

## Staff Senate Spring Clerical Roundtable

March 26, 2015 10 a.m., TDC 405

In attendance: 16 Clerical Staff (which included 6 Clerical Senators)

No specific discussion topics were submitted prior to the Roundtable. Topics were submitted from the floor as the Roundtable proceeded.

Pauline Palko shared information learned from the March Staff Focus Group for the Staff Compensation Study. Sibson Consulting is working with The University of Scranton, reviewing job descriptions of University of Scranton employees in comparison with other colleges for non-exempt employees and both other colleges and outside industries for exempt employees (skills in those positions are more readily transferable). Sibson will present their findings to The University of Scranton approximately June 2015.

Questions asked by attendees of the Roundtable meeting were (1) if job descriptions were updated by Department Heads, would we be made aware, and (2) if the staff will be informed of Sibson's findings. Pauline will ask at the next Compensation meeting.

It was conveyed that Human Resources is working on revamping the employee job performance appraisal process, including how many times a year evaluations would be done. This may become an online process. Purpose of a new process is to make it easier for everyone, and more beneficial tool to staff and supervisors. It was stated that some department heads do not take part in the evaluation process.

There were questions from the attendees about merit raises, in addition to across-the-board salary increases. Fairness (or unfairness) of both were discussed. At some point there may be merit raises -- but they are not expected in the immediate future.

Another question was about the timecard process. Electronic time entry for non-exempt employees is a future project. This topic led to a discussion about

turning timecards into payroll early because of a pending holiday. Given as an example were staff who turned their time cards in early and were using personal/vacation time for the Wednesday before Thanksgiving. Offices were then closed that Wednesday because of snow. Because the vacation/personal time was “scheduled”, employees were charged vacation/personal time. It was asked if the fairness of this policy could be reviewed by Human Resources. Questions were asked about disparities between faculty and staff benefits. Two benefits mentioned were Scranton Prep High School tuition remission and graduate school tuition remission. Staff members do not receive either of these benefits. Also, faculty do receive merit increases. These items raised questions about a union. Faculty are members of a union. Any major concerns or questions could be addressed to a Staff Senate representative to be presented for discussion at a monthly Staff Senate meeting.

An email will be sent to all staff later today on behalf of Staff Senate President, Joe Wetherell asking all employees to complete the Strategic Plan survey sent earlier this week from our Provost, Dr. Boomgaarden: “The Strategic Plan is an important tool for keeping the University relevant, competitive, and attractive to potential students and their parents. This affects us all as the University provides our livelihood and each of us has an important role in the success of the University. Your opinion is respected. Your thoughts and ideas valuable.”

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