

Commission on Staff Policies and Affairs
Tuesday, March 26, 2024
11:00 am
<https://virginiatech.zoom.us/j/82126985689>

Present: Callan Bartel (presiding), Brent Bowden, Lacey Doyle, Sarah Henderson, Amanda Hill, Curtis Mabry, Jamie McElfresh, Alex Parrish, James Perkins, Susanna Rinehart, and Mary Sullivan.

Absent with Notice: Jenni Case and Michelle Raines.

Absent: Doug Broyles, Nikki Gland-Turpin, Alan Grant, Chad Kelley, and Anna Koubek.

Guests: Kari Evans

Callan Bartel called the meeting to order at 11:02 a.m. A quorum was present.

1. Adoption of Agenda

A motion was made and seconded to adopt the agenda. The motion carried.

2. Approval of or Announcement of approval and posting of minutes of February 27, 2024

A motion was made and seconded to approve the February 27, 2024 minutes.

3. Old Business

CSPA Resolution 2023-24B

Resolution to Form a Task Force to Review Supplement Program for Eligible Staff and Compensation for Staff and Non-Student Wage Employees

Callan Bartel presented the resolution for second reading. She noted that the timeline for this resolution will push it to University Council in Fall 2024 as the deadlines for Spring are fast approaching. She also noted that Amy Sebring and Bryan Garey have stated that they have been discussing this issue behind the scenes and, if their work satisfies the spirit of the resolution, it may not move on through the governance system.

A motion was made and seconded and the motion carried unanimously. The resolution is attached.

4. New Business

No new business

5. Senate Updates

Susanna Rinehart provided an update of items being discussed in the Faculty Senate.

6. Presentation

Amanda Hill, CPIF Human Resources Generalist and representative from the Employee Benefits Committee presented on Staff Bereavement Leave. The presentation is attached.

7. Other Items

No other items.

8. Announcements

The next meeting will be Tuesday, April 23, 2024 at 11:00 a.m.

9. Adjournment

There being no further business, a motion was made to adjourn the meeting at 11:44 a.m.

Commission on Staff Policies and Affairs
Resolution to Form a Task Force to Review Supplement Program for Eligible Staff
and Compensation for Staff and Non-Student Wage Employees
CSPA Resolution 2023-24B

Draft Notice Sent to University Council Cabinet	February 12, 2024
First Reading by Commission	February 27, 2024
Approval by Commission	March 26, 2024
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, Virginia Tech (University) staff employees perform important and varied roles across the university in support of the University’s mission and initiatives;

WHEREAS, the University implemented a supplement program for eligible staff employees effective January 1, 2020;

WHEREAS, this supplement program was implemented based on input from the University’s Staff Senate, Faculty Senate, and other campus groups regarding work-related expenses including childcare, medical premiums, and parking costs;

WHEREAS, the University provides a \$500 supplement to full-time, benefits-eligible staff employees making an annual salary of \$35,500 or less;

WHEREAS, 993 employees were eligible to receive this supplement in January 2020 and 150 employees were eligible for the supplement in January 2024;

WHEREAS, the cost of a standard Faculty/Staff parking permit in the 2023 to 2024 fiscal year was \$420, or 84 percent of the total supplement amount;

WHEREAS, the overall cost of living in the University vicinity has increased since the implementation of this supplement program, leading to a need to reevaluate the supplement amount and salary threshold level;

WHEREAS, staff and non-student wage employees are facing salary or wage compression related to recruiting and retaining staff; and

WHEREAS, there is a need for the University to reevaluate staff and non-student wage employee compensation to ensure that the University maintains its talented and varied workforce.

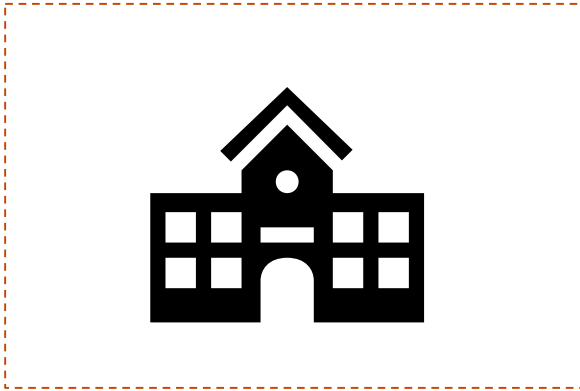
NOW, THEREFORE, BE IT RESOLVED that the President of Virginia Tech shall create, with the advice of all constituent groups, a Staff and Non-Student Wage Supplement Program and Compensation Task Force consisting of members of the undergraduate and graduate student bodies, faculty, staff, and university administrators. The President will choose the chair of the Task Force in consultation with the Staff Senate. The Task Force shall be charged with studying the amount and salary threshold for the supplement program for eligible staff employees and compensation levels for staff and non-student wage employees by reviewing cost of living increases in the University's vicinity, current compensation at peer institutions and other local employers. The Task Force shall be convened in the Fall semester of 2024 and shall deliver a report no later than twelve months after its formation that details its findings and recommendations for addressing the staff supplement and staff and non-student wage compensation.



STAFF BEREAVEMENT LEAVE

COMMISSION FOR STAFF POLICIES AND AFFAIRS

REVIEW OF CURRENT BEREAVEMENT LEAVE POLICIES



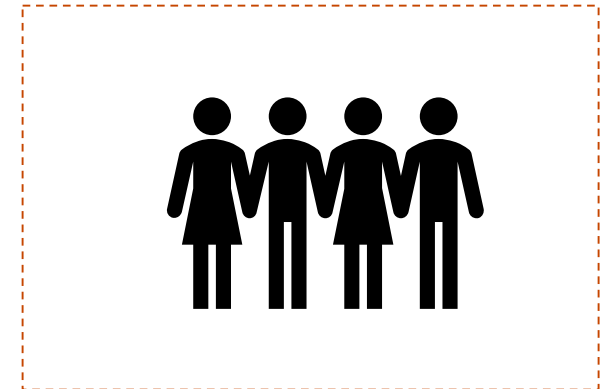
FACULTY

Faculty may use a total of 10 days (80 hours) of family sick leave during the leave year for absence necessitated by illness or death of an immediate family member. Immediate family members include: parents, step-parents, spouse, children, step-children, siblings, step-siblings, or any other relative, by blood or marriage, living in your home.*Part-time faculty are credited with family sick leave proportionate to percent employment.

STAFF

Staff under the standard sick leave plan may use a total of 48 family sick leave hours during the leave year for absence due to the illness or death of an immediate family member. Immediate family members include: parents, step-parents, spouse, children, step-children, siblings, step-siblings, or any other relative, by blood or marriage, living in your home.

Staff under the VSDP plan (anyone hired on or after Jan. 1, 1999, and employees hired prior to Jan. 1, 1999 who opted in to the program) do not currently have any type of bereavement leave.



BEREAVEMENT LEAVE
POLICIES FOR PEER
INSTITUTIONS –
STATE OF VIRGINIA

University of Virginia

Eligibility: Employee must be employed full-time or part-time in a benefits-eligible position as of the date of request for bereavement leave

Eligible circumstances:

- Pregnancy loss (by the employee, their spouse, their partner, or their surrogate)
- The death of a member of the eligible employee's immediate family, which includes the following persons:
 - Parents [including stepparents, in-laws, and in loco parentis (a person who stood in place of a parent)]
 - Spouse or partner
 - Children (including step, adoptive, foster child or ward, sons-in-law, daughters-in-law)
 - Siblings (including step-siblings, siblings-in-law)
 - Grandparents and grandchildren
 - Any person living in the eligible employee's household or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Leave Guidelines: A maximum of 3 consecutive calendar days for full-time employees (pro-rated for part-time employees) – paid as straight-time rate and cannot be counted as time worked when calculating overtime

James Madison University

Eligibility: Classified staff employees

Eligible circumstances:

- Immediate family member (defined as parent, spouse, or child)
 - To prepare for or attend their funeral and/or attend to any other immediate post-death matters

Leave Guidelines:

- All classified employees have 3 days (24 hours) of bereavement leave for each year (Jan. 10 – Jan. 9) to use as needed
- Bereavement leave can be taken in any increment with the minimum being .25 hour

George Mason University

Eligibility: All benefitted employees

Eligible circumstances:

- Family as defined by George Mason University, as follows:
 - Spouse or partner
 - Children (including step-children)
 - Siblings (including step-siblings)
 - Parents (including step-parents)
 - Grandchildren
 - Grandparents
 - Aunts, uncles, and any of the aforementioned family members of the employee's spouse or partner
 - Any relative living in the employee's household
 - Biological, adoptive, step, or foster parents, siblings, and children
 - Any family member for whom the employee is in loco parentis

Leave Guidelines:

- Benefitted employees receive 16 hours of bereavement leave (leave is renewed each year on Jan. 10 for classified employees and June 10 for faculty)
- Wage employees are not paid for days missed due to bereavement

Virginia Commonwealth University

Eligibility: Employees enrolled in the Traditional Sick Leave Plan (TSLP) may use a specific number of days – classified employees do not have access to dedicated bereavement leave

Eligible circumstances:

- Immediate family member
- Family member

No further definitions for either were found in the VCU leave guide

Leave Guidelines:

- Classified employees may use family and personal leave for absences due to death of a family member
- Certain types of faculty enrolled in VSDP and employees enrolled in TSLP may use up to 48 hours (6 days) from their existing sick leave balance for death of an immediate family member

William & Mary

Eligibility: Faculty and staff in the Virginia Sickness and Disability Program (VSDP) and faculty and staff in the University Disability Plan

Eligible circumstances:

- Close family member
 - Spouse, child, or parents

Leave Guidelines:

- Staff enrolled in the VSDP plan may use family and personal leave for the death of a family member
- Faculty and staff in the University Disability Plan may use up to 48 hours of the annual allotment of 80 sick hours for bereavement purposes for the death of a close family member
- Annual leave may also be used
- If employees do not have enough leave to cover bereavement needs, they may request additional leave – this requires approval of supervisor, HR, appropriate Cabinet Member (Deans, VPs, etc.) and the Chief Operating Officer

BEREAVEMENT LEAVE
POLICIES FOR STATE
COUNCIL OF HIGHER
EDUCATION SPECIFIED
PEER INSTITUTIONS

Duke University

Eligibility: Hourly-paid employees receive three to five days off with pay based on relationship to the family member. Staff in monthly-salaried positions may use accrued sick leave for bereavement leave.

Eligible circumstances:

- Immediate Family Member (spouse, registered same-sex partner, child/stepchild, parent/stepparent, brother/stepbrother, or sister/stepsister)
- Other Family Member (grandparent, great-grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or uncle/aunt)

Leave Guidelines:

- For immediate family members: A maximum of 5 consecutive calendar days as long as one of the days includes either the day of death or funeral
- For other family members: A maximum of 3 consecutive calendar days as long as one of the days includes either the day of death or funeral
- Holidays override bereavement leave
- Bereavement time is paid as straight-time rate; shift differentials and weekend work premiums are not applicable
- Verification (funeral program or obituary) may be required by supervisor

Penn State

Eligibility: Allowed time off is based on staff position details and relationship to descendant. 100% FTE positions receive the full amount of allowable leave, and 75% and above FTE positions multiply the amount of paid time off specified by annual FTE percentage.

Eligible circumstances:

- Partner, Parent (including stepparent, guardian, or foster parent), sibling (including half-brother or half-sister), partners of sibling, child or stepchild, partner of child or stepchild, grandchild, grandparent, aunt or uncle, partners of aunts and uncles, nephew or niece

Leave Guidelines:

- Absence from work with full pay from the date of the death through the date of the funeral or memorial service
- Amount of leave depends on relationship:
 - Employee's: up to 40 hours for partner, parent, sibling, child or stepchild, partner of child or stepchild, grandchild, and up to 8 hours for partners of sibling, grandparent, aunt or uncle, partners of aunts and uncles, nephew or niece
 - Employee's partner: up to 40 hours for parent, child or stepchild, partner of child or stepchild, grandchild, and up to 8 hours for sibling, partners of sibling, grandparent, aunt or uncle, partners of aunts and uncles, nephew or niece

Cornell University

Eligibility: All regular full- and part-time staff employees (excluding academic and bargaining unit staff) and benefits-eligible temporary employees

Eligible circumstances:

- The immediate family consists of a spouse, domestic partner, child, stepchild, sibling, parent, surrogate parent*, stepparent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

**Surrogate parent is anyone whom the employee viewed as their primary caregiver, for example, aunt, uncle, cousin, or non-blood-related caregiver.*

Leave Guidelines:

- Maximum of 3 days off with pay for a death in the employee's immediate family
- For other relatives, a fellow employee in the immediate work unit, or when serving as a pallbearer – a maximum of one-half day for a local funeral and one day for an out-of-town funeral

CONSIDERATIONS AND QUESTIONS FOR PROPOSED POLICY

- **Define eligible employees**
 - Full- and part-time? Wage employees?
 - Allow set number of days for all employees or prorate them based on FTE status?

- **Define eligible relationships/circumstances**

- **Determine allowable number of days and any related guidelines/policies**
 - Tiered number of days based on relationship or a flat number of days per occurrence?
 - Leave granted on a per-year basis (e.g., each employee receives X number of bereavement leave hours per year, like we receive family personal and personal sick leave)?
 - Stipulate that bereavement leave cannot result in overtime?
 - Allow departmental discretion to require verification or specify a certain procedure in policy?
 - Require days to be taken consecutively or allow intermittent days?
 - Specify that if employee is already on another type of leave when bereavement leave is requested that bereavement leave overrides other leave types?