

**Marquette University Committee on Staff  
Approved Minutes  
Thursday, November 16, 2006  
Alumni Memorial Union, Room 252**

Attendance: Carol Dufek, Member at Large/Chairperson; Carol Chilson, Member at Large/Vice Chair; Robin Cork, Historian; Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer; Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer; Sheri Fredricks, Area IV Representative; Jessica Payson, Area V Representative; Sandra Peterson, Member at Large; Christine Pivonka, Area III Representative; Emily Maldonado, Area VII Representative.

Guests: Steve Duffy, Lynn Mellantine.

Excused: Carrie Kratochvil, Area I Representative; Mary Jennings, Area II Representative.

The meeting was called to order at 2:00 p.m.

Steve Duffy and Lynn Mellantine were invited to the meeting to address questions that were presented to COS members and area representatives by support staff.

**1) Performance Review Questions:**

**-Reason for them if not for merit raise?**

The performance appraisals give employees and supervisors an opportunity to discuss goals and expectations for the future. Raises should be tied to merit, and performance problems should be brought to someone's attention. The process begins at the beginning of March, and budgets are turned in at the end of April, so raises should be determined before that time.

**-Consistency in the procedure:**

- **Is there a policy for supervisors to use the same form?**
- **Are reviews conducted the same way across campus (time of year, format, using the same form)**

As stated above, the process begins in March for everyone.

HR would prefer the standard form, but would rather receive a different form than not receive a performance appraisal at all. The key item is *does the employee carry out the mission of the University?* Many departments develop forms specific to the job or to their division. Departments have latitude as long as they keep the key items. If a department wants their form approved by HR, they can forward it to Steve Duffy.

**-Tracking: is there a policy that everyone has to be reviewed, if so, how does HR make sure that everyone is getting reviewed? (Some employees have never signed or seen their written review, some employees do not get annual reviews)**

HR communicates the policy and requirement that everybody gets a performance appraisal, but there are one or two departments who do not turn in evaluations. HR tracks them as they come in, and they usually come in at or after the deadline. O'Hara Hall is informed of those departments that do not turn them in. They never get 100%.

Any employee who does not get an evaluation is encouraged to contact HR. Several training issues were also discussed relative to the performance appraisal process, i.e. getting the most out of your performance appraisal, supervising students, and being a good supervisor. Also, leadership training will be opened up to support staff in leadership roles.

**2) Employee Files:**

**-Are things that are kept in the departments file versus the HR file? Should it be?**

**-Is one more official than the other?**

**-Can an employee forward letters of thank you, certificates etc that pertain to their job to HR for their file?**

Employees can forward certificates, etc., to HR for their files. Anything kept in department files should be in HR files. Employees may review their files every six months. Medical documents should not be kept in the personnel file, in addition to documents involving other employees. Supervisors have the right to keep notes on an employee for performance appraisals, but the employee does not have the right to see those notes. Attendance information is kept by Payroll.

**3) Job Descriptions:**

**-Can HR put job descriptions on MyJob as part of your file? (some employees have not seen their job description)**

**-How often are job descriptions updated?**

**-Whose responsibility is it to maintain and update job descriptions?**

**-Why are job descriptions not updated on a regular basis?**

There are no plans to post job descriptions on MyJob. Descriptions are kept at HR.

The best time to update a job description is at performance appraisal time, and it is the responsibility of the department to keep them updated. In 2002, everyone filled out a position description questionnaire, and updates occurred at that time.

When positions are posted on the "Careers at Marquette" site, an updated job description accompanies the posting.

**4) Differences in the UPP and the Employee Handbook:**

**-Can the Discipline Policy be the same detailed description in the UPP as it is in the Employee Handbook?**

**-Why are the Sexual Harassment description and policy different in the two? (came up when an employee questioned hostile work environment)**

Steve Duffy will look into this.

**5) Equality of sick pay distribution between Administrators and Support Staff. Why does support staff have to accrue and Administrators don't?**

The goal has been to get equity in benefits, but there is a discrepancy with sick leave.

They continue to work on it in an attempt to come up with a recommendation to provide equity between support staff and administrators.

**6) Would the University consider increasing the dollar amount covered for eye care?**

Yes, but not for 2007. It is on the table for 2008.

**7) Are there any governing timeline policies about when a job can be posted in house and then if not filled, posted outside Marquette? Example: An employee from Marquette applies for and accepts a new position. The employee gives two weeks**

**notice for current position. At that time, can the vacated position be posted in house, or must the supervisor/university wait until the employee moves to their new position? Can positions be posted for in house applications and outside concurrently? It seems that in some cases, it might be nice to have some overlap for training purposes.**

The job will be posted when it has gone through the approval process. With the new system, however, a job can be posted internally only. It's at the discretion of the department.

If there is a direct line promotion to a vacant position, then the vacated job must be posted. According to affirmative action, all jobs have to be made available to all qualified applicants.

**8) What is HR's policy of hiring temporary employees, is this left up to departments and supervisors?**

**-Does MU still have a temporary pool?**

Marquette no longer has a temp pool. HR has arrangements with temp agencies. A department determines when they need a temp, and HR decides where the temp will come from.

**9) Has Marquette considered using a university wide employee time keeping system, one that would allow employees and students to use their Marquette identification cards? This system might be implemented through the payroll department.**

**-Why do some departments have support staff (non-supervisory role) do the payroll of other support staff?**

**-Why are different procedures for reporting time keeping across campus?**

**-Isn't the university concerned about employees who falsify time keeping records?**

HR, the Comptroller, and Payroll have talked about a university-wide timekeeping system. Since COS members expressed an interest, they will revisit the issue.

There has to be a timekeeper in each department, and that person is chosen by the supervisor. That person usually is a support staff person.

**10) Careers at Marquette:**

**-Buried in New Briefs**

**-Important people in the hiring process did not feel they had to attend**

**-Why is the hiring in departments not an appointment position instead of anyone who wants to do it can? Use more discretion/consistency**

HR tried to notify all departments about the training. Those who should attend training are those involved in the ATR process and reviewing applications online.

There is another training session on December 8th, and if you know of a person in your area that should attend, they can contact Lynn Mellantine at HR.

**11) Why can the University not become more attentive to mandating certain training for supervisors?**

**-Giving reviews, how to be a supervisor, payroll, hiring, discipline, understanding the university policies and procedures. Many times people are put into a supervisory roll with no training or knowing what is expected of them.**

Addressed in previous questions.

**12) Would the University consider giving support staff more personal days?**

No.

## **Announcements**

Thank-you card - The thank-you card from the Committee on Staff for the extended holiday was sent to O'Hara Hall.

## **Current Topics**

Bereavement - Robin Cork is working on a cover letter to accompany the proposal.

Electronic Bulletin Board - Carol Dufek will contact Chuck Lamb to see if this is possible.

Vacation Proposal - Administration is still looking at the proposal and will let us know the outcome in February.

WI Coachlines - Jessica Payson is in contact with an employee at UWM. Their students use their U-Pass to ride on WI Coachlines buses.

Robin Cork moved to adjourn, Sandy Peterson seconded the motion.

Adjourned at 4:00 p.m.