

Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of January 19, 2011

Member Attendees:

Carolyn Gerich (Case Employee Relations Specialist, Human Resources)
Charlie Knox (Committee Co-Chair)
JC Scharf-Deering (Committee Co-Chair)
Michael Payne
Michelle Adams
Jim Prince
Staci Taylor
Allmarie Monroe
Sally Berri

The meeting began shortly after 3 pm.

Meeting Minutes

The minutes for the meeting of November 17, 2010 were submitted for review. The Committee had corrections to the attendance and recommended that the final meeting minutes capture the discussion, but that some detail regarding discussion could be edited.

The meeting planned for December 15, 2010 was cancelled.

Member Information and Discussion

Members discussed and agreed that the meeting schedule for 2011 would remain in effect as the 3rd Wednesday of the month. The meeting time of 3 PM and location of the Department of Astronomy Conference Room, Sears Library Room 563 would also remain in effect unless otherwise noted. The Committee Co-Chairs also agreed to attempt to send out policy for review at least one week prior to the meeting.

A Member raised a question and concern regarding the payment for parking. The current policy and practice is that any employee who is scheduled for 20 hours or more a week is required to pay for a full-time parking permit. Carolyn Gerich noted that she would attempt to clarify the parking permit requirements.

Policy Review and Discussion

Carolyn requested that the Committee review and comment on several sections of the Employment Policy (Section 2). Specifically, policies 1, 3, 4, and 5 were selected for review and distributed to all Members.

The following policy documents were reviewed and discussed:

II. Employment Contents

1. [Employee Classifications and Status](#)
3. [Alternative Work Arrangements](#)
 - a. [Alternative Work Arrangements Procedure](#)
4. [Employment Decisions](#)
5. [Search Committees](#)

A Member submitted a request to review the salary grade level system in light of the fact that many positions are graded based on degree and certification requirements. The Member noted that prior to this revised system, job experience was considered in lieu of a formal degree. Carolyn agreed that she would present this concern to compensation.

The Committee made several suggestions for minor modifications to correct typographical and formatting errors. Members also made specific suggestions to edit language for clarity and consistency. Due to the limited time available for all Members to review the multiple policies, the Committee agreed to accept additional requests for changes through Wednesday, January 26, 2011. Members were notified by email following this meeting.

Policy Review and Discussion for Future Meetings

Carolyn noted that Employment Policy 2.2, which applies to independent contractors, is due to be revised so as to comply with new federal guidelines. The revisions to this policy are being prepared and will be submitted to the Committee in the coming year. Carolyn also noted that there are separate policies designed to address temporary employees and volunteers. These will also be reviewed. Some of the policy changes are being initiated to address policy related to diversity, affirmative action, and equal employment opportunity.

The Case policy regarding employee grievance and the complaint process is also being revised. This is also in response to diversity, affirmative action, and equal employment opportunity issues. The policy regarding sexual harassment will also be considered for review.

Announcements/Next Meeting

The next meeting of the Staff Advisory Council, Policy Committee Meeting was planned for **Wednesday, February 16, 2011, 3 pm, Department of Astronomy Conference Room, Sears Library Room 563.**

The meeting was adjourned at 4 pm.

Respectfully submitted, JCSD