

PED REPORT
NOVEMBER 11, 2019

PED Meeting: October 23, 2019

Members Present: Virginia Hosono, Jared Neal, Kathy Brashear, Patti Williams, Candace Allen, Jonathan Graves

Invited Senator(s) Present: Andrew Grubb

Job Descriptions on Web Update:

A request by a staff senator was made for the job descriptions to be posted on the HR website again, and the request was denied by HR due to the accuracy of the positions. HR recommends contacting them for information regarding positions and they will provide it.

Article 5.5 in the Redbook states that *“A copy of the latest edition of each existing Job Specification and of each of the personnel policy documents shall at all times be kept in the Office of University Personnel Services, in the University Archives, in each of the University's libraries, and in the Office of the Chair of the Staff Senate and shall be available for inspection or copying by any staff member. Amended or revised Job Specifications will be promptly sent to and will be available in University Personnel Services, the University libraries, and the Office of the Chair of the Staff Senate. The official manual on policies and procedures affecting staff members shall not be revised or amended without prior written notification to the staff of the University through the Office of the Chair of the Staff Senate and appropriate media.”*

PED will make the following recommendations to HR:

- Follow the Redbook policy and post the jobs.
- Put the descriptions back up and place a notation or comment on those jobs that are incorrect.
- Put procedures on their website on how to follow-up with them regarding positions that are incorrect.
- Work with HRAC to create a subcommittee with members from PED and SMCO to assist HR in the job reviews.

HRAC Update:

There are no new updates at this time.

Shared Leave Update:

Virginia has been working and will continue to work to gain information on the balance of the shared leave pool.

Action Request:

Physical Plant Department (PPD) Guidelines

Senator Barbara Bishop will talk to Mark Watkins and discuss how Physical Plant would like to proceed with the guidelines. PED may be asked to assist at another time once they have a plan.

Review Information sent for HR/PED meeting in November:

Based on the responses received from Mentimeter, it appears that there are issues related to process improvement versus the need to change the policy. PED will recommend that swept funds from vacation or sick leave overages from retired individuals be used to fund the shared leave pool. We will also recommend that when requesting Shared leave that Temporary Medical Leave (TML) doesn't need to be contiguous with Family Medical Leave (FML) that it needs to be separate.

Approved: 11/7/2019