

Commission on Staff Policies and Affairs

325 Burruss Hall
February 17, 2009

Present: Judy Alford, Robin Atkins, Jean Brickey, Catherine Caldwell, Cathy Hill, Hal Irvin, Maxine Lyons, Mike Naff, Brett Shadle, Melissa Simpkins, Don Taylor, Tom Wertalik

Absent: Lay Nam Chang, Alicia Cohen, Sue Ellen Crocker, Vishal Gandhi, Cindy Koziol

Guests: Doug Martin, Judy Ridinger, Human Resources; Cathy Jacobs, Work/Life Resources

Chair Maxine Lyons called to order at 3:35 PM. The agenda was approved as presented. The minutes of the January 20, 2009, meeting were approved electronically.

1. Appointment of New Members to Commission and Committees

The commission needs to appoint new members to serve on University Council and CEOD. Please let Maxine know if you are interested in serving on either group.

2. Policy review:

- Tuition Waivers – Doug Martin

A question has arisen regarding [Policy 4800: Tuition Waiver and Reimbursement Program for Salaried Employees](#). While the policy applies to both faculty and staff, Section 3.1.5 specifically states that staff members are required document their time, faculty are not mentioned. It was noted that exempt employees may work more than 40 hours in a week, and questioned requiring those employees to make up time missed. Doug Martin noted that the requirement that all staff complete the form could be for audit reasons, but that it could be open to different interpretations since it did not specify exempt or non-exempt. He will review the policy and come back to the commission with recommendations. Any changes involving AP faculty would need to be reviewed with CAPFA.

- Hours of Work/Alternate Work Schedules and Telework – Cathy Jacobs

Cathy Jacobs reviewed [Policy 4300: Hours of Work](#) and [Policy 4325: Alternate Work Site and Telework](#) regarding reporting requirements. The policies do apply to both staff and AP faculty. AP faculty, as well as staff, are expected to complete the telework agreement. The agreement is important so that there is a mutual understanding of what is expected by both parties. Of particular importance is safeguarding confidential information which may be accessed or used by employees while working at an alternate work site.

3. Other Business

Maggie Sloane and Susanna Rinehart of the Office of Equity and Inclusion have been invited to attend a future meeting to review revisions to the Anti Discrimination and Harassment Prevention Policy. Also invited for a future date are April Lucas and Wanda Osburn in Human Resources' Employee Relations.

Performance evaluation training is continuing for supervisors and information sessions for employees have begun.

There being no further business, the meeting adjourned 4:35 PM.