

Staff Advisory Council Policy, Benefits, & Budget Committee 2006-2007 Annual Report

Committee Members:

Leslie Miller (Chair), Liz Condit, Tara Gladden, Juanita Phelan, Gracie Teague, Greg Fox, Larry Curtis, Sue Moore

The following were issues addressed by the SAC Policy, Benefits, and Budget Committee from July 2007 – May 2008:

Equity Pool Recommendation -

PB&B recommended that Administration create an equity pool (or pools) separate from the anticipated annual raise program to be used to bring staff position salaries that are farthest from normal market values closer to normal. It was also recommended that funds from the equity pool (or pools) should be used to address staff positions that are at the lower end of the pay scale.

2007-2008 Raise Program Recommendation -

The committee also adapted/endorsed a recommendation from Faculty Council asking that the Interim President institute a merit raise salary program for FY 2007-2008 for both faculty and staff.

Walk-in Service for Parking Permits -

The committee recommended that OSU Parking and Transit reestablish walk-in service for parking permits. There were several reasons to make this recommendation, including the following:

- Many OSU employees have limited access to computers and/or limited computer skills. This forces them to seek help from other co-workers or employees to whom they must reveal their Okey access information, potentially resulting in confidentiality/security problems.
- Online systems may fail or have unexpected down-times.
- SAC received numerous complaints about the issue from staff members.

Review of Policy 3-0710, Corrective Actions and Dismissals for Staff -

The PB&B committee reviewed this revised policy and agreed to the proposed changes. The committee believed the revised policy is superior to the existing policy and hopes that it will help clarify a process that is already being used by the university.

Tornado Shelter Considerations -

The committee recommended that all future buildings constructed by Oklahoma State University or any of its system campuses include reinforced areas to be used as tornado shelters for the occupants of those buildings.

Health Care Insurance –

Obviously a big concern for many, many employees, PB&B brainstormed ideas about how OSU could help address the issue including the following ideas:

- Providing information on Sooner Care to low income employees
- Asking that future health care plans offer an option for catastrophic insurance for spouse and children as a low cost alternative to dropping insurance entirely
- Sending out a survey to ask employees about various health care concerns (it was later determined that a survey was already being prepared)

Performance evaluation forms -

The committee began to look at performance evaluation forms. On the current form available from the HR website (listed as [Staff Performance Review \[doc\]](#)), there are three rating levels: Not Meeting Expectations, Competent, and Commendable. Per *Policy 3-0741, Performance Evaluation Program for Staff*, section 3.02, each department's staff performance evaluation systems are required to produce overall ratings of at least five (5) levels as follows: Special Merit, Merit, Good, Needs Improvement, and Unsatisfactory. So, the Staff Performance Review form does not meet university policy requirements. Hopefully, the PB&B will decide on a recommendation on how to address this in the future.