MINUTES
Personnel Policies and Procedures Committee
8.15.19

MEMBERS PRESENT: T. Hunter, B. Peters, T. Hilston, C. Stodd
MEMBERS ABSENT: R. Snell (Excused)
OTHERS PRESENT: J. Perkins

At 2PM, in the absence of a Chair, the meeting was called to order by the Secretary of the University Staff who noted all of those present.

The Secretary paused for public comments. None sought recognition in this regard.

Secretary briefed Committee members in regard to obligations as they relate to Wisconsin Open Meetings and Records laws.

Secretary opened nominations for Committee Chair. Ms. Hunter nominated Barb Peters. Ms. Peters accepted the nomination. As there were no further nominations, and without objection, Secretary recorded unanimous consent for Ms. Peters to serve as Chair.

Chair Peters opened discussion on matters that were pending before the Committee in the previous term, beginning with the policy on time off for interviews.

Ms. Jennifer Perkins of OHR provided a revised draft that was based on the input of Committee members in the prior session.

Discussion was heard in regard to the use of the ‘may’ in the sentence regarding travel time. Request was made for greater clarity. Concern was expressed that without clear examples this portion could be abused by irresponsible supervisors.

Discussion of alternate phrase for ‘Professional Development’ was heard and the proposal of ‘advancement’ of ‘career development’ was suggested.

Discussion heard as to how to replace use of the word ‘typically’ and ‘often’ was suggested.

OHR will review and return with a new draft.

Chair Peters opened discussion of Commercial Drivers License requirements.

OHR reported to the Committee that Division may increase a base rate if a CDL is identified as a complexity factor. The Committee was informed that CDL holders will be examined as part of the TTC study but that reimbursement is not an option as the UW System Policy regarding licensure has a prohibition on reimbursement as it would constitute a ‘fringe benefit’ within IRS guidelines. Discussion was heard that CDL requirements may be discouraging applicants because the announcements bury the ‘6 month’ ability to acquire language far within the text rather than at the top. Discussion was heard
that it would be useful if the Committee could be provided with information that identifies how many employees have a CDL requirement attached to their position.

Chair Peters opened discussion on possible future agenda items.

Discussion was heard for a draft of a Flex policy, a review of the Return to Work Policy draft, a discussion of mandatory break times and of possible incoming UW-System mandates.

At 2:40PM, Ms. Hunter moved, seconded by Mr. Hilston, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary