

TO: Finance and Facilities Committee

FROM: Administrative Advisory Committee

DATE: 3/25/19

Thank you for the opportunity to review the 2019-2020 Benefits Program Considerations document, which was brought forward by our colleagues on SAC. We would provide the following feedback regarding the key areas of concern:

- ● We agree that the issues of workload and accuracy of job descriptions are important for all non-exempt and exempt employees. We believe clearer guidelines are needed to define expectations and roles of the employee, supervisor and HR in the review process. A supervisor training is recommended, to help standardize the review process.
- ● We agree that compensation for all non-exempt and exempt employees is very important. This is a key issue that affects retention of current employees and the College's ability to attract new qualified candidates.
- ● We agree that a comprehensive review and update of Vacation/Sick Time policy for all non-exempt and exempt employees, along with clear communication regarding any benefit changes, would be beneficial, with a goal of improving equity of benefits among all employees and consistency of implementation across campus.

- Upon review of the specific ideas listed in the draft document, we would share the following feedback:
 - ● Staff/Administration Terminology: Though we agree that the terminology can be problematic regarding perception of equity, we would caution immediate changes in terminology without consideration of how shared governance structures and practices might be affected and any other implications we have not realized or explored. We believe focus should be placed on equity in pay and benefits.
 - ● Single Handbook: Though we would defer to Human Resources and their expertise, we agree there may be some benefit to combining employee handbooks, as long as differences between exempt and non-exempt employees are clearly laid out. We also recommend regular review and update of handbooks.
 - ● Sick Time standardization of accrual and carry-over: We agree that current language and implementation of Sick Time policy is vague, and that allowances for dependent care should be included. We caution against defining "dependent" in an overly restrictive way through the explicit listing of specific relationships (ie, child, parent, etc). More specifics regarding proposed accrual structure, tracking methodology for implementation, and role of supervisor are needed.
 - ● Vacation Time: We agree that a standard annual accrual for all full-time, non-Faculty employees, which would not result in a reduction of vacation days for exempt employees but instead increase vacation days for non-exempt employees, would be valuable to consider and make Allegheny a more attractive employer.
 - ● Incentivizing HDHP health plan: We agree that an incentive may improve HDHP enrollment. We recommend first a review of prior incentive efforts and improved education across campus about the HDHP plan.