Senate. Other issues addressed at the Town Hall and reviewed for the Staff Council were improvements of infrastructure, marketing, recruitment of non-traditional learners, resuming employee travel, the beginnings of an agricultural program, and the need to keep the masking signs up since the rate of transmission of the Covid-19 variants in the near future is unknown. The plans for the Unsung Eagles Day were discussed, as were the specifics of forming the Staff Council Election Committee.
- IV. **Committee/Representative News** – Rhonda Woolsey provided updates on the Presidential Taskforce and the President’s Council. **The Presidential Taskforce** hasn’t met since the previous update. An April 5th meeting of **the President’s Council** included a discussion of student mental wellness, the Administrative Senate proposal, and the potential of a floating holiday. **The Employee Relations Committee:** Jamie Curry discussed the Unsung Eagles Event, which is April 28th. **The Benefits and Communication Committee:** Dawn Paris reported on their current work on 3 proposals regarding: vacation, payment of stipends to staff, and Facilities and Operations issues to address.
- V. **New Business** – The student enrollment numbers are up and are higher than was expected. It will be the biggest freshman year at USI. The numbers are up for admissions, and also graduate students. **Opened to the floor:** Motion to adjourn by Rhonda Woolsey, seconded by Pam Kobe, followed by adjournment.

Members Present: Jessica Adler, Cindy Braker, Emily Brinkmeyer, Jamie Curry, Sharri Herriott, Tammy Jewell, Pam Kobe, Greg Orth, Dawn Paris, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Gloria Butz, Terri Kendall, Amanda Mitchell, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the April 21, 2022 meeting were approved after being reviewed by council, with a motion by Rhonda Woolsey and seconded by Tammy Jewell.
- III. **News from the Chair** - Rhonda discussed the success of the Unsung Eagles Day event. The employee lunches, large outdoor social gathering, and the notes of appreciation were all very much appreciated by the attendees, and the event was considered quite successful. 50% more lunches were served than originally ordered since students were also served. Without Staff Council involvement, the Loft had been closed and students were sent to the event for lunch. Rhonda opened the floor to Jessica Adler, and the Staff Council had the opportunity to say good-bye to Jessica, who has taken a new job closer to her home that will allow for more time with her children. The Staff Council thanked Jessica for her awesome service and will miss her, but wishes her very well in her new adventure.
- IV. **Committee/Representative News – The Presidential Taskforce** will meet again when classes resume. The plexiglass will remain up, as will the social distancing stickers. A May 10th meeting of **the President's Council** included a discussion of commencement. This included a story of appreciation told by a student with disabilities and how she was very thankful to be able to feel normal during commencement. Other topics mentioned include the Aug 1 official membership of Division 1, the expected June 10 visit to campus by state senators, and the expected late May decision for the Dean of the College of Business. **The Administrative Senate** is currently having their elections. Thanks to the work of Tammy Jewell, the Staff Council will have the required membership numbers and the ballots are available for voting. **The Employee Relations Committee:** Jamie Curry discussed the Unsung Eagles Event, including the need to reevaluate the budget after the unexpected expenses of the student lunches. After the upcoming elections, planning will need to be done for the retreat for new members. **The Benefits and Communication Committee:** Dawn Paris reported on their current work on 3 proposals regarding absence policies: vacation, payment of stipends to remaining staff given additional responsibilities, and the Occurrence Policy for Facilities. The vacation proposal is asking for a policy comparable to other four-year state institutions. It will be sent to Staff Council individual email addresses for a vote. If applicable it will then move on to the President's Council and on to Human Resources. Dawn mentioned improvements made to the Staff Council web page such as moving the Share-a-Concern button to make it more accessible. Rhonda added that she submitted a well-worded written essay to the President of the University regarding issues regarding employee benefits that need addressed. Charlie Walton of the **Safety Committee** discussed the large number of recent accidents in the front roundabout. Suggestions were made to include training for both students and employees. Employee training could be part of the Human Resources orientation for new employees. Cindy Braker of the **Wellness Committee** mentioned that they are looking for a new location for the Wellness Fair that is larger than Carter Hall.

- V. **New Business:** Specialized jobs with USI that require employee certification, updated certifications, and continuing education need to be addressed. Currently all associated costs with the certification and updates are the financial responsibility of the employee if the necessary course/certification is not offered by USI. Rhonda has included this on the feedback to the Foundation Development Council regarding items that need funded. It is also being added to the Staff Council list of concerns. **Motion to adjourn** by Rhonda Woolsey, seconded by Pam Kobe, followed by adjournment.