

## **Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of November 17, 2010**

Member Attendees:

Carolyn Gerich (Case Employee Relations Specialist, Human Resources)  
Charlie Knox (Committee Co-Chair)  
JC Scharf-Deering (Committee Co-Chair)  
Jeff Gump  
Dominic Dorazio  
Jim Prince  
Allmarie Monroe  
Sally Berri

The meeting began shortly after 3 pm.

### **Meeting Minutes**

No minutes were submitted for review.

### **Member Information and Discussion**

Charlie Knox raised a question regarding whether or not Members had experienced any concerns or difficulties with the current Case Western Reserve University (Case) policy on Family Medical Leave Act (FMLA).

Members also briefly reviewed and discussed strategies for Case employees whose office and daily functions take place on the University Hospitals Case Medical Center Campus. Members shared that their departments sometimes have difficulty in managing employees who work in departments where employees are from both institutions. Particularly, holiday closure and human resources policy vary between the institutions. Carolyn clarified that employees should be held to and managed according to their institution of employment. Specific instances where policy needs to be refined, clarified, or interpreted can be referred to human resource and/or employee relations.

### **Policy Reviews for Discussion at Next Meeting**

Carolyn Gerich requested that the Committee review and comment on several sections of the Employment Policy (Section 2). Specifically, policies 1, 3, 4, and 5 have been selected for review. Carolyn noted that Employment Policy 2.2, which applies to independent contractors, is due to be revised so as to comply with new federal guidelines. The revisions to this policy are being prepared and will be submitted to the Committee in the coming year. Carolyn also noted that there are separate policies designed to address temporary employees and volunteers. Carolyn did not bring copies of the policies for members to review at the meeting, but suggested that these policies will be reviewed at the next meeting.

A Member suggested that the Committee develop a review mechanism so that Members could submit comments through Google Docs. Jeff Gump offered to assist with setting up a secure site for policy draft and review; he also agreed to assist Members with using the feature. The Members agreed that this would be a benefit and should be available for future policy review.

In response to a question, Carolyn also clarified that Human Resources has a mechanism to alert employees when policy is changed or when new policy is published. During the draft and review phase, the policy changes should be secure and visible only to Members of the Committee. All final policy is published on the Case Western Reserve University website (link: <http://www.case.edu/finadmin/humres/policies/index.html>)

At this time, the policy documents scheduled for review are available through the following links:

## II. Employment Contents

1. [Employee Classifications and Status](#)
3. [Alternative Work Arrangements](#)
  - a. [Alternative Work Arrangements Procedure](#)
4. [Employment Decisions](#)
5. [Search Committees](#)

### ◆————◆ Announcements/Next Meeting

The next meeting of the Staff Advisory Council, Policy Committee Meeting was planned for **Wednesday, December 15, 2010, 3 pm, Department of Astronomy Conference Room, Sears Library Room 563.**

The meeting was adjourned at 4 pm.

Respectfully submitted, JCSD