MINUTES
Personnel Policies and Procedures Committee
9.10.19

MEMBERS PRESENT: B. Peters, T. Hunter, R. Snell, T. Hilston, C. Stodd

MEMBERS ABSENT: None

OTHERS PRESENT: B. Lanser, J. Karcher, A. Broan, J. Perkins

At 2PM Chair Peters called the meeting to order and instructed the Secretary to note all of those present. Chair Peters welcomed guests attending the meeting and asked that they provide introductions.

Chair Peters paused for public comments. None sought recognition in this regard.

Ms. Snell arrived.

Chair Peters directed the attention of the Committee to the draft Minutes of the previous meeting. Ms. Hunter moved, seconded by Mr. Hilston, to approve the Minutes. All in Favor. MOTION CARRIED.

Chair Peters recognized Ms. Barb Lanser for the purpose of providing an update as it related to the Return to Work policy proposal. Ms. Lanser provided the Committee with background on the proposal informing them that work on it began in March of 2018 when return to work strategies began to be examined and a proposal was provided to the Vice Chancellor which he approved in June of this year.

Ms. Lanser informed the Committee that the goal was to assign tasks to employees that meet their restrictions. Ms. Lanser noted that a Return to Work (RTW) Coordinator position is currently posted and the goal would be to have this program applied throughout campus so that all employees are treated fairly. It was stated that the policy would reduce the need for employees to use their own personal leave time and other benefits would include cost savings and increased productivity. The Committee was informed that UW-System wants all campuses to have a RTW program in place.

Question was raised if the policy applies to injuries sustained when not at work. Reply came that temporary work assignments would be found to meet medical restrictions placed on employees and eventually RTW could be expanded beyond a persons own position.

Discussion was heard that use of temporary assignments could allow for employees to broaden their skill set.

Question was raised regarding who would supervise the employee if they were temporarily assigned to another unit. Reply came that their current supervisor would retain authority but that the RTW Coordinator could help bridge the communication gap between the original supervisor and the person holding the supervisor position over the employee in the new unit.
Question was raised in regard to the possibility of the person being unable to perform the newly assigned tasks. Reply came that the RTW Coordinator and the Workers Comp. Coordinator will find an appropriate assignment and if adjustments are needed they will be looked at on a case by case basis.

Question was raised regarding a doctor authorizing a return to work in conflict with an unapproved Workers comp. claim. Reply came that if a doctor were to identify limitations but a claim is not finalized then a RTW would comply with the doctor noted restrictions but the person would stay within their job.

Question was raised if the new RTW Coordinator could appear before the PPPC. Reply came in the affirmative.

Discussion was heard in regard to current maternity leave rights versus the needs of staff. Reply came that limitations regarding conditions of pregnancy can be accommodated.

The Committee was informed that policies and procedures regarding RTW would be finalized once the Coordinator is hired.

Chair Peters opened discussion regarding the updated draft of the time off for interviews policy. Ms. Jennifer Perkins of OHR reviewed the revisions for the Committee.

Discussion was heard regarding the ‘definitions’ section and if language covers all employee possibilities for seeking a new position. Suggestion was made that language ‘benefits professionally’ be used. OHR will examine the language and return with a reply.

Chair Peters opened discussion on policy concerning mandatory break and lunch periods. Mr. Andrew Broan stated his request that policy not include a minimum 30 minute lunch period that employees are required to take. Discussion was heard regarding workplace practices and traditions versus what policy may be in print. OHR replied that would explore the question and reply upon a return visit to the Committee. Concern was expressed that punitive rules or similar manipulation of policy are bad for recruitment, retention and morale.

At 3:15PM, Ms. Hunter moved, seconded by Ms. Snell, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary