

PB&B Committee 01-02 Year End Report

Committee members

Full Year: Leslie Miller (Chair), Louisa Payne, Becky Rogers

Partial Terms: Steve Cookerly, Sherry Fletcher, Wes Higgs, Tonya Magness, Wallace Riggs

Criminal Background Checks / Employment Checking Procedures

PB&B committee members worked with Administration for over a year on the issue of criminal background checks and employment checking procedures, finally agreeing upon a policy that was believed to be fair and appropriate. The new policy:

- Spells out the procedures to be followed in regards to background checks
- Limits background checks to certain specified job positions (usually determined by the keys being issued and/or legal requirements), and
- Ensures that applicants are informed in advance that they will be subjected to a background check when one is required.

SAC voted to approve the new policy in July 2001.

OSU Daycare Center

The PB&B Committee spent many hours researching the issues surrounding the possibility of creating a university day care center. In addition to meeting with a number of subject-matter experts and other interested parties, the committee put together a survey to poll university staff, students, and faculty to get their opinions on the subject. The final survey was nineteen questions long, and it was distributed by campus mail to all faculty and staff. It was also made available to students via the SAC website. In the end, over 800 surveys were returned, many with excellent, thought-provoking comments. PB&B Committee is currently waiting for the statistical analysis of the survey results before making an actual recommendation on the subject to Administration. Although the composition of the PB&B committee will be changing with the addition of new members, it is hoped that this issue will remain a top priority.

Family Leave

It was brought to the attention of SAC that OSU's maternity leave policy does not allow the use of sick leave by parents who adopt children. (OSU is the only Big 12 school that does not allow some use of sick leave for adoption.) When PB&B began researching the issue, other problems were brought to light. Apparently, the policy is not uniformly administered across campus, it is confusing to interpret, it does not specifically reference FMLA, and it does not address

paternity leave. As a result, PB&B brought a recommendation to SAC in the hopes of correcting some of these problems. SAC passed the recommendation in May 2002.

Below is the actual recommendation:

The Staff Advisory Council recommends that OSU Human Resources revise the university policies regarding Maternity Leave (1-0701), Sick Leave for Faculty (2-0113), and Sick Leave for Staff (3-0716) to include the use of sick leave for maternity, paternity, and adoption purposes.

The revised policies (or policy) should be clearly written and defined so that they are administered uniformly throughout the university as well as equally between faculty and staff. Furthermore, the policies (or policy) should include reference to the Family Medical Leave Act (OSU policy 3-0708) where appropriate.

Background for this recommendation:

OSU is the only Big 12 University that does not allow some use of sick leave by parents who have just adopted a child. Furthermore, several staff members have complained to council members that "maternity leave" is not administered uniformly throughout the university, and that the policies concerning maternity leave are confusing and hard to understand. Unlike many other universities, paternity leave is essentially not addressed at all. Current sick leave policies do not reference FMLA, adding to the potential confusion. Today's workplace is more dynamic than ever before, and we believe this is an opportunity for Administration to improve morale for current employees as well as provide better recruitment tools for quality candidates in the future.

Long Term Disability Interim Policy

Administration has asked SAC and PB&B to review the interim Long Term Disability Policy. After first review PB&B did not advise approval of this interim policy, however, it is hoped that the committee will work with Administration in the future to come up with a policy that is easier to understand and interpret.

University Budget Committee

PB&B committee members continue to attend the monthly meetings of the UBC and report to the Council.

On-going issues

The following are on-going issues that PB&B has been following, without making any specific recommendations:

- Staff salaries – staff salaries that are below state/local averages should be brought up to standard. Also, OSU's minimum wage of \$6/hr, while above the national minimum wage, is still too low to maintain a good quality of life for many families employed by OSU.
- Tuition/fee waivers for the children of faculty and staff members.
- Supervisor evaluations – this issue was brought to Administration by SAC in 1999. OSU still does not provide a mechanism for employees to evaluation their supervisors, and staff members continue to bring this issue to SAC members.
- Benefits – there are a variety of issues concerning benefits that keep being brought to SAC. OSU has established the Flexible Compensation Benefits Committee to look into these issues. This committee does have

SAC/staff representation, and it is hoped that communication will remain open between PB&B and the FCBC.