

Present: Dhiane Bradley, Laurence Carr, Sam Connally, Pamela Feldhoff, Josh Hardy, Sharon LaRue, Linda L. Wilson, Lisa London, Kim Noltemeyer and Susan Peacock. Greta Bramer (notes)

Summary:

Items of Interest: (PowerPoint Presentation – Sam)

- **2010 Salary Increase Funding**
 - Staff – Across the Board
 - \$1200 Increase up to \$40,000 (4.0%)
 - 3.0% ATB Increase over \$40,000.
 - Faculty & Administrators – 3.0% Merit
 - Not paid by tuition increases.
 - Internally funded.
 - 1.0% from benefit savings.
 - 1.0% from internal budget cut.
 - 1.0% from other cost saving strategies.

- **Employee Tuition Remission**
 - Require employees to pay student fees (currently “bundled” in tuition).
 - Establish course performance standard (“C” or better, Pass on P/F, or “Satisfactory Participation on audit), with 3 free passes for 1st time college attendees.
 - Continue to pay 100% of graduate tuition (including program surcharges).
 - Continue to pay 100% of distance education tuition.
 - Permit two courses per semester up to 8 credit hours (instead of 6 credit hours), subject to the current limit of 18 credit hours per year.
 - Codify practice to permit ROTC military personnel to participate in employee tuition remission for their own use.

- **Spousal Transfer Benefit**
 - No current spousal transfer benefit for staff employees.
 - Three credit hours per semester for spouses of full-time faculty hired on or before July 1, 1978.

- **Children Tuition Remission**
 - Dependent Children up to Age 26.
 - HR to verify dependent eligibility.
 - Re-establish 1-year waiting period for employees hire on/after July 1, 2011.
 - Establish 5-year “vesting” period for death/disability benefit for employees hired on/after July 1, 2011.
 - Require dependents to pay student fees (currently “bundled” in tuition), Fall 2011.
 - Require dependents to pay distance education fees (whether or not “bundled” in tuition), Fall 2011.
 - Establish limit of 144 credit hours attempted (including transfer credits), with one-year notice, effective Fall 2012.

- **Retirement Vesting**
 - Establish Three-Year Retirement Vesting Period for employees hired on/after July 1, 2011.
 - Apply prior retirement-eligible service at immediate preceding higher ed institutions to vesting period.
 - Reinstate forfeitures for employees reduced in force and re-hired within 12 months.
- **Health Plan Changes**
 - Reduce Health Plan Waiver from \$195 to \$175 / month effective Jan 1, 2012.
 - Reduce Prescription Drug Network to eliminate most independent pharmacies effective July 1, 2011.
 - Further Reduce Prescription Drug Network to eliminate CVS Drug Stores effective Jan 1, 2012.

Policy Revisions: Drafts can be found at: <http://louisville.edu/hr/itemsofinterest>

- **Disciplinary Policy:**
 - Emphasize that goal is to improve performance or job-related conduct.
 - Establish commitment to progressive discipline.
 - Distinguish between job performance and personal conduct.
 - Define disciplinary authority as department head or director.
- **Grievance Policy:**
 - Emphasize that goal is to improve employee/supervisory communications.
 - Expand Grievance Options
 - Reduce Number of Steps
 - 1st line supervisor
 - 2nd line supervisor
 - Department head or director.
- **Appeals Policy:**
 - Move Suspension w/o Pay from Appeals Policy to Grievance Policy
 - Permit Grievance Officer to serve as “personal representative.”
- **Comments:**
 - Members of the HRAC expressed their appreciation for the work done on these policies.
 - “This work adds clarification to the policy.”
 - “Revisions in policy provide a growth opportunity for all involved (staff member and supervisor).”

Other:

- Revised retirement plan document anticipated to be complete by January 1, 2012.
- The “Education Advisory Board” is doing a study on retiree benefits.
- Departments contribute a percentage of each employee’s retirement, health, and other benefits to the centralized fringe benefit pool.
- Performance management products/tools are being researched. The timeline is set up for training on a new tool in the Fall with implementation in Spring 2012.
- The Unit Business Training: UBM’s and those with similar duties will be mandated to complete the course with a completion score of “satisfactory”. Failure to achieve the satisfactory rating could be cause for a performance improvement plan. Internal and external applicants will go through a pre-certification before transitioning into a UBM role.

- Staff Development: Mike Immings will be joining the HR team on June 20. He will immediately begin working on the “Performance Management” training program as well as “Intro to Supervision” classes.
- Benefits: RFP’s will be going out on dental, vision and term life this year. This information will be available for the HRAC to review later in the year.
- Sam encourages the HRAC members to ask their constituents what interests they have and what new initiatives they would like to see.
- Severance packages have not been a historical practice at UofL. Dennis Finnegan will be taking a closer look at the Reduction-In-Force policy this year.
- Bereavement Leave – A recent policy revision states that an employee may use sick leave if more leave is needed than the normal bereavement leave allows.
- A Salary Equity Study for Faculty will be conducted. The committee will include: Pamela Feldhoff, Beth Boehm, Bob Goldstein, Sam and representatives from the COSW and CODRE constituencies.

Summary submitted by Greta Bramer on 5/13/11.