

MINUTES

9.15.21

Personnel Policies Procedures and Communications Committee

MEMBERS PRESENT: B. Peters, L. Normand, K. Schultz, C. Stodd

MEMBERS ABSENT: A. Smeaton

OTHERS PRESENT: J. Horn, A. Vembu Julian, K. Howen, J. Perkins

At 2:30PM, Chair Peters called the meeting to order and instructed the Secretary to record all of those present.

Chair Peters recognized Mr. John Horn for the purpose of providing a report to the Committee. Mr. Horn briefed the Committee regarding his role in the COVID response from a leadership standpoint. Mr. Horn clarified that testing sites are set up on campus for all shifts and tests are conducted on work time. Mr. Horn clarified that due to a high vaccination rate and compliance with hygiene practices, distancing protocols are no longer necessary. Mr. Horn described the FAQ page on the website as “a living, breathing, document.”

Question was raised in regard to those employees who need to get tested but also desire privacy. Reply came that employees have no obligation to disclose their status but if notified that they must test, they can go through DDR to preserve confidentiality.

Question was raised if a supervisor is aware of an unvaccinated employee, would it be appropriate to send an email to the entire team reminding them of inoculation and testing protocols. Reply came in the affirmative, it is appropriate and encourage to conduct such outreach.

Praise was heard for the efforts of the Administration regarding their COVID response and for the communication to the staff. It was noted that thanks to these efforts, the comfort level for the employee to work on site and in person has increased.

Chair Peters recognized Ms. Katelyn Howen for an update in regard to the Title and Total Compensation Project.

Ms. Howen noted that approximately 95% of employees have finalized their conversations regarding TTC and that employee notification letters confirming job titles will be distributed by 1 November. It was clarified that employees have the option to appeal if they do not feel the description and title are a match. It was also clarified that materials can be distributed by hard copy rather than electronically if more appropriate.

Concern was raised that salary grades could be assigned to a grade lower than they should be. Reply came that pay is not changing as a result of TTC, it is being used as part of a long-term strategy.

Question was raised that if a higher grade does not result in higher pay than what is the point. Reply came that TTC is providing data, it is up to the leadership to make the decisions.

Question was raised if materials being sent to the employees is being translated. Reply came in the affirmative.

Concern was expressed that people can be hired in at a rate higher than those already working and that the change to \$15 an hour has created compression. Reply came that compression and inversion are subjects of which there are long term goals to address but those changes require funds that campus leadership must secure and disburse. TTC can only identify areas of concern.

Concern was raised that some departments are better funded than others and discrepancies are created even though the same tasks are being performed. Reply came that TTC is not empowered to adjust funding for departments but is aware of inequities and the goal is to make sure such inequities drive employees to different work units where similar work is performed but where more funds are available. It was further noted that this data will equip the Administration to make decisions.

Concern was raised that smaller departments have been challenged the question of a position in which a person has been scaled back to a lower position because despite performing the appropriate tasks, they exist in a smaller volume. Reply came that this question has been a topic of discussion for many stakeholders and market data has been examined and determined that people management is often compensated higher. Reply continued that if it is believed that an SJD does not match the tasks, OHR is willing to examine for discrepancies.

Question was raised in regard to appeals. Reply came that appeals are a five-step process that starts at the employee's local OHR and an appeals panel and goes all the way to Mr. Mark Walters if not resolved.

At 3:28PM, Ms. Normand moved, seconded by Ms. Schultz, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary