

Annual Report 2002-03

Accomplishments:

In 2002-03, the Staff Policy Committee actively engaged in the discussion of key policy issues affecting the work lives of staff at CWRU. Timeliness of staff performance evaluations is an on-going issue. There had been improvement with regard to timeliness of evaluations, but it had declined in the past year. The Committee discussed this issue at length with representatives with Human Resources and provided suggestions on how to improve the process so that fewer evaluations are conducted past the dates when they should be completed. A new process has been put in place in which supervisors will be notified more often to assure that the evaluations are timely.

The Human Resource-proposed "pet ban" that would prohibit pets from being kept in the workplace had been sent to the Faculty Senate with a representative from Staff Policy. This issue has caused much discussion and suggestions for resolution have been sent to President Hundert.

The committee is currently studying Ombudsman Issue and gathering information from sister schools on their policies and procedures. Discussions are ongoing and will remain on the Committee's agenda for 2003-04.

Goals:

Throughout the previous year, several other staff policy issues were suggested at meetings. The Committee will discuss these issues, as necessary, at future meetings. The issues are--policies regarding the hiring of minority, temporary staff members of Case Western Reserve University; proposed change that would separate merit raises from cost-of-living raises. Handicap Access signage and Office Temperature are also issues that will be revisited.

Support Requested:

The Committee routinely discusses issues that affect staff policy. In order to have intelligent, informed discussions, the Committee relies on data and other information from Human Resources. The Committee also relies on discussion from members of the CWRU community. Staff Policy Committee meetings are held on the last Wednesday of each month at 10 a.m. in 351 Adelbert Hall. Any schedule changes will be announced in advance of the meetings.

Committee Leadership

In 2002-03, Joanne DiCarlo and Pete Bacevice were co-chairs. In 2003-2004, the committee will be led by Barbara Tubbs, Charles Knox, and Jennifer Byrne.