

UNIVERSITY OF LOUISVILLE STAFF SENATE

POLICY AND ECONOMIC DEVELOPMENT STANDING COMMITTEE CHARTER

STANDING RULES FOR COMMITTEE

**Statement of Purpose**

The Policy and Economic Development Standing Committee (the “Committee”) is the principal advisor to the Staff Senate in all financial, human resource, and economic welfare matters affecting University support staff.

In alignment and with and in support of the university's anti-racism agenda, PED will use lenses of diversity, equity, inclusion, and anti-racism by being inclusive of all demographics when making decisions and guiding discussions regarding policy revisions and creation as well as the overall economic impact on staff ensuring that policies are not affecting stakeholder groups differently. University community members will be invited to participate in policy and economic development discussions as warranted.

This is a working committee and members will be expected to review documents and provide input on a regular basis. This committee meets 12 months a year.

**Charter Approval**

At the end of each Senate term, the Committee will review this Charter. Any changes to this Charter must be presented to and approved by the Executive Committee (EC). The approved charter will be submitted for approval at the next, full Staff Senate meeting.

**Responsibilities and Duties**

In furtherance of its purpose, the Committee shall have the following responsibilities and duties:

1. Make new or continuing studies on the economic well-being of support staff members, their families and dependents, including but not limited to:
  - a. salary and compensation
  - b. health and hospitalization insurance
  - c. life insurance and death benefits
  - d. retirement
  - e. travel policy
  - f. schedules and conditions of work
  - g. total wellness
  - h. staff development, and
  - i. other matters so referred.
2. Review plans and priorities developed by university-wide groups that may have a financial or policy impact upon support staff.
3. Review functions that may have a planned or potential implication upon current or future budget of the University considering human resources as well as financial allocation.
4. Review University documents and publications that may impact staff governance, staff role and function, and any other policies, rules, or regulations for staff operation.

5. Serve on campus-wide or ad hoc committees considering financial and human resource, and economic welfare matters affecting University staff. When it is not possible for a PED member to serve on such committees, for logistical or expertise reasons, PED will receive a report from the Senator who is serving on such campus-wide or ad hoc committees.

## **Composition**

The committee shall be composed of at least 9 members, including a Chair and Vice Chair. The Chair of the Committee shall be appointed to serve as a voting member on the Executive Committee (EC) and as a staff representative to the Human Resources Advisory Committee (HRAC). In accordance with HRAC composition, C&N will assign an additional PED member to be on HRAC. In consultation with the Staff Senate Chair, A member of PED shall be a staff representative to any University planning committee or to any other policy and budget ad hoc committee established for planning purposes, unless unable to as stated above. The Vice Chair of the Staff Senate shall serve as ex-officio, non-voting member of this committee.

## **Chair and Vice Chair Election**

Once C&N completes Committee seat assignments, the PED Committee will hold its first meeting to allow the members to meet and for those who wish to be Chair or Vice Chair express this interest and provide reason/qualifications. C&N will then call for nominations for Chair and Vice Chair. C&N will utilize an online anonymous survey to conduct elections. Refer to C&N Charter for additional details.

## **Committee Meetings**

- The Committee is to meet once a month. At the beginning of each Senate term, the Committee will discuss and decide the location and time the monthly meetings will take place.
- The PED Chair will preside at the meetings and will prepare a monthly meeting agenda.
- The PED Vice-Chair will be the official note taker at the meetings and will submit the meeting minutes to the Committee for approval at least three days before the next general meeting of the Staff Senate.
- The PED Chair will present these minutes to the EC and will then submit the approved minutes to the Staff Senate Program Coordinator for posting on the Staff Senate website and as an attachment to the monthly general body meeting agenda.
- Additional meetings may be called as needed to discuss urgent university business.

## **Meeting Attendance**

The PED committee meets once a month. Committee members may miss 5 meetings during one (1) senate term.

If there is a conflict with the agreed upon Committee meeting schedule, the Committee member should contact the PED Chair and the C&N Chair and request to be removed from the Committee.

The PED Chair will notify the EC when a committee member has 3 Committee meeting absences. The Staff Senate Program Coordinator will then email the Senator to remind them about the 5-absence policy.

Once a committee member has 6 absences, the PED Chair will notify the EC. The Staff Senate Program Coordinator will then notify the committee member via email, that they have been removed from the committee. C&N will initiate the process to fill this committee seat vacancy.

**Obtaining Staff Senate Input on New Policy or Change to Policy**

Procedure:

- When there is discussion regarding implementing a new policy or making changes to an existing policy, a designee from the Originator office shall notify the [Staff Senate Chair and copy the Chair of PED](#), asking for input from the Staff Senate.
- The Staff Senate Chair or Chair of PED will present this notification to the Executive Committee (EC); best next steps will be discussed.
- Upon discussion and review, feedback will be provided to the EC.
- The PED Chair, in collaboration with Chair of the Staff Senate, will send this review and suggestions to the designee from the Originator office.
- Once a final version of policy has been completed by Originator office, it will be sent to the Staff Senate Chair and Chair of PED, who, in turn, will present to full Staff Senate.
- PED will keep track of policy progress and implementation date.

Staff Senate Input on New Policy or Change to Policy Procedure:  
2/25/19 Approved by Staff Senate Executive Committee  
6/21/2021 Approved by Staff Senate Executive Committee

PED Charter Approved by Staff Senate Executive Committee: \_\_\_\_\_