

**Staff Advisory Committee Meeting
Feedback Tracker 2009-10**

December 8, 2010			Next Meeting: January 12, 2011 at 11:00 a.m. Conference Room, Philip Spencer House	
Issue	Issue Date	Resource	Response	Response Date
OLD BUSINESS				
What is status of Handbook re-write?	12/10/2008	S. Stemkoski C. Bennett	The process of combining three handbooks into one is proving to be a daunting task. The initial rough draft is being reviewed and edited by Steve and Carol. We hope to complete the project by the end of this academic year. 9/23/09 Steve & Carol are still working on the rough draft. It is difficult to indicate when it will be finished but hope it is finalized by the end of this academic year. 11/11/09 Steve & Carol are having bi-weekly meetings to finish a rough draft of the handbook. 12/9/09 Bi-weekly meetings continue. 4/14/10 The rough draft is being reviewed by the HR staff for suggestions; then it will go to Karen Leach for review. Eventually, it will be reviewed by our attorneys for completeness, compliance, etc. 10/20/10 Handbook has been reviewed by attorney; we have discussed one section with the attorney and are incorporating suggested changes. Further discussions with attorney will be scheduled.	12/10/2008 Ongoing

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Can we offer workshops, seminars?	1/13/2009	H. Johnsen, S. Stemkoski	<p>1/13/09 A member mentioned that support staff at another local college attend workshops/seminars of a variety of topics such as sexual harrasment. Can Hamilton provide similar opportunities. The member will get specifis on how the program is offered for further discussion at the February meeting. The ability to offer such a program will depend upon available resources. 2/11/09 Heather shared ideas used at Utica College using two different vendors. Several topics are offered 4-6 times during the year. The UC contact indicated the sessions were well attended. She will send Carol the contact information. It was suggested that staff be surveyed to determine where their interest lies so a targeted workshop can be offered. We will continue to review this idea as resources are made available. 9/23/09 No change - still under consideration as resources become available. 11/10/10 The committee discussed training opportunities both on- and off-campus. Employees are reminded of the Training and Development page (http://onthehill.hamilton.edu/human-resources/training-and-development) that lists available seminars in the central NY area. Contact Lindsay in Human Resources if you are interested in participating. It was also suggested that a standard for technical skills be developed when hiring new employees. Carol and Maureen Scoones have briefly discussed that in the past. No definitive plans at this time. A suggestion was made to offer Hamilton College a location to have an outside vendor offer a program on-campus available to neighboring schools.</p>	OPEN Update 2/11/09 On-going
Death in family leave	5/12/2010	C. Bennett	<p>A question was asked about bereavement leave for someone with less than 90 days service. Because it is considered paid time off, a new employee would not be eligible until the end of their 90-day introductory period. The department did not agree and the committee discussed ways in which it might be addressed in the future (e.g., making an exception, paying the time after the 90 days, etc.). We understand the concern and will raise the question with senior staff as we work through the combined handbook process.</p>	Open

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Hamilton Management Roundtable	5/12/2010	C. Bennett	In addition to the management training, will there be training available for staff, per Heather's question earlier this year? The college looked at several options for training Hamilton managers and decided on an in-house model. Participants will be recommended by senior officers. As we develop managers, it is hopeful that their experiences will also result in staff development. It was suggested that we use in-house personnel for staff training instead of outside vendors to reduce cost. No definitive plans are in place for staff development at this time. As part of this discussion, the AOA group that Heather and Terri developed held several meetings and invited guest speakers, such as Deb Reichler who talked about Blackboard. One AOA found the listserv developed out of this group to be very helpful. It was suggested that the group be expanded to all secretarial staff.	10/11/2010
NEW BUSINESS				
Why is there a difference in the disability benefits between staff and faculty/admin?	12/8/2010	C. Bennett, S. Stemkoski, Committee	For short term disability (six months or less) staff have the eligibility for continued wages from accrued sick time (up to 60 days) or the Staff Sick Leave Bank (up to 60 days). It is a common practice across many types of organizations of continuing salary for exempt employees as a means of attracting/retaining talented employees and in recognition of the increased level of responsibilities associated with their positions. Faculty disabilities are handled differently to serve the needs of the students for continuity in teaching throughout a semester. Long term disability benefits for faculty and administrators is provided for the reasons stated above (attraction/retention, increased level of responsibilities). In response to a question about offering a supplemental disability plan that staff pay for, Steve mentioned that he was in discussion with members of the bargaining unit in Maintenance & Operations for 18 months about a supplemental disability program. In addition to being administratively burdensome, it was difficult to come to an agreement on the use of sick bank hours in conjunction with the supplemental plan and when one should end and the other begin. A member asked a question about the cap on the number of hours a person can withdraw from the Sick Leave Bank. It is tied to an employee's eligibility for FMLA leave which is 60 days (or 12 weeks).	