

UCC 0276 12F

**Deans Council Response (Honors College Dean) to UCC 0268 12F, UCC 0271 12F,
and UCC 0272 12F**

-----Original Message-----

From: Monroe, William

Sent: Wednesday, October 03, 2012 9:24 AM

To: Charlson, Elaine

Subject: Fwd: Policies Under Review

RECEIVED OCT 03 2012

Hi Elaine,

I pass along comments from the Honors College business administrator. I think she makes good points, but I have not considered the issues deeply enough to put the weight of the HC dean's office behind them. I offer them for your consideration and to be part of the conversation. Thanks for the opportunity to comment. ~Bill

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> I have reviewed these policies and I have comments on:

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> UCC 0272 12F- Access to/Maintenance of Personnel Records: I don't agree with the change in section III B, the removal of item 4 which means departments are no longer allowed to maintain employee records. When employee records are needed departments are more accurate than HR and things do not get lost or misplaced.

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> UCC 0268 12F- Parental Leave. Section V B has a change in how employee submits documentation to request the Parental leave. The new language states "The employee is also responsible for submitting the physician's certification document to Human Resources Benefits section. The department does not view the physician's certification." In my opinion the employee should have the option to turn in forms wherever he/she can. At the end the department is responsible for placing the employee on leave and processing the leave.

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> UCC 0271 12F- Reduction in Force. Under section II B new definition is entered under Regular employee. "A non-faculty, non-probationary university employee...etc." This policy is excluding faculty from being reduced in force. If we have major budget cuts it is not fair to only lay off staff.

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> Hope my comments are helpful,

> Ornela