

Annual Report 1997-1998

An assessment in completed November 1997 of the Personnel Policy Committee. The following areas of policy topics were discussed:

- Purpose of Personnel Policy Committee
- History of the Committee
- Purpose of Committee
- Why were we conceived?
- Are we succeeding at our purpose?
- If not, how can we succeed?

After brainstorming, the following were issues that we felt the Personnel Policy Committee should address:

- Work Environment
- Office Temperature
- Construction Pedestrian Flow
- Handicap access
- Chemicals
- Cleanliness
- Supervisor/Employee
- Interim/Acting position (how long)
- Failure by supervisor to do timely performance appraisals
- Employment
- Transfer
- Promotion
- Terminated position or layoff
- Ombudsman
- Information Technology
- System access upon termination or employee transfer
- New employee orientation to information technology
- Recruitment of information tech's (shortage)

I. Accomplishments

- A. Completion of Goal I.
- B. Recommendation of ASHRAE standards for University with regard to temperature.
- C. Policy with regard to responsibility, if work environment conditions need addressed.
- D. Plan on addressing more difficult personnel issues (II-V) Recommendation with regard to handicap entrance signage. Construction issues were discussed and improved communication between University and staff. Work environment issues with regard to temperature and humidity are being formulated.

II. Future Goals

- A. Complete work on the Staff Retirement Programs and develop a list of recommendations, which will receive serious consideration by the administration.
- B. Be involved with developing and delivering an educational program for

informing Staff of any changes that might be implemented with the Benelect program.

- C. Continued encouragement and assistance to the Administration for developing an overall philosophy statement on Fringe Benefits, which could be used as a guidepost in making decisions about changes and development of our various fringe benefit programs.
- D. rther cultivate and develop relationships with other groups that are working to examine and influence fringe benefits programs at CWRU (i.e. - Faculty Senate, UCFB).

II. Forecast

- A. We have done a lot of work with regard to work environment, it is important that we pursue the avenues for implementation at the University. If we cannot succeed with input on small issues, such as temperature, how will we be effective with more difficult personnel issues, thus it is important that a good structure be put in place that is consider an asset to the University.

NOTE: Meetings for the coming year will be held on the fourth Wednesday of each month at 10:30 a.m. in Room 353 of Adelbert Hall.