

## POLICIES & ECONOMIC DEVELOPMENT COMMITTEE REPORT

DECEMBER 9, 2019

### **Policies and Economic Development Committee, November, 26, 2019**

Attendees: Kathy Brashear; Jonathan Graves; Virginia Hosono, Chair; Jared Neal

Guests: Andrew Grubb

PED had a request to look into a concern regarding the Policy for Performance Evaluation. The current process is better defined than the previous one. The Committee agreed that more training of supervisors is what is needed. The Committee also agreed to take a look at the policy early next year.

**Telecommuting Policy:** PED asked that the policy be given a pause in order to be looked at again. Benchmarking indicated that our policy was possibly over complicated and, if implemented as is, would cause undue burden on supervisors, and could lead to bias in assigning positions as telecommuting eligible. Additionally, training elements have not been finalized. The committee intends to review and hold discussions with HR after the first of the year. It is our intention to have a working policy in place by April.

**Temporary Medical Leave (TML)/Shared Leave:** Discussion on how Family Medical Leave (FML) and TML are used and how it could be explained more clearly to staff. There are some key points: TML is the University version of FML with one important difference: TML is available to employees for 12 weeks over the life of employment. The committee discussed that TML may be utilized once FML is exhausted for any of the reasons defined under FML guidelines. The committee will recommend to HR that TML be available for intermittent use during the period that FML has been exhausted.

Shared Leave is based on the same requirements as FML. The committee benchmarked institutions and found one possible solution to concerns about shared leave, including the solicitation of leave donations. The University of New Mexico's catastrophic leave program is funded by donations from participating employees:

The catastrophic leave program is funded by donations from participating employees' annual leave banks. Each fiscal year, the University may withhold annual leave in an amount up to one-fifth (1/5) of the employee's weekly work hours. For example, this would amount to eight (8) hours for an employee working forty hours (40) per week. Donations are made to the common catastrophic leave bank annually in an amount and on a date specified by the Division of Human Resources.

Prior to fiscal year-end, the Division of Human Resources notifies all regular staff working a .5 FTE or greater that donations will be taken automatically unless the employee completes the catastrophic leave opt-out process. If an employee opts-out of donating, then the employee is not eligible for catastrophic leave for the upcoming fiscal year.

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The catastrophic leave plan year is July 1<sup>st</sup> through June 30<sup>th</sup>. Employees can participate if they have donated to the program and meet the eligibility requirements noted in Section 2, above.

Employees with less than one year of service can donate to the program, but are ineligible to apply for program benefits until they have completed one year of employment. <https://policy.unm.edu/university-policies/3000/3430.html>

**Update:** 12/5/19: UofL does not have the capability at this time to implement such a procedure.

**Outstanding items:** It was reported that some employees are being charge a full day of vacation leave if they are out the day before Thanksgiving. Additionally, they are charged leave if out and the university closes for weather.

Submitted by,  
Senator Virginia Hosono, Committee Chair