

**Personnel Policies Committee Report
For the Faculty Senate Meeting of November 15, 2017**

**Personnel Policies Committee Minutes
Monday, November 6, 2017
Morrison 219, 1:00 p.m.**

Attending: Stan Alluisi, Crystal Moore, Karl Frinkle, William Fridley, Charles Matthews

I. Call to Order

The meeting was called to order by Chair Fridley at 1:08 p.m.

II. Items

A. Review Family and Medical Leave policy (APPM 5.1.5)

Prior to the meeting, Fridley noticed that a related policy on Maternity Leave (APPM 5.1.3.4.1) appeared redundant and outdated. He made an inquiry to Human Resources Assistant Director Dorothy Owens about the policy and was informed that a revision of the Maternity Leave policy in the Staff Manual was pending. * The PPC agreed to recommend the policy be similarly revised in the APPM. It was also agreed to make two typographical corrections in APPM 5.1.5, and to add 5.1.5 Family and Medical Leave, and 5.1.6 Military Leave to the APPM Table of Contents (they are currently not included). **

B. Spreading OTRS employee contributions over the entire year

This idea was mentioned at the October 18, 2017 meeting of the Faculty Senate (FS), and was also shared at the October 31 meeting of the FS Executive and Budget Committees and President Burrage, VPAA Clark, and VP for Business Affairs (VPBA) Dennis Westman. After some discussion, the PPC agreed to draft a letter to VPBA Westman asking for an examination of the advisability of the practice and request that the findings of the examination be presented to the FS. The letter will be presented to the FS at the November 15 meeting for their approval. **

C. Status of [Insurance and Benefits Committee](#)

Senator Matthews noted that efforts to coordinate a meeting of the Insurance and Benefits Committee (IBC) with VPBA Westman had not been successful, nor has there been any faculty participation or input on matters related to insurance policy at SE or at the state level meetings of the Oklahoma Higher Education Employees Interlocal Group. Representative faculty and staff participation on these matters is the purpose of the IBC. Noting VPBA Westman's lack of responsiveness on this matter, it was agreed that Matthews would contact Assistant VPBA Marti Phillips to discuss ways to facilitate the intended function of the IBC.

D. Promotion and Tenure (P & T) policy--timeline adjustment to Steps 3-5 of APPM 4.6.3

Given that Step 5 (the Dean's recommendation) of the P & T policy is no longer operative, and that Step 3 (the faculty committee's recommendation) is regarded by many as too-short a timeframe, the PPC agreed to make a motion to recommend revising the timeframe for Steps 3-5 of the P & T process and policy. **

E. Post-Tenure Review in the case of a successful promotion application (APPM 4.4.7, possibly 4.4.7.1 Post-Tenure Review vs. Promotion in Rank)

In discussion it was agreed that the granting of promotion should replace the post-tenure review process. A motion will be made to recommend language to that effect be added to the APPM. **

III. Old Business

A. Promotion and Tenure policy—placement of the “once the tenure process has been initiated, it must be completed” phrase (APPM 4.6.4)

A motion to remove the “completed” phrase from the APPM was voted down at the FS meeting of October 4, 2017. It was suggested that this phrase could be made compatible with the policy for withdrawal of tenure applications by adding language to stipulate that withdrawal of the application marks completion of the process. A motion will be made to recommend language to that effect be added to the APPM. **

IV. New Business

There was brief discussion of the cost-cutting scenarios (e.g. in the event of 10%, 15%, or 20% cuts) that have been developed by administration for the Regents. There were questions about whether this information is available and whether it should be made available in the name of transparency. There was no agreement or call for action.

There was also a discussion about dually employed spousal medical benefits. It was recommended we look into the possibility of the university paying out the cost of one spouse's benefits at some % - if not 100%, since they can be covered as a dependent of the other SE employed spouse. This would potentially save the university money as well serve as a point of employee recruitment and retention.

V. Adjournment

Meeting adjourned at 2:18 p.m.

*Communication from Dorothy Owens, Assistant Director of Human Resources, on the Maternity Leave policy (email 11-6-2017)

We are in the (lengthy) process of updating the staff handbook. The Maternity Leave policy is in the current version, however, the updated version, when finally approved, will be changed as follows:

MATERNITY/PARENTAL LEAVE

Maternity leave shall be considered the same as any other temporary medical disability with respect to providing leave time, insurance pay, and other benefits. ~~See Section 12.16 Family and Medical Leave. All maternity leave must be requested by completing a "Maternity Leave" form (Exhibit GG) and submitting it to the employee's department supervisor who should then forward it to the Employee Payroll and Benefits Services~~ **Human Resources** office. The Family and Medical Leave Act of 1993 permits paid or unpaid leave up to twelve (12) weeks after the birth of a child.

~~An employee has the option of using accumulated sick leave and/or scheduling accrued annual leave and compensatory time as part of her maternity leave upon the approval of her supervisor. An employee on approved maternity leave during university-approved holidays may charge that time to the holiday code (H) on the monthly leave report form.~~

~~The employee should advise her supervisor within 30 calendar days after discharge from the hospital of her intent to return to work at Southeastern Oklahoma State University. The return to work must be reasonable and agreed to by all parties including the attending physician. The employee may be reinstated to her original job or to a position of like status and pay. Regular full-time employees are also eligible for parental leave in accordance with SE policy Section 12.16.~~

**Motions for the Faculty Senate meeting of November 15, 2017

1. **Motion:** We recommend **(a)** the following revisions to the Maternity Leave policy (APPM 5.1.3.4.1), **(b)** an end quote and updated hyperlink be added to the Family and Medical Leave policy (APPM 5.1.5), and **(c)** that reference to 5.1.5 Family and Medical Leave, and 5.1.6 Military Leave be added to the APPM Table of Contents.

(a) 5.1.3.4.1 Maternity/Parental Leave

Maternity leave shall be considered the same as any other temporary medical disability with respect to providing leave time, insurance pay, and other benefits. **See APPM 5.1.5 Family and Medical Leave.** ~~All maternity leave must be requested by completing a "Maternity Leave" form (Exhibit GG) and submitting it to the employee's department supervisor who should then forward it to the human resources office.~~

~~A faculty member will use accumulated sick leave as part of her maternity leave upon the approval of her supervisor (if a faculty member also has annual leave the accumulated sick leave and/or annual leave may be used). Approved maternity leave during university approved holidays is charged to the holiday code (H) on the monthly leave report form.~~

~~The employee should advise her supervisor within 30 calendar days after discharge from the hospital of her intent to return to work at Southeastern Oklahoma State University. The return to work must be reasonable and agreed to by all parties including the attending physician. The employee may be reinstated to her original job or to a position of like status and pay.~~

~~Regular employees are also eligible for parental leave which will be charged to annual leave, personal leave or leave without pay.~~

Regular full-time employees are also eligible for parental leave in accordance with APPM 5.1.5 Family and Medical Leave.

(b) 5.1.5 Family and Medical Leave (last two paragraphs)

The National Defense Authorization Act for FY 2008 (NDAA), and Public Law 110-181, Section 585 amends the Family and Medical Leave Act of 1993 (FMLA) to permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Employees who desire additional information concerning the FMLA (such as qualifying events, advance notice, potential impact to various fringe benefits, and medical certification) should contact the office of Human Resources (also the U.S. Department of Labor website at <https://www.dol.gov/whd/fmla/> and select FMLA).

- 2. Motion:** An email be sent to Vice President for Business Affairs Dennis Westman (cc President Burrage and VPAA Clark) requesting an examination of the feasibility and advisability of spreading faculty contributions to the Oklahoma Teachers Retirement System (OTRS) evenly throughout the year. We also ask that VPAA Westman report the findings of his examination to the Faculty Senate Chair by the beginning of the spring semester.

Dear Vice President Westman,

The Faculty Senate requests an examination of the feasibility and advisability of spreading faculty contributions to the Oklahoma Teachers Retirement System (OTRS) evenly throughout the year. As you know, faculty currently contribute 7% on the first \$25,000 of income to OTRS (for a total of \$1,750). It appears to us that spreading the OTRS contributions throughout the year would be preferable to the concentrated "up front" contribution.

This idea was mentioned at a Faculty Senate meeting when a senator noted this was the practice at one of our sister institutions. The idea was also mentioned at the meeting of the Faculty Senate Executive and Budget Committees with you, President Burrage, and VPAA Clark on October 31, 2017. We would like to formally make this request, and also respectfully ask that you send the findings of your examination to Faculty Senate Chair Dan Althoff by the beginning of the 2018 spring semester, for our consideration.

Sincerely,
The Faculty Senate

- 3. Motion:** We recommend the following addition to the Post-Tenure Review Policy (APPM 4.4.7.1, Post-Tenure Review versus Promotion in Rank):

Post-Tenure Review versus Promotion in Rank: Post-tenure review is a process distinct and different from promotion. A satisfactory post-tenure review should not be construed by a faculty member as having met the requirements for promotion in rank. Promotion policy and requirements can be found in the APPM section 4.5. **When a tenured faculty member has been approved for promotion, the post-tenure review process shall be considered as being fulfilled by the promotion process.**

4. Motion: We recommend that the timeline for Steps 3-5 of the promotion and tenure policy (APPM 4.6.3) be revised as follows:

Step 3-- All of the following must be completed no later than **October 15:** (committee recommendation)

Change to November 1

Step 4-- All of the following must be completed no longer than **November 1:** (chair recommendation)

Change to December 1

Step 5-- All of the following must be completed no later than **December 1:** (dean recommendation)

Delete this Step

5. Motion: We recommend that the following clauses be added to the APPM 4.6.3, Step 6 and Step 7:

Step 6

Withdrawal of Application: After receiving the VPAA's recommendation the applicant will be given a summative list of the recommendation decisions and have the opportunity to review narrative evaluations from the Promotion and Tenure Review committee, department chair, dean, and VPAA. The applicant will then have the opportunity to withdraw the tenure/promotion application without prejudice toward future applications. **A withdrawal of the application marks a completion of the process.**

And, Step 7

If the applicant withdraws the application by the January 30 deadline, the application does not proceed to the President. If, as a result of an appeal decision, the tenure/promotion procedure is renewed, the VPAA's recommendation will be made by March 15. If the VPAA's decision is to recommend denial of tenure/promotion, the applicant will have the opportunity to withdraw the application. The withdrawal must be filed by March 30. If the application is withdrawn, it will not proceed to the President. **A withdrawal of the application marks a completion of the process.**