

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**OCTOBER 11, 2002 — 1:30-3:00 P.M.**  
**210 BURRUSS HALL**

**Present:** Althea Aschmann, Pat Ballard, Greg Brown, Barbara Crawford, Rachel Holloway, Laura Link for Karen Boone, Teresa Lyons, Olivia Peden, Suzanne Piovano, Wyatt Sasser, Becky Saylor, Mary Thompson, Linda Woodard

**Absent:** Trudy Epperly, Mary Whitlock

**Guests:** Doug Martin, Personnel Services

Chair Pat Ballard called meeting to order at 1:33<sup>o</sup>p.m. The agenda was adopted as presented. Commission members introduced themselves.

### **1. Schedule Meetings for the Coming Year**

The meeting schedule for the year was discussed. The regular meeting date and time was set for the third Wednesday of the month at 11:00 AM. A meeting room in Burruss will be reserved.

### **2. Benefits & Legislative Update**

- **VSDP:** Doug Martin reported that a mailing has gone out to all employees covered by the Virginia Retirement System and still on the old sick leave plan regarding enrollment in the Virginia Sickness and Disability Program (VSDP). The General Assembly reopened enrollment in the plan during the last legislative session. Employees will automatically be enrolled unless they sign and return an Opt out form. One change that has been made to the program since its inception is the inclusion of long-term care. The deadline is November<sup>o</sup>30, 2002.
- **Health Care Commission:** A commission to study health care was established in the last General Assembly session. Membership includes representatives from the Virginia House of Delegates and Senate, Virginia Supreme Court, and private industry. Linda Woodard and Doug Martin are serving on an advisory committee to assist the commission. An advisory group made up of state employees and retirees will also be established. Information on the commission and presentations can be accessed on the commission's website at <http://www.dhrm.state.va.us/services/health/commission.htm>.

### **3. Policy Update**

Linda Woodard reviewed changes to the state's temporary workforce reduction and layoff policies. These policies apply only to classified staff; faculty policies are determined by the Board of Visitors.

- **Temporary Workforce Reduction:** The policy allows a temporary change in work schedule that results in fewer hours worked during the defined period of time while protecting the employment status of the affected employees. Employees may be

place on leave without pay for no more than 690 hours or work a reduced schedule for no more than 690 hours in a 365-day calendar year. Furloughs fall under this policy. While employees are on a reduced schedule, they may not use leave balances to make up the difference. While some agencies have announced furloughs during the holidays, at this time Virginia Tech does not plan to furlough employees.

- **Layoffs:** All layoffs must be part of department or senior management area plan. Severance benefits are provided to laid off employees; however, grant funded positions are not eligible for severance benefits. While a program similar to the alternative severance option for faculty was proposed for classified staff, it was not approved by the state. Information and policies relating to layoff, severance, temporary workforce reduction, and re-employment opportunities for state employees are available on the DHRM website at <http://www.dpt.state.va.us/> and the Personnel Services website at <http://www.ps.vt.edu/>.

#### **4. Committee Reports**

The commission appointed Becky Saylor to serve as its representative to the Employee Benefits Committee

#### **5. Staff Senate**

The last meeting of the Staff Senate included a demonstration on Element K. The senate also accepted a proposal on the Commission on Equal Opportunity and Diversity.

#### **6. Suggested Speakers for Future Meetings**

Send any suggestions for future meeting speakers or topics to Pat Ballard, [pballard@vt.edu](mailto:pballard@vt.edu).

There being no further business, the meeting adjourned at 3:00 p.m.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**December 18, 2002 — 11:00-12:00 P.M.**  
**210 BURRUSS HALL**

**Present:** Althea Aschmann, Teresa Lyons, Olivia Peden, Suzanne Piovano, Becky Saylor, Andy Sorrell, Mary Thompson, Linda Woodard

**Absent:** Pat Ballard, Karen Boone, Greg Brown, Barbara Crawford, Trudy Epperly, Rachel Holloway, Wyatt Sasser, Mary Whitlock

**Guests:** Steve Mouras, Director of Transportation & Records Management; Suzanne Ducker Alternative Transportation Manager; Jody Jervis, College of Natural Resources

Becky Saylor served as chair for Pat Ballard, who was out of town. The meeting was called to order at 11:00 a.m. The agenda was adopted as presented. The minutes of the October 11, 2002, meeting were approved as written.

**1. Transportation Update — Steve Mouras**

Steve Mouras reviewed transportation initiatives for the near term. Because parking spaces are being lost to construction, plans have been made to regain those spaces. The number of faculty and staff spaces in the lot on Prices Fork Road has been increased. Litton-Reaves, Lower Stanger, and the Upper Quad lots will be expanded; the work should be completed by next summer. In the area of alternative transportation, a survey is being conducted to monitor the quality of the BT service and possible improvements. A grant has been received to fund construction of a second bike trail. A bike rack survey is also planned to find out where more racks are needed, as well as removing ones that are unused. There are also plans to improve existing bike lanes. A commuter program in Northern Virginia is in process. The Motorist Assistance Program provided by Parking Services has been restored.

He also reviewed the appeals process for parking tickets. The first step is to visit or call Parking Services. A clerk will review the ticket to see if there could have been an administrative error in issuing the ticket. Such tickets are voided. If the ticket is not voided, then the recipient has the right to appeal through the appeals process. An appeal must be filed within ten working days, and the fine must be paid in order to appeal. The appeals committee is made up of faculty, staff, and student members, none of whom have any connection to Parking Services. The committee has the final say; the ticket cannot be appealed further. If the ticket is voided by the committee, the fine will be refunded.

The Master Plan has been completed and can be viewed on the Transportation web page at <http://www.ot.vt.edu/masterplan.asp>. The university is running out of space for surface lots. Building and maintaining parking structures is costly, causing parking fees to increase. However, outlying lots with shuttle buses are not time efficient. The master plan calls for three parking garages in the near term. Increased parking also creates more traffic, so improved roads and traffic flow are required. A road to bypass West Campus Drive is proposed, as well as traffic lights at selected intersections.

## **2. Special Term Classified/Academic Year Appointments — Linda Woodard**

At the November 2002 meeting, the Board of Visitors authorized the conversion of calendar year administrative/professional faculty and classified staff positions to alternate 9, 10, or 11 month alternate term appointments as a means to address budget reductions. There have been occasional requests over the years for this type of appointment to accommodate different workload levels during the year. The state considers employees to be full time with all benefits if they are on a full-time salaried appointment for at least nine months out of twelve; employees are considered part-time if they work less than forty hours per week. With input from a number of the academic and administrative areas, Personnel Services is evaluating several different alternate schedules that will meet the needs of departments on campus. Examples of alternate schedules being considered include consecutive non-work months of December 10 through March 9, or a split schedule of December 10 —January 9 and May 10 — July 9 as non-work months. The impact on the employee is that the annual salary is reduced proportionately by the number of non-work months; the employer portion of health care is still paid; and the employee still gets VRS retirement credit for the non-work months. If a position is being converted to a special term or academic year appointment and the change is voluntary, the conversion can be made immediately. If the conversion is involuntary, then the incumbent must be given six months notice. Currently there are about two dozen classified employees on the traditional academic year appointment.

## **3. Benefits Committee — Becky Saylor**

The committee reviewed special appointments and received an overview of university benefits from Doug Martin. There was no new information from the state health care commission.

## **4. Lab Support Services — Suzanne Piovano, College of Agriculture & Life Sciences; Jody Jervis, College of Natural Resources**

The Lab Tech Professional Development Group was formed by Personnel Services and Leadership Development to provide support and training for employees serving in laboratory and research support roles. In addition to the training and development programs coordinated by this group, they have also shared ideas about ways to improve overall efficiency. Most recently, they have explored ways to improve the administration of equipment maintenance contracts. A number of years ago, the university had a department, Laboratory Support Services, which was responsible for maintaining equipment but it was cut during budget reductions in the early 1990s. Service contracts are very expensive, causing some departments to cancel contracts as part of budget reductions. Others are renewing contracts on a rotating basis so that at least one piece of equipment is working at any given time. The Lab Tech Group is looking at ways to improve the situation, and representatives have meet with the Provost to discuss ways to ease the problems. The group will come up with a business plan to present to the deans. They will also work with Purchasing and the Controller's Office to set up an equipment database so that departments would know what kind of specialized equipment is available on campus.

There being no other business, the meeting adjourned at 12:10 p.m.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**February 19, 2003 — 11:00-12:00 P.M.**  
**210 BURRUSS HALL**

**Present:** Althea Aschmann, Pat Ballard, Jean Brickey, Greg Brown, Barbara Crawford, Trudy Epperly, Rachel Holloway, Teresa Lyons, Suzanne Piovano, Wyatt Sasser, Becky Saylor, Andy Sorrell, Mary Thompson, Mary Whitlock, Linda Woodard

**Absent:** Karen Boone

**Guests:** Delbert Jones, Staff Senate; Tom McAvoy, Virginia Tech Employees' Spouse and Dependent Scholarship Fund; Doug Martin, Judy Ridinger, Personnel Services

Chair Pat Ballard called the meeting to order at 11:05 AM. The minutes of the December 18, 2002, meeting were approved as written.

**1. Introduction of New Member**

Jean Brickey, Library Staff Association, has been elected to replace Susie Ayers who resigned.

**2. Committee Reports**

- Benefits — Becky Saylor

The Employee Benefits Committee met on February 13. Agenda items included Social Security Number Privacy Act and upcoming health care changes.

- Staff Senate — Wyatt Sasser

The Senate heard committee reports and an update on the McComas seminar scheduled for May.

**3. Computer Privacy Policy — Delbert Jones**

Delbert Jones reported on a task force that was formed last year in response to concerns over computer privacy. While students own their computers, faculty and staff use computers owned by the university and are state property. In the absence of any university policy, files on these computers are considered state property. This became an issue when a faculty member's computer was taken by the university police as part of an investigation into an incident on campus. Many other universities, including UVA, already have a policy in place that protects the privacy of computer files. The task force will draft a policy to be reviewed and approved through the university governance system.

**4. Overtime issue for Level 1 Employees — Delbert Jones**

The issue of overtime pay versus compensatory leave has been raised with some members of Staff Senate. For some Pay Band 1 employees, receiving pay for overtime worked can put their income over the amount allowed for special tax credits. For employees at the lowest pay levels, this can be a considerable loss. However, for some departments, using compensatory leave can become unmanageable when a considerable amount of overtime is accumulated or when one department arranges with another department for services with the costs being reimbursed. Personnel Services may be able to assist areas in evaluating options for addressing these issues.

## **5. VT Employee Scholarship Program — Tom McAvoy**

Tom McAvoy provided a brief history of the Virginia Tech Employees' Spouse and Dependent Scholarship Fund, <http://www.fst.vt.edu/vtsp/>. The number of scholarships has gradually increased over the years, with six awarded last year. The program received an endowment from the current and former presidents last year that will draw interest, resulting in the potential for more awards. The applicant pool has been increased to include the dependents and spouses of not only full time faculty and staff, but also part time faculty and staff, as well as regular non-student wage employees, and adjunct faculty. The amount of the scholarship is being kept at \$500 so that more awards are possible.

## **6. Virginia Public Service Week/Governor's Awards — Linda Woodard**

Linda Woodard reported that the Commonwealth will again be presenting the Governor's Awards. This year the program has been announced with enough lead time to solicit nominations from the university community. In the previous two years, the awards were announced with little advance notice. In those years, the university submitted the previous year's President's Award recipients as nominees for the Agency Star award. Information on the awards and the nomination process will be distributed in the near future. The university may submit one candidate for each award category. The nominations will be reviewed by last year's President's Award Committee and forwarded to the President for submission to the state.

## **7. Legislative Update — Doug Martin**

Doug Martin provided an overview of the upcoming changes to the state's health care plans. The Key Advantage, Cost Alliance, Piedmont, and Aetna plans are being discontinued. The new plan will be known as COVA Care. There will no longer be a no-cost plan; all employees opting for health care coverage will have to pay a premium. There are also additional coverage options that employees may purchase to enhance the basic plan. The new plan will no longer require that employees select a Primary Care Physician (PCP) or receive a referral from their PCP to see specialists. The network of hospitals and physicians will expand to include any participant in the Blue Cross/Blue Shield network nationwide. There are also changes to the co-pay and co-insurance rates. The prescription plan will change to a 3-tiered plan, with generic drugs having the lowest co-pay and brand name drugs having the highest. Information will soon be mailed out to employees, and Personnel Services will offer numerous information sessions in various locations on campus.

## **8. Other business**

- Legislation is expected to pass during this general assembly session requiring agencies to end the use of social security numbers for employee or student identification cards. Beginning July 2003, all new identification cards must use the alternate number. The change must be fully implemented by July 2006.
- Personnel Services will be providing training on performance plans and supervisory skills. Information is available on the Personnel Services web page, <http://www.ps.vt.edu/>. The P112 form has been revised slightly; the job description and performance plan are now in two different parts. The new form is also available on Personnel's web page.

There being no further business, the meeting adjourned at 12:25 PM.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**April 16, 2003 — 11:00-12:00 P.M.**  
**210 BURRUSS HALL**

**Present:** Althea Aschmann, Pat Ballard, Jean Brickey, Barbara Crawford, Rachel Holloway, Teresa Lyons, Suzanne Piovano, Wyatt Sasser, Andy Sorrell, Linda Woodard

**Absent:** Karen Boone, Greg Brown, Trudy Epperly, Becky Saylor, Mary Thompson, Mary Whitlock

Chair Pat Ballard called the meeting to order at 11:05 PM. The agenda was adopted as presented. The minutes of the February 19, 2003, meeting were approved as written.

### **1. Committee Reports**

- Employee Benefits Committee — no report
- Staff Senate — Wyatt Sasser

The senate is soliciting nominations for various commissions, councils, committees, and the senate itself. A resolution was passed expressing concern over the action of the Board of Visitors at the March 10 meeting. The board voted in closed session to ban preferences for racial minorities and other underrepresented groups in hiring, admissions, and scholarships. They also passed a policy restricting political speech on its campus. Neither measure was on the board's agenda nor there was there any public discussion. The senate was also given an overview of the state's new health care plan.

### **2. Appoint Representatives for Next Academic Year**

- Employee Benefits Committee — one year term

Becky Saylor is currently serving as the commission's representative. Althea Aschmann volunteered to serve if Becky does not wish to serve another term.

- Commission on Equal Opportunity & Diversity — one year term

This commission replaces the Committee on Equal Opportunity and Affirmative Action. Jean Brickey volunteered to serve.

### **3. Other Business**

- Wyatt Sasser noted that many of the lower paid employees are expressing concern over the fact that the Cost Alliance health insurance plan has been discontinued, which provided basic health care with no premium for employees. The new plan does not have a no-cost option. This can have a significant impact on employees who carry the employee plus one and family plans.
- Linda Woodard reported that it appears that the 2.25 percent raise for classified employees in FY 2003-2004 will be funded. The effective date would be

November°25, 2003. All employees with a contributor or above on this fall evaluation would receive the raise.

- Jennie Reilly, the university ADA Coordinator, will be invited to make a presentation at the commission next meeting on May 21.
- The Staff Appreciation Day flyer will soon be mailed. Information has already appeared in *Spectrum*. Tables will be provided for individual staff associations who request them. Contact Margie Murray in the President Office.

There being no further business, the meeting adjourned at 11:25°a.m.