

Operating Staff Council Meeting Minutes
Wednesday, February 21, 2007

Members in Attendance: Slava Bruder, Jennifer Dube, Holly Hillsgrove, Matty Leighton (Recorder), Patrice MacNevin, Doreen Palmer (UNH-M), Janice Pierson, Toni Searles, Lisa Wilder, Jason Brodeur (Chair)

Members Not in Attendance: Jeff Jones

Guests: Nicole Finitis, Potential Council Member; Jody Record, Campus Journal; Lon Sattler, SPPC

Agenda Items

Welcome/Approval of Minutes – Jason Brodeur, Chair

Jason called the meeting to order at 1:05 and welcomed all present to the first official OS Council meeting of the year. The December minutes were approved by acclamation.

Central Budget Committee – Jason Brodeur, Chair

Jason informed the council members that, after several years of lobbying by all three staff councils, the Central Budget Committee has agreed to include a staff representative. The chairs of the three councils considered several candidates and chose Larry Pignataro, a PAT staff member from Athletics who has considerable financial and budgeting experience. Jason has asked Matty Leighton to serve as liaison to the staff representative, so she will keep in touch with Larry and report back on news from the Central Budget meetings as well as submit input from the OS Council. The Central Budget Committee web site, which contains information on membership and meeting schedules, as well as minutes from previous meetings, is located at <http://unh.edu/budget/cbcindex.htm>.

Relay for Life – Patrice MacNevin

Patrice provided the council with information about the Relay for Life, an annual spring event at UNH that raises money for the American Cancer Society. Participating teams of 10-15 people collect pledges for the ACS and walk around the UNH track during a 24-hour period. This year's Relay for Life is scheduled for April 28-29 from noon until noon at the UNH Field House and although student involvement is high, event organizers still need more teams to sign up. Patrice suggested that the council (or the three staff councils together) consider participating or having a table at the event to hand out refreshments and increase our visibility on campus. General information about Relay for Life is available at www.cancer.org; local organizers may be reached at 603-969-6831.

Bulletin Boards and Suggestion Boxes – Patrice MacNevin

UNH Hospitality services has already implemented the suggestion about using bulletin boards and suggestion boxes to communicate with employees who do not have Internet access. One bulletin board has been installed at each location and they are paired with suggestion boxes. Although she hasn't received any written suggestions in the boxes yet, Patrice has received very encouraging feedback from employees that shows they are reading the information, and

management has been very supportive. She would like to expand this initiative to include translations for non-English speakers. Spanish is the predominant language other than English, but there are also a significant number of staff members from countries such as Taiwan, and Cambodia. Potential translators may include academic departments (i.e., Spanish Dept.), faculty members who are native speakers, and international students.

Harvard Pilgrim Transition – General Discussion

Jason asked the council to share any feedback they had heard from constituents. One employee had complained that an out-of-state dependent was no longer covered under the HMO plan, and the employee was forced to enroll in the more expensive POS plan in order to continue coverage for the dependent. This is contrary to Harvard Pilgrim's original assertion that they would duplicate our previous plan, since out-of-state dependents were covered under the HMO plan with Cigna. This employee is working with both an OS council member and an HR rep to try and resolve the problem. Lonn told the council that Harvard Pilgrim did tell UNH that there might be areas where their system would need to be "tweaked" to match our old plan, and that if this turns out to involve more work than they originally anticipated we could face a cost increase next year. Many of the comments that council members received were positive, especially the mail-order prescription service, which is fast and apparently more cost-effective than Cigna's. Two other areas of concern were identified: 1) Some people did not receive the introductory plan information packets; Jen will follow up on this; and 2) Harvard Pilgrim currently provides the free health club membership to both members of a covered couple, when both are working at UNH but only one carries the insurance. Apparently, beginning next year, they will only make this benefit available to each insured individual; Lonn will follow up on this. Lonn also noted as an aside at the end of the discussion that if the next state budget is approved as currently proposed, staff will not have to pay a greater **percentage** of their health care costs next year. However, this doesn't mean our **cost** won't go up, since the amount we pay will still go up if there is an increase in the overall cost of health care benefits.

SPPC Report – Lonn Sattler

Lonn gave the council an update from the System Personnel Policy Council Meeting on January 18th (minutes attached as Appendix B). He provided copies of proposed policy changes in the following areas:

- Longevity rewards
- Communicable disease preparedness
- Pre-employment background checks ("right to work")
- Employee pay/benefits during long-term curtailed operations due to emergency
- Leave without pay

In general the proposed changes did not seem onerous, although one council member did ask about the leave without pay policy:

- If an employee is put on involuntary leave without pay because he or she is accused of a felony, is back pay given in the event of a not-guilty verdict (or the case being dropped)?

Lonn will look into this. He also assured the council that the SPPC continues to look at ways of

improving our benefits package. For instance, one thing they are looking at is a flexible health care spending account that rolls over unspent contributions from one year to another (vs. “use it or lose it”). Benefits continue to be a huge part of the university’s operating costs; in fact, the amount that USNH spends on employee benefits is great than the operating cost contribution the system receives from the state.

Retreat Notes – Jason Brodeur, Chair

Jason distributed notes from the January Tri-Council retreat, compiled by Janice, and asked the council members to identify any issues that seemed compelling.

Work Study Training - Matty Leighton voiced an interest in investigation training for employees who hire/supervise work study students, and Lisa Wilder and Jen Dube volunteered to help. Several employees, including Jason and Slava, offered to let the committee review manuals or other materials from their departments. Matty will put together an outline of ideas and bring it back to the next meeting.

Employee Survey – Jason will call Dick Cannon, who is overseeing this initiative, and will let him know that the OS Council is ready to help him in any way that’s needed.

Workshop Idea – Lonn suggested that as part of our communication efforts we might offer a POD on basic computer and Internet use for those employees who don’t currently use computers at their job and may not have the skills to access important job and benefits information.

Release Time for Professional Development – Several council members would like to see HR provide better back-up for employees who wish to attend professional development events but have a hard time getting away from the office. Perhaps a policy that requires all staff to do a certain amount of professional development activity would help with this? Or maybe there could be a pool of well-trained and competent work-study students who could serve as on-call temps for these situations?

Jason asked the council members to continue to review the retreat notes (attached as Appendix C) and identify other areas where they’d like to get involved.

Wrap-Up – Jason Brodeur, Chair

Jason distributed copies of the council by-laws (see Appendix D) and asked the members to review them and come ready to discuss potential changes at the next meeting. He also mentioned that the Presidential Search Committee is still working diligently on the search.

Adjournment

The meeting was adjourned at 2:30 PM. The next OS Council Meeting is scheduled for Wednesday, March 14th.

OS Council web site: <http://www.unh.edu/os-council/>

PAT Council web site: <http://www.unh.edu/pat-council/>



Appendix A – AOP Forum Series Announcement

The University of New Hampshire's
AOP Planning Committee Announces the 2007 Forum Series

Join us on March 13 and April 17, 2007 for our spring programs!

March 13, 2007 - "*Being Resilient and at Your Best, Despite Workplace Stress*" with Speaker - David Lee

April 17, 2007 - "*Messy Desk or Meticulous Order? Time Management for the Unmanageable*" with Speaker - Lynne M. Richards

March 13, 2007 with *David Lee*

Location: MUB Granite State Room from 12:00 - 2:00 p.m.

A light lunch of soup and sandwiches will be served

*Register early - Space is limited –

Online Registration is OPEN from February 19 - March 2, 2007 at
<http://www.unh.edu/hr/pod/aop.htm>

Program Description:

How resilient you are affects your degree of career success and job satisfaction, and contributes to the overall resiliency of an organization's workforce and success. In this workshop, you'll learn practical principles and techniques for being more resilient, and learn how to perform at your best despite the pressures and demands of today's "do-more-with-less" workplace. Some of the skills you'll learn are how to deal with difficult situations while maintaining your composure, how to create a "life ecosystem" that revitalizes you, how to recognize and eliminate ways you create stress in your life, and how to respond to change and uncertainty with flexibility, adaptability and optimism.

Presenter Bio:

David is the founder and principal of HumanNature@Work. He is an internationally recognized authority on organizational and managerial practices that optimize employee performance, morale, and engagement. He has written and presented extensively on the topic of stress and resilience, and is author of "Managing Employee Stress and Safety", and several dozen articles on organizational and individual performance published in trade journals in the U.S. and abroad. He has held positions as a supervisor and trainer in the corporate world and a clinician and trainer in the healthcare. His program "Becoming Resilient" has aired several times on public radio.

3/13/07 Program Format:

12:00 - 12:45 p.m. Check-In and Lunch

12:45 - 1:45 p.m. Speaker Presentation

1:45 - 2:00 p.m. Q&A

*David Lee will have 2-CD sets available for purchase after the program: *"Whatever Life Brings: Finding Serenity and Vitality Through Resilience"* at the AOP Forum special price of \$10 - normally \$19.

April 17, 2007 with Lynne M. Richards

Location: Holloway Commons - Squamscott Room

A Breakfast Buffet will be served

**Online Registration is OPEN from February 19 - March 2, 2007 at
<http://www.unh.edu/hr/pod/aop.htm>**

Program Description:

Most traditional time management systems include four basic steps: plan, prioritize, schedule, and follow the plan. While this system works just fine for some of us, many of us find these four simple steps impossible to follow. During this interactive workshop, we'll explore why traditional time management doesn't work for everyone. Identify the differences between monochronic and polychronic time, and assess whether you are a divergent (right-brain) or convergent (left-brain) thinker. Discover how you can use these insights of working and thinking preferences to improve your time management and in general, create a far more rewarding and balanced life-style.

Presenter Bio:

Lynne M. Richards, M.B.A., is a member of the National Speaker's Association, author and founder of LMR Associates, a training and leadership development firm. Lynne specializes in helping people develop their leadership and presentation skills. With over 20 years of experience in management and training, she brings a wealth of hands-on, practical experience to the classroom, providing clients with workshops on leadership, supervision, communication, and training design and delivery.

4/17/07 Program Format:

7:45 - 8:30 a.m.. Check-In and Breakfast

8:30 - 9:45 a.m. Speaker Presentation

9:45 - 10:00 a.m. Q&A

Appendix B – SPPC Minutes 1/18/2007

SYSTEM PERSONNEL POLICY COUNCIL

November 16, 2006

GSC ~ Concord

Attendance:

L. Sattler ~ UNH, Co-Chair	A. Crabtree ~ GSC	A. Thurston ~ PSU
S. Demers ~ UNH	J. Hampton ~ GSC	A. Kulig ~ PSU
T. Boyle ~ UNH	L. Cucchiara ~ KSC	S. Blakney ~ SYS
P. Hammond ~ UNH	T. Garland ~ KSC	S. Berry ~ SYS
A. Mullen ~ UNH	C. Child ~ KSC	G. Pratt ~ SYS
J. Jones ~ UNH	K. Harkness ~ KSC	S. Marquis ~ SYS
B. Dowling ~ GSC, Co-Chair	C. Gagne ~ PSU	J. Tambling ~ SYS
E. St Jean ~ GSC	L. Wirth ~ PSU	L. Dews ~ SYS
	C. Kuzdeba ~ PSU	
	L. Alexander ~ PSU	

1. Chair Sattler called the OS longevity discussion meeting to order at 9:15 a.m. The Council introduced themselves and welcomed new GSC Representative, Elaine St Jean.
2. Joan Tambling noted that there will periodically be topics on the SPPC agenda that could be better served by being discussed first by different employee groups, and then as a whole within SPPC. The Longevity topic is an example, where we want to ensure that conversation around the topic flows freely and addresses the potentially different interests of employee groups (i.e. OS and FPEW).

The Council noted that there is great value in an employee's length of service and understanding of his/her institution, as long as they continue to be productive and cultivate their expertise. It is important to avoid stereotypes when thinking of short-term or long-term staff members. While there was much discussion, no decisions were made about changing longevity and transitioning to a new program. Some points/suggestions made were:

- There is interest in a competency-based reward; emphasis on a shift from entitlement to productivity reward
- Employees at the top of their range get bonuses
- Currently, longevity payments are based on hourly rates (those who have a higher rate earn a higher longevity payment) – interest in a flat dollar amount to make it more equitable
- Instead of year-round, grant bonus on date of hire anniversary
- Interest in grandfathering current employees (unless they want the new program), if there was something new going forward
- Possible placement of funds in base salary when transitioning to new program
- Program should encourage professional growth; start rewards at the five year mark and proceed incrementally (with no cap)

- Funds earmarked by the institutions ONLY for the program (not allow funds to be used where needed)
- Rewards could include job-related (travel, seminars) or personal (interest/hobbies)

Joan noted she will write up some options for the Council to hone in on and work with at the next meeting in January.

At 10:00 a.m., the FPEW Reps joined the meeting. Co-Chairs Sattler and Dowling proceeded to call the meeting back to order. The minutes of the 9/28/06 meeting were approved as written. Lauren will include GSC Rep Elaine St. Jean's contact information on the membership page, and update the post online (the agendas, meeting schedule, and membership listing can be found at www.usnhhr.unh.edu).

The Social Security Number policy returned to the agenda, at the recommendation of Internal Audit, who would like to see tighter language ensuring that social security numbers are obtained. UNH expressed concern over how the six-week "deadline" to obtain a SSN would affect the International Student Office, where delays in SSN assignment can occur. Gaynelle will revise the policy to change the use of a temporary SSN from six weeks to eight, and also note that an exception can be made if necessary, where the time may be extended by institutional decision and with proper documentation. Lauren will email out the revised policy prior to the next meeting, so reps can discuss the policy with their constituents, and return to the January meeting ready to vote.

More language was added to the Communicable Diseases policy, surrounding institutional guidelines for universal precautions, definitions by the Center for Disease Control, and procedures for handling infectious waste. The policy is intended to be an "umbrella" policy which allows for campus autonomy in deciding further detail and procedures. The policy will return to the January agenda after campus discussion.

The Council discussed Curtailed Operations and the new Emergency Response policies, noting that curtailed operations will occur for periodic issues (such as snowstorms) and would last no longer than a week. This policy adds in the ability for an institution to take partial action as needed (where, for example, the campus wouldn't shut down, but it could offer relief to employees who are affected, such as last year's flooding in the Keene area). The Emergency Response policy (where a campus is closed for more than a week, declared by the Chancellor or the Institution's CEO) raised questions about whether unemployment may be collected (it can) and what benefits will continue during the institutional closing, as described in attachment five. PSU requested some thought be given to how faculty would fit into these policies. Revisions will be made and the policy will return to the January agenda.

The Council turned again to the Longevity issue, with Joan outlining the earlier conversation with OS members. Statistics will be researched as to the cost projection of opening up a revised longevity program to include PATs and faculty not covered under a collective bargaining agreement. While recruitment isn't as much of an issue as in the past, the program could be useful in highlighting USNH's commitment to professional growth. The Council agreed that it's

important to avoid segregating staff (financially or across employment types). As previously noted, Joan will bring forth a few potential plans to the January meeting for the Council to start narrowing in on a proposal.

Sandi Marquis noted that the 2006 Open Enrollment was highly successful, with 75% of eligible faculty and staff enrolling via our new online program, MyUSNHBenefits.net (www.MyUSNHBenefits.net). While changing benefit plans is no longer an option now that Open Enrollment is over (unless an employee experiences a life-changing event), My USNHBenefits will remain open year-round for employees to go in and check their benefits and/or change their beneficiaries. In the future, additional features will be added, which will be promoted on the USNH HR website (www.usnhhr.unh.edu). The meeting adjourned at 1:00 p.m. after additional discussion during lunch.

PROPOSED REPLACEMENT FOR CURRENT USY V.D.10

D. Employee Relations

10. Communicable Diseases. The University System of New Hampshire recognizes the need to establish procedures for implementing infection control policies and procedures that help limit the spread of communicable diseases within its institutions and will comply with all federal and state laws applicable to students, faculty and staff with communicable diseases.

10.1 Definition. The Department of Health and Human Services and the Centers for Disease Control define diseases considered communicable. Such diseases include, but are not limited to hepatitis, meningitis, mumps, AIDS, whooping cough, measles, diphtheria, chicken pox, tuberculosis, avian influenza, and any other disease that could result in a pandemic.

10.2 Commitment & Responsibilities. USNH is committed to maintaining a safe work environment for faculty, staff members and students. Each institution shall have policies and procedures to identify a serious health situation due to communicable disease. Universal precautions must be observed.

10.2.1 Institutional policy will reflect universal precautions as defined by The Center for Disease Control. These precautions are infection control guidelines designed to protect workers from exposure to diseases. Examples of these precautions are washing hands, wearing gloves, and procedures for handling infectious wastes.

10.2.2 Each institution will establish policy concerning authority, conditions, and procedures for medical assessments of faculty and staff in relation to communicable diseases (see also HIPAA policy, USY C.V.15).

10.3 Confidentiality. USNH is committed to maintaining a safe work environment for faculty, staff members and students. All medical information concerning faculty, staff members and students infected with a communicable disease or its related conditions will be treated confidentially as required by law (**see HIPAA policy, USY C.V.15**).

10.4 Non-Discrimination. The University System of New Hampshire and its component institutions will comply with the Americans with Disabilities Act (ADA), which requires that federal protection in housing and employment be granted to faculty, staff members, and students who are infected with a designated communicable disease. Retaliation against an infected faculty or staff member is prohibited.

10.5 Authority. The Board of Trustees has delegated to the Chancellor the responsibility to establish procedures to manage outbreaks of communicable disease within the University System. Such procedures should be based on CDC recommendations. The Chancellor shall delegate to the President of each institution the authority, in consultation with health professionals, to determine the need to:

- Close part or all of a USNH institution
- ~~Send students home~~
- Determine essential services
- Declare curtailed operations
- Implement alternative work schedules
- Address security issues
- Identify a key spokesperson and information data base (See also USY V.D.10.6)
- **Implement the lay-off policy (USY.C.10)**

10.5.1 The Chancellor's Office will provide consultation to the component institutions regarding financial, human resources, and/or any legal requirements related to campus procedures beyond those listed in policy.

10.6 Preparedness. Each component institution will develop a written **pandemic communicable disease** plan **which defines internal authority and processes for decision-making and includes the communication of specific information regarding roles, responsibilities, and procedures** related to ensuring continuity of instruction and protection of students, faculty, and staff and a communication plan for use at the onset of a communicable disease. (See also USY VI.F.3.3.3.1.2.6 and Curtailed Operations policy, USY V F.5 and USY V.F.6.3.)

10.7 Education. The USNH encourages the development and implementation of educational programs concerning the transmission of communicable diseases. Such education should include topics such as routine infection control (such as hand hygiene, coughing and sneezing etiquette.)

F. Compensation

5. Pay by the Hour Policies (Pertains to Non-Exempt Pay Policies)

5.3 Curtailed Operations/Delayed Openings may be declared and authorized by the Campus Chief Executive Officer (or his/her designee) in the event of an emergency or extreme weather conditions. In such situations, status hourly staff members may be directed to perform assignments, come in late, leave early, or not come in at all as applicable to the period of curtailed operations and shifts specified. Curtailed Operations may be a partial closure of the institution or a full closure. A period of Curtailed Operations of seven (7) calendar days or less is considered short duration. Under Emergency Response, Curtailed Operations may be declared for a longer period of time (see USY V.D.15).

5.3.1 Monetary Payment for Curtailed Operations of Short Duration

5.3.1.1 If a status staff member does not report to work due to weather conditions and curtailed operations or a delayed opening is declared, the staff member shall charge her/his earned time for any work hours not covered by the curtailed operations/delayed opening.

5.3.1.2 Status staff members are entitled to pay for the day if all of the following conditions exist:

- No more than two hours of his/her shift occur after the end of a delayed opening.
- The staff member has not previously requested the use of sick leave, vacation or earned time for the scheduled hours.

5.3.1.3 Status staff members not directed to leave early or come in late will receive their regular pay for the regularly scheduled hours worked plus equal compensatory time off later.

5.3.1.4 In certain operations requiring continuous 24-hour service, staff members may be authorized payment instead of equal time off.

5.3.2 Absences Not Covered By Curtailed Operations Pay. In cases of marginal weather conditions when operations are not formally delayed or curtailed, staff members who do not report to work at a specified time or choose to leave work early will be required to use vacation time, earned time or leave without pay.

5.3.2.1 The component institutions may designate and maintain a list of staff members who are necessary for operations through weather or other emergency conditions. Such personnel will continue to be required to receive supervisory approval for weather/emergency related absences.

F. Compensation

6. Salary/Pay

6.3 Curtailed Operations. A status exempt staff member not required to work during a period of curtailed operations will receive a regular day's pay without penalty as long as he/she is not on sick or vacation leave. If an exempt staff member has been requested to report to work as essential personnel during curtailed operations, he/she will receive time off with pay at a later date. **Curtailed Operations/Delayed Openings may be declared and authorized by the Campus Chief Executive Officer (or his/her designee) in the event of an emergency or extreme weather conditions. In such situations, status exempt staff members may be directed to perform assignments, come in late, leave early, or not come in at all as applicable to the period of curtailed operations. Curtailed Operations may be a partial closure of the institution or a full closure. A period of Curtailed Operations of seven (7) calendar days or less is considered short duration. Under Emergency Response, Curtailed Operations may be declared for a longer period of time (see USY V.D.15).**

6.3.1 Monetary Payment for Curtailed Operations of Short Duration. If a staff member does not report to work due to weather conditions and curtailed operations or a delayed opening is declared, the staff member shall charge her/his leave time for any day or half-day not covered by the curtailed operations/delayed opening **if the staff member has not previously requested the use of sick leave or vacation/personal leave for the scheduled time.**

D. Employee Relations *New Section*

15. Emergency Response. In the event of an emergency situation, which is expected to last more than a week (**7 calendar days**) in length and declared by the Chancellor or the campus' Chief Executive Officer, all normal USNH and campus policies for the safety rights of employees and management rights to direct work will remain in effect. (See also USY.V.D.10, USY V.F.5.3, USY V.F.6.3, and USY VI.F.3.3.3.1.2.6.) The Chancellor or CEO may declare either partial or full Curtailed Operations for an extended period of time.

15.1 Staffing. All employees are expected to report to work, unless notified otherwise. The institution and its managers will assess the safety of working conditions and will account for that in assigning work. In addition, each employee is expected to assess her/his personal safety and respond accordingly.

15.2 Monetary Payment

15.2.1 In addition to their normal rate of pay plus any applicable additional pay, such as shift and overtime, staff members who work during an Emergency Response situation may receive an emergency work stipend as determined by the CEO, in conjunction with the Human Resources Office, based on circumstances of the emergency, the nature of the emergency, and institutional needs.

15.2.2 Those status staff **and fiscal year faculty** not required to report to work and not assigned to work will be paid for the first 5 **work** days of time where offices are closed. After the first **work week (7 calendar days)**, it is expected that staff will use **appropriate leave time**, or be on leave without pay, **unless they are already using paid sick leave or other appropriate paid leave.**

15.3 Benefit Continuation. Medical, dental, and life insurance benefits will continue for the first 90 days of a declared emergency status regardless of the employees active work status. Conditions for **continuation** of benefits for a period more than 90 days will be determined by the Chancellor before the end of the 90-day period. **Continuation of benefits will require employees to make their own benefit contributions, but arrangements may be made for later payment.**

15.3.1 The long-term disability benefit will not apply if a medical condition commences during the 90-day emergency period.

15.4 Other Considerations. The following delegations are made to each campus Human Resources Office:

- Suspension of deadlines for grievances
- Extension of probationary periods
- Extension of introductory periods
- Extension of leaves of absence about to expire

Proposal to Revise Leave Without Pay Policy

Key Points:

- 1) Make policy consistent that employer contributions to benefits will continue (if employee elects to pay individual portion) for 90 days
 - a) for all PATs, PAs, OS, EEs, and AAs
 - b) for all leaves, whether full leave without pay or partial leave without pay
- 2) Establish policy and practice so that any “partial leave” of more than 90 days is treated in the same way as all other percent-time employees.
- 3) Clarify that FMLA leave qualifying leaves will still have 90 days of benefit coverage (not limited to 60 days as per Federal regulations) and will extend beyond 90 days for qualifying intermittent leave
- 4) Note that more flexible paid leave is available through the application of Family Leave Sick from Sick Pool/Sick Leave.
- 5) Eliminate administrative and employee confusion over current use of many types of leave without pay, such as leave for administrative reasons, leave for personal reasons, reduction in percent-time, etc., by using leave without pay for all such situations.

Current LWOP Policy

A. Benefits

21. Leaves Without Pay

21.1 Description. A staff member may apply for a leave of absence without pay from the department or from the institution. Requests for leaves should be in writing and directed to the staff member's immediate supervisor. Generally leaves are not granted for more than one year and only to those staff members who have completed at least one year of service.

21.1.1 Staff members on leave of absence without pay do not accumulate sick leave, ET or vacation/personal leave, and are not eligible for tuition waiver benefits.

21.2 Leave of Absence from the Department. A leave of absence from the department protects the staff member's right to return to the same position and requires the approval of the departmental supervisor.

21.2.1 If the leave granted by the department is for 120 days or less for exempt and 90 days for non-exempt staff, USNH will continue its usual level of contribution to the staff member's benefits. For those benefits that require employee contributions, the staff member will be billed for that portion of the premium.

21.2.2 In cases of leaves from the department that are greater than 120 days for exempt and 90 days for nonexempt staff, continuation of benefit contributions by USNH are negotiable when it is determined by the Chief Executive Officer that the leave is of benefit to the institution. Upon determination the staff member will be billed appropriately.

21.2.3 In cases of leaves from the department that are greater than 120 days for exempt and 90 days for nonexempt staff, and are of personal convenience, the full cost of benefits beyond the first 120 days for exempt and 90 days for non-exempt staff will be paid for by the staff member. Staff members will be billed for the full costs of benefits beyond the 120 days for exempt and 90 days for non-exempt.

21.2.4 The staff member must notify his/her department thirty days prior to the expiration of leave of his/her desire to return to work. Failure to do so will be considered a voluntary resignation effective the last day of the leave status.

21.3 Leave of Absence from the Institution. A leave of absence that has been granted by the institution does not provide any guarantee of re-employment rights. To apply, the staff member must notify his/her department of the request but only the approval of the Human Resources Office is required.

21.3.1 In cases of leaves that are 120 days or less for exempt and 90 days for non-exempt staff, USNH will continue its usual level of contribution to the staff member's benefits. For those

benefits that require employee contributions, the staff member will be billed for that portion of the premium.

21.3.2 In cases of leaves from the institution that are greater than 120 days for exempt and 90 days for nonexempt staff, the full cost of benefits beyond the 120 days for exempt and 90 days for non-exempt staff will be paid for by the staff member. Staff members will be billed for the full costs of benefits beyond the 120 days for exempt and 90 days for non-exempt.

21.3.3 The staff member must notify the Human Resources Office thirty days prior to the expiration of the leave of his/her desire to return to work. Failure to do so will be considered a voluntary resignation effective the last day of the leave status. Although no guarantee exists regarding re-employment, the Human Resources Office will make an effort to identify positions that meet the staff member's interest, training, and skills.

21.4 Vacation/Sick Leave Carry Forward. Unused Earned Time/sick pool and vacation (up to 36 days)/sick leave will be carried forward through the period of either type of leave of absence. If the staff member does not return to work any unused vacation (up to 30 days) or Earned Time will be paid at termination.

21.5 Benefit Repayment. Except in cases of death, retirement or approval for long term disability, a staff member who does not return to work for 30 calendar days of active service following a leave or absence will be responsible for the full repayment of all benefit premiums and contributions made by USNH on his/her behalf. In instances where an employee makes himself/herself available for work but is not rehired no repayment of benefit premiums and contributions will be required.

Draft of New Leave Policy to Replace all of the above policy

C. Employment (move from benefits section to employment section)

16. Leaves Without Pay. A leave without pay is used for absences covering a period of time in excess of one pay period. A status faculty/staff member may request a full or partial leave without pay from her/his department for medical or other personal reasons. **If a department cannot accommodate a personal leave without pay, the faculty/staff member may request a leave from the institution. In some circumstances, the institution may place a faculty/staff member on a full or partial leave of absence without pay, either from the department or the institution. A partial leave reduces the faculty/staff member's percent-time of service for the leave period. During a leave of absence without pay from the department, the faculty/staff member retains her/his position. For those leaves granted by the institution, the position is not held, and the faculty/staff member must apply, at the end of the leave, for vacancies available for which s/he is qualified, but s/he is not guaranteed a position.**

16.1 Voluntary Leave Without Pay. A faculty/staff member may apply for a full or partial leave of absence without pay from her/his department for medical or other personal reasons. Requests for such leaves should be in writing and directed to the faculty/staff member's immediate supervisor with a copy to the Human Resources Office. **When documentation from a medical professional supports a medical leave that qualifies under the Family Medical Leave Act and/or Worker's Compensation, such leave must be granted by the department (see USY.V.A.17 and USY.V.A.16). If a department cannot accommodate a personal leave without pay, the faculty/staff member may request a leave from the institution.** Generally personal leaves are not granted for more than one year and only to those faculty/staff members who have completed at least one year of service in a **status** position.

16.1.1 Exceptions. A faculty/staff member with less than one year of service in a status position may apply for a medical leave without pay. Medical leaves that are covered by Workers' Compensation must be granted (see USY V.A.16). Medical leaves are normally granted for no more than six-months, unless the leave qualifies Worker's Compensation.

16.2 Involuntary Leave Without Pay. Under certain circumstances, a faculty/staff member may be placed on a leave without pay by **her/his department or institution.**

16.2.1 A faculty/staff member may be placed on a full or partial leave without pay when there are changes in financial conditions or programmatic needs if the duration of such leave is expected to be greater than one pay period. Such leaves require a 30-day notice period for Operating Staff and a 90-day notice period for exempt staff (USY V.C.6.2.5.1.4). In cases where there is no work for faculty/staff members, use of the lay-off policy may be appropriate (see USY V.C.10).

16.2.2 A faculty/staff member may be placed on a full leave of absence without pay pending the resolution of a criminal charge (USY V.C.9.10.4).

16.3 Benefit Continuation. USNH will continue its usual employer level of contribution to faculty/staff members' benefits for the duration of the leave or for 90-days, whichever is less. Those on partial leave will receive benefits at their normal rate for the first 90-days of partial leave. Following the first 90-days, they will receive benefits based on the percentage of their reduced appointment. For those benefits that require employee contributions, faculty/staff members on full leave will be billed for that portion of the premium. For those on partial leave, faculty/staff members will be billed for any portion not able to be deducted from their pay check. Those on full leave are normally not eligible for tuition waiver benefits for themselves.

16.3.1 In cases of full leaves that are greater than 90 days, faculty/staff members will be billed for the full cost of benefits beyond the 90 days, **unless benefit coverage is required under FMLA leave regulations (see USY V.A.17) or Worker's Compensation (see USY V.A.16).**

16.3.1.1 The Chief Executive Officer or her/his designee has the authority to extend the employer's benefit contributions by considering such factors as the value of the leave to the institution, the length of the leave, and availability of funds. The employer benefit contributions will be paid for by the faculty/staff member's **department or institution** and the faculty/staff member will be billed for her/his contributions.

16.3.2 Paid Leave. Faculty/staff members on full leaves of absence without pay do not accumulate Earned Time, sick leave, or vacation/personal leave. **Those on partial leave will accrue Earned Time or sick/vacation/personal leave benefits based on the percent-time of the reduced appointment.**

16.3.2.1 Vacation/Sick Paid Leave Carry Forward. Unused Earned Time/Sick Pool and vacation (up to **35** days)/sick leave will be carried forward through the period of a full leave of absence. If the staff member does not return to work, any unused vacation (up to 30 days) or Earned Time will be paid at termination.

16.5 Return from Leave. The faculty/staff member must notify her/his department thirty days prior to the expiration of leave of her/his desire to return to work. If the leave was full-time, failure to provide notice of return will be considered a voluntary resignation effective the last day of the leave status.

16.5.1 Leaves for Medical Reasons. Prior to returning to work, a faculty/staff member on leave for medical reasons is required to provide medical documentation supporting her/his ability to perform the essential functions of her/his job.

16.6 Benefit Repayment. Except in cases of death, retirement, or approval for long term disability, a faculty/staff member who does not return to her/his previous status and provide 30 calendar days of active service following a leave of absence will be responsible for the full repayment of all benefit premiums and contributions made by USNH on her/his **behalf during the leave.** In instances where an employee makes himself/herself available for work but is not rehired no repayment of benefit premiums and contributions will be required.

C. Employment New Policy

4. Placement Offers of Employment

4.1 Verification of Right to Work.

4.2 Background Review. *(Replaces previous 4.2, Authority to Hire, because that is now in the Appointment policy)*

This policy outlines the process for background reviews of potential USNH faculty and staff, communication of results, and maintenance of relevant information. Offers of employment are contingent upon completion of the background check.

4.2.1 Purpose. This policy is intended to support the verification of credentials, criminal history, credit status and other information related to employment decisions. As part of the hiring process, USNH requires disclosure of relevant employment, education, and criminal history information. In order to promote a safe workplace and academic environment, all new hires will be subject to background reviews of this information prior to hiring. Background reviews are regulated by federal and state statutes, such as the Fair Credit Reporting Act, The Americans with Disabilities Act, and Equal Employment Opportunity legislation. Each USNH institution shall establish specific procedures for background reviews that shall be consistent with the requirements of this policy.

4.2.2 Process. Background reviews apply to all new hires in status positions and non-status positions as determined by the Human Resources Office. Current employees who are changing jobs, will have a background review if the job requires a higher level of review, and former employees who are applying for positions within USNH will have a background review.

4.2.2.1 Upon receipt of an authorization form completed and signed by the finalist, the Human Resources Office will initiate the appropriate background review, based on the requirements of the position being filled. Refusal on the part of a finalist to authorize the review will make the individual ineligible for employment.

4.2.2.2 Levels of Background Review. The level of review will be determined by the Human Resources Office and will be based on the duties and qualifications of the job being filled. A standard background review for new hires in status positions contains a criminal history check, including a sex and violent offender registry check, and verification of identity, employment; and, if required by the position, academic credentials, professional certificates, tax payment check, and/or Department of Motor Vehicle report.

4.2.2.2.1 In the case of Foreign Nationals, in addition to the above reviews, a criminal check of their prior country of residence is required if their visa and/or authorization to work in the United States is prior to implementation of the Patriot Act, October 12, 2001.

4.2.2.2.2 For non-status hires, background checks will be required for those hired in positions in which the following work is involved:

- Handling financial, student, or personnel data or information
- Confidential or sensitive data or information
- Handling cash, checks, and/or credit card transactions
- Providing services to any one under age 18
- Possessing keys/codes or other means of entry to living or work spaces
- Working with hazardous materials

The campus Human Resources Office will determine what non-status positions should be included or excluded from background checks. For some short-term, non-status positions in which a business process includes close supervision, the Human Resource Office may waive the background check requirement.

4.2.2.3 If USNH has performed any of the above verification or history checks on an individual within the past year, a new background review will not be required, unless there are areas of review required by the job that were not covered in the previous review.

4.2.3 Review Results. An offer of employment may be withdrawn as a result of the background review and/or false representation of material or omission of factual information in the employment process. When such occurs, the Human Resources Office will provide a copy of the background review report to the finalist/new hire. S/he works with the background review vendor to correct any errors in the report. In all other instances, the Human Resources Office will provide a copy of the report upon request. If a review results in a finalist or new hire no longer being considered for employment, Human Resources will notify the hiring department.

4.2.3.1 Criminal convictions. Candidates are automatically disqualified if they have been convicted within the past five (5) years for a violent misdemeanor (crimes against persons, simple assault, sex offenses, weapons violations, child abuse, domestic violence) or for a non-violent felony or misdemeanor (fraud, theft, gambling, drug possession, driving while intoxicated, prostitution)

4.2.3.2 Other Convictions. The existence of other convictions does not automatically disqualify a candidate from employment.

4.2.3.2.1 If the criminal history check reveals convictions which the candidate disclosed on the employment application, the campus Human Resources Office will review the report, including any additional information the candidate provides, before making a determination regarding hiring. Relevant considerations may include, but are not limited to, the nature and number of convictions, their dates, and the relationship the conviction has to the duties and responsibilities of the job.

4.2.3.2.2 If unreported convictions are revealed in the criminal history check, the candidate will not be hired, unless the candidate shows the report is in error. The decision to reject or terminate an individual with an unreported conviction is at the discretion of the Human Resources Office.

4.2.3.2.3 Falsification of information on application materials will result in termination of employment or withdrawal of an employment offer. (See also USY V.C.4.2.3 above.)

4.2.4 Record Retention. The Human Resources Office will maintain records or other information generated by background reviews in confidential files. For those hired, these materials will be maintained in a file separate from the official personnel file. For candidates not hired, the records will be maintained for a period of three years, **then destroyed. Background information received under The Fair Credit Reporting Act (FCRA) will be kept for a maximum of five years, then destroyed.**

DRAFT - Military leave policy revised to reflect final USERRA regulations, passed

12/19/05. New wording in red.

A. Employee Benefits

20. Military Leave. Military leave policy follows federal regulations in the Uniformed Services Employment and Reemployment Rights Act (USERRA), which defines benefits and rights of employees when they serve or have served in the Uniformed Services.

20.1 Eligibility. Status faculty or staff members serving in the Uniformed Services, including reserve military service, Federal National Guard service, and certain types of service by members of the National Disaster Medical System, are eligible for military leave.

20.1.1 Not covered by USERRA are those:

- who exceed the five-year, cumulative active service limitation, or exceed the two-year recuperation period following active service**
- who are separated from Uniformed services under less than honorable conditions**
- who were hired for a brief, nonrecurring period with no reasonable expectation of continuation for a significant period**

20.2 Extended Active Service. A faculty or staff member will be granted a military leave of absence without pay by the campus **office responsible for Personnel/Human Resources Office** upon **the** voluntary or involuntary **active duty** assignment **to extended active duty with the United States Armed Forces in the Uniformed Services which extends beyond 30 days**. The faculty/staff member must provide written or verbal notice of active duty as far in advance as possible, unless it is impossible or unreasonable to give such notice. Military leave continues throughout the period of active duty, **up to a cumulative maximum of five years of active service, except in those instances of recuperation following a period of active duty which may extend the leave for a maximum of two years.**

20.2.1 Benefit Continuation. **If eligible for benefits**, a faculty/staff member may elect to continue medical **and dental** plan coverage for her/himself and dependents **under COBRA (see USY V.A.8)** for the period of military leave, or for 24 months from the beginning of the leave, whichever is less. **The faculty/staff member may make contributions to her/his retirement plans while on active duty, but will have no USNH contributions until reemployed. The tuition benefit plan for spouse and/or eligible dependents continues for the period of active duty. The tuition benefit will not continue for the faculty/staff member's personal use.**

20.2.1. Earned Time and Vacation leave. Faculty/staff may use accrued Earned Time or vacation for military leave, but are not required to do so. Unused earned time or vacation days (up to 35) will be carried forward through the period of leave of absence. [*What about Sick Pool and Sick Leave?*] **If the faculty/staff member does not return to work following military leave, any unused earned time or vacation leave (up to 30 days) will be paid to the faculty/staff member.**

20.2.2 Reinstatement. Upon returning from active duty, a faculty or staff member will be restored to a position of seniority, status, and salary equivalent to his or her former position when: he/she presents to the Personnel/Human Resources office a Certificate of Service (Form #DD214) which relates to the satisfactory completion of military service; has requested reinstatement within ninety days following discharge; and is qualified physically and mentally to perform the duties of the job. If hospitalization is required during the military leave and continues after discharge for a period of not more than a year, the individual may be restored to his or her position following release from hospitalization. Upon returning from active duty, a faculty or staff member on active duty will be reinstated within two weeks to the position s/he vacated or to another position of like status when: (1) s/he contacts the Human Resources Office and submits a written or verbal application for reemployment; (2) provides Human Resources with documents of honorable service, such as the Certificate of Release or Discharge from Active Duty (Form #DD214) or a copy of duty orders indicating completion of service; and (3) is qualified physically and mentally to return to work. If hospitalization is required during the military leave and continues after discharge for a period of not more than two years, the individual may be restored to his or her position following release from hospitalization.

20.2.2.1 Conditions. If the active service period is more than 30 days, but less than 181 days, the application must be made within 14 days after completing service. With service greater than 180 days, the application is required no later than 90 days after completing service. In each case, notice is required unless it is impossible or unreasonable to do so.

20.2.2.2 Rate of Pay. The pay rate for the reinstated faculty/staff member is based on her/his pay at the time of departure, plus any pay increases, including merit increases, that the faculty/staff member would have received if s/he had been continuously employed during the period of military service.

20.2.2.3 Benefits. Terminated medical plan coverage will be reinstated upon reemployment with no waiting period, except for exclusion of illnesses or injuries resulting from active duty. Upon reinstatement, the faculty/staff member may make up any or all retirement plan contributions missed during the period of active service, and USNH will provide its contributions to those the faculty/staff member makes. These contributions must be made within a time period starting from reinstatement and extending to three times the immediate past military service period, with no repayment period not to exceed five years. The time spent in uniformed service is not considered a break in employment for purposes of benefits based on seniority, such as Earned Time accrual, longevity, retirement plan contributions, and FMLA eligibility.

20.2.2.4 Disability. If, as a result of active service in the armed forces, a faculty or staff member is not physically or mentally qualified to perform his/her former duties, he/she may request and will be offered employment in a position for which he or she is qualified and which will provide the seniority, status, and salary consistent with the federal statute.

20.2.2.5 The re-employment rights described in this section shall apply unless the circumstances of the campus or of the University System have changed as to make it impossible or unreasonable to provide those rights.

20.3 Temporary Service Active Duty. Description. A temporary **military** leave of absence of **thirty days or less will** be granted to a status **exempt** faculty or staff member by the **Personnel/Human Resources Office for not more than 22 days in any 12-month period** for the purpose of reserve training or **other** active duty required by the individual's **military unit Uniformed Services Employment.**

20.4.1 Staff members in the Earned Time Program are not covered by Temporary Military Leave. See USY V.A.11.1 Earned Time.

20.3.1 Compensation. Faculty and exempt staff members on temporary military **active duty** leave will be paid the difference between their regular salary and military pay if the latter is less than regular pay. Regular military pay does not include any allowances for dependents or reimbursement for expenses. In cases whereby temporary military pay is more than the individual's regular budgeted salary for the same period of time, the **employee** will not receive any USNH salary. Military leave will not count against vacation time. Sick and vacation leave will continue to accumulate during temporary military leave.

20.3.1.1 Exception. Staff members in the Earned Time Program are not eligible for a pay differential and must account for the temporary military active duty time as leave without pay or use accrued Earned Time. (See USY V.A.11.1)

20.4 Retaliation or discrimination of any faculty/staff member on the basis of her/his military service is prohibited.

Appendix C – 2007 Tri-Council Retreat Notes

BENEFITS

- Work with HR to provide a Work Release system. Employees would be granted "x" number of hours per year to be used for: community service, or assist with the set-up and implementation of professional development workshops (i.e. AOP), or inter-campus work connections (i.e. Freshman orientation and move-in day, working with the International Students Office - English as a 2nd language program, etc).
- Alternate pay periods between the as and PAT payroll payouts. Currently PAT always receives yearly raises and merit pay during the first payroll and as are forced to wait an additional 2 weeks.
- Suggest to HR that a new professional development recognition system be set up. as would need to devote "x" number of hours a year taking professional development workshops/courses.
- Set up workshops for personal/professional development similar to those breakfast workshops done by the P AT council.
- Review the sick pool compassionate leave conversion. Why do we lose any time that is not used? Perhaps HR should view it as a reward for staying healthy and continuing to work?
- Can the earned time "cash out" become an annual benefit?
- Find out who the top 20 companies are that Dick Cannon mentioned and do a comparison analysis of their policies and benefits with regard to; vacation, sick leave, child care, etc. What are they doing better than UNH? (Note from OS Council meeting 2/21 - these are NH companies)
- Create a wellness committee. The committee would look at ways of organizing shared interest groups among all UNH employees (book club, hiking, walking, etc.). Group discounts for theater, concerts and or recreational pursuits could be also arranged.

COMMUNICATION

- Create a blog system - either within the OSC web site, or through the use of Blackboard.
- Put up suggestion boxes in Dining, Housekeeping, grounds and maintenance shop areas of campus where as do not have access to computers during their work day, or arrange for computers to be placed in break rooms and provide web access.
- Assist Dick Cannon and Sharon Demers with the survey that is being planned.

PERFORMANCE

- Work on implementing an optional supervisor evaluation to be done by his/her employees.
- Review and monitor the implementation of the new performance evaluation form - are there questions/areas that may need revision? Inquire about HR's role with these forms. Are HR representatives required to review the forms submitted from their assigned departments to assure they were done fairly/accurately? Do as employees know their rights/or procedure to use if they wish to challenge the remarks made by their supervisor? What mechanism is currently in place to assist those as employees who work for several faculty members but only one faculty member conducts the evaluation?
- Set up a training session on using work study students in your office. Workshop would review hiring, interviewing, reviewing your expectations of student's office skills, paperwork needed for hiring and paying, how to conduct customer service training etc.
- Work with CIS Training and design workshops needed for specific office responsibilities. Set up one or two hour workshops (early morning or late afternoon) fo~ improving business communications.

Appendix D – OS Council Bylaws

BYLAWS of the
OPERATING STAFF COUNCIL
University of New Hampshire
Durham, New Hampshire

ARTICLE 1 - STATEMENT OF PURPOSE

- Section 1 The Operating Staff Council (OSC) is a Standing Council of the Administration of the University of New Hampshire.
- Section 2 The OSC serves in an informational and advisory capacity to the President, reporting directly to the President on concerns regarding the rights and responsibilities of the Operating Staff (OS), which may include but not be limited to, job classifications, pay scales, promotional opportunities, working conditions, benefits, retirement and other policies and procedures relating to employment at the University of New Hampshire.

ARTICLE II - DEFINITION OF OPERATING STAFF

The OS are support personnel at the University of New Hampshire. The clerical/secretarial, craft, technical, service and custodial employees included in this category are allied closely with the Faculty and Professional, Administrative and Technical staff in the execution of the University's mission.

ARTICLE III - STRUCTURE OF THE COUNCIL

- Section 1 The OSC shall consist of nineteen (19) voting members. Sixteen (16) of These members shall represent individual districts generally apportioned according to Business Service Centers. Three (3) others will be members at-large. One (1) of the sixteen (16) members shall represent UNH-Manchester.
- Members of the OS who are appointed by the OSC to other councils or committees (for example: the Systems Personnel Policy Committee or the University Governance Communications Council) shall be considered ex-officio members of the OSC if not current councilors of the OSC. Ex-officio members have no voting privileges.
- Section 2 Members of the Council must be at least 50% time, status employees and have been employed by the University System for at least six (6) months.
- Section 3 Officers of the Council shall have served for at least six (6) months on the Council. The officers of the Council shall be: Chair, Vice-Chair, and Recorder. The officers shall be nominated during the November meeting and elected during the December meeting by the outgoing, continuing, and new council members. Officer nominees are not excluded from voting. Official terms for officers begin January 1st of each year.

Chair. This person will conduct meetings of the Council at least monthly, may call special meetings upon request, and will prepare and distribute the agenda for each

meeting. The Chair will recognize members who are entitled to the floor and will expedite business in every way compatible with the rights of the members.

If the Chair represents a district, he/she will instead be assigned as an at-large representative to enable him/her to spend ample time on his/her new assignments. Another Council member will be asked to represent the vacated district.

Vice-Chair. This person shall serve as co-chair of the Council, calling and chairing meetings in the absence of the Chair, or at his/her request.

Recorder. This person will record and maintain minutes of all meetings, distributing copies to the membership and other interested parties (including UNHINFO) prior to the next scheduled meeting. A running attendance record of Council members at Council meetings will be kept by the Recorder. Also, the recorder will insert appropriate items and reports in the Campus Journal on a regular basis if a reporter cannot attend the meetings.

If there is no available Council member meeting at the six (6) month requirement, other members can be voted in by a majority of the Council.

Section 4 Council vacancies, as a result of resignation or other cause, may be filled for the duration of the term by someone from the district vacated. This will take place by Council vote. If there is no available candidate from among the district's constituency, then any interested OS employee meeting the requirements of Article III, Section 2, may apply and be voted in by the Council.

ARTICLE IV - LENGTH OF TERM

Section 1 Council members shall be elected for two-year terms. The terms shall be staggered so that approximately one-half of the membership shall be elected each year.

Section 2 A council member is eligible for re-election to one consecutive term after which two (2) years must pass before he/she is again eligible, unless his/her first term was served to fill out less than half the unexpired term of some other Council member.

ARTICLE V - ELECTION PROCEDURE

Section 1 Council elections will be held annually beginning the first week in September with ten (10) members (eight district and two at-large) elected in one year and nine (9) members (eight district and one at-large) elected the next year.

Section 2 The Nominations Committee is responsible for organizing the election process, publishing and mailing the nomination and ballot forms, and counting the ballots. The Nomination Committee is also responsible for providing the Recorder with the election results. The Recorder will insure the results are appropriately disseminated and published in the Campus Journal.

Section 3 During the first week in September, notices will be sent to all OS, requesting

nominations for district seats up for election. Each candidate for a district or an at-large seat will be required to submit a nomination form to the Nominations Committee. It is not a requirement that a candidate be employed in the district he/she will represent.

- Section 4 Election will occur for the first week of October. OS from each district will have the right to vote for one (1) person to represent their district as well as the right to cast one (1) vote for each open at-large seat.
- Section 5 The person in each district and at-large seat with the greatest number of votes is elected.
- Section 6 Newly elected Council members will attend the November and December meetings with the out-going and returning members. Official terms (with voting privileges) begin January 1, however, newly elected Council members may participate in the nomination and election of Council officers.

ARTICLE VI - MEETINGS

- Section 1 Regular meetings of the OSC will be held at least once a month. The Council will meet annually with the President at the request of either party. The Resident will appoint a member of his/her staff, or an appropriate administrator, to serve as a liaison to the Council.
- Section 2 Council meetings are open to all members of the OS and all staff have the right to speak with the permission of the Chair.
- Section 3 The Council shall proceed on a structured basis with its business, as established by the Chair. A quorum must be present for any meeting requiring a vote, but need not be present for discussions. A quorum will be a majority (more than half of the current membership). On issues coming to a vote, a majority will prevail (more than half of the votes cast by members, excluding abstentions) at a properly called meeting at which a quorum is present.
- Section 4 The Recorder shall be responsible for insuring the minutes are submitted for publication. The Campus Journal and the monthly minutes will be the primary vehicles for disseminating information.
- Section 5 Each Council member is required to attend Council meetings, to assist in committee work, and to be responsible to the OS concerns on campus. IN addition, Council members representing districts should meet, at their own discretion, with their constituents in a general open meetings. Members at large should be available to assist with these meetings.
- Section 6 All Council members will be urged to provide a proxy to attend Council meetings in their absence. Any Council member who is absent or fails to provide a proxy for three (3) consecutive regular meetings, without extenuating circumstances, shall forfeit his/her seat and all Council appointments, if such is the consensus or vote of the Council.

ARTICLE VII - COMMITTEES OF THE COUNCIL

Section 1 The Council may establish committees as needed to carry out its functions. Such committees are directly responsible to the Council.

Section 2 Standing Committees of the Council:

Executive Committee. This committee shall be composed of the Council officers and the Chairs of all standing committees. It shall function as the clearinghouse for all proposals made to the Council and to act on behalf of the OSC between regular council meetings.

Nominations Committee. This committee shall develop and maintain a list of qualified and interested OS who would be willing to serve on the Council and the various committees of the University.

Additional duties shall include evaluation of the role of the OS serving on the University and System committees to insure accountability of OS appointees to the Council and the OS as a whole. The Nominations Committee is also responsible for the initiations and publication of election procedures, organizing the election process (see Article V, Section 2), and the maintenance of district lists.

Communication Committee. The purpose of this committee shall be to raise the level of awareness of the OSC on the campus and to improve the flow of information and ideas between the Council and the OS constituency.

Compensations and Benefits Committee. The purpose of this committee shall be to review all matters of wage and salary and fringe benefits as they relate to OS. This committee shall also assist the Council with analyses of current trends involving these issues, and formulation of recommendations for salary increase and/or fringe benefit improvements.

Professional Development Committee. The Professional Development Committee shall identify areas where professional development is needed, and work in conjunction with the Human Resources Office to develop and present these programs.

ARTICLE VIII REVISION OF THE BYLAWS

All changes to the Bylaws of the OSC require an exceptional (two-thirds) majority vote by the current Council members and approval by the President in order to be effected.

May, 1991

Rev. May 22, 1995

Rev. February 5, 1998

Rev. May, 2000