

**From:** Szwarc, Rebecca J <RSzwarc@Central.UH.EDU>  
**Sent:** Tuesday, October 23, 2012 3:08 PM  
**To:** jmorales@uh.edu; Levy, Peggy A; ucc@uh.edu  
**Cc:** Gonyea, Ronald R; Muscarello, Pam; Mauthner, Shari; Milton, B R; Szwarc, Rebecca J  
**Subject:** RE: University Coordinating Commission (UCC): Staff Council Response Needed for UCC Agenda Items  
**Attachments:** Administrative Leave Recommendation.doc

Jeanette,

I apologize for not getting these suggestions to you yesterday; things were a little hectic. I hope it is not too late today. On the policies up for review, Staff Council members have the following suggestions:

#### Parental Leave, MAPP 02.02.02

- Page 2 – Under section VI, A, for the Line, it should be Electronic Personal Action Request (ePAR) and not Personnel Action Request (PAR).

#### Leave of Absence, MAPP 02.02.03

- Page 6 - Under section VIII(A) second paragraph, it should be Electronic Personal Action Request (ePAR) and not Personnel Action Request (PAR).
- The same on page 7 under D, Paragraph # 6.
- Page 2 – Under section V, the phrase, "Leave requests cannot be used across multiple payroll periods" has been added. Why can't leave requests be used across multiple payroll periods if the days are consecutive? If the University is serious about reducing the use of paper and simplifying paperwork, this seems wasteful, as well as inequitable. This means that an employee requesting two consecutive weeks off that occur in one pay period can use one form, whereas an employee requesting two consecutive days off that happen to fall in two pay periods must complete two forms. If the supervisor needs more than one form to help him/her remember or whatever other reason, can't he/she make a copy?
- Page 7 – Under section VIII, C. "Parental Leave", in the case of adoption or foster care, this limits the parental leave to those with children under three years of age. However, current average age of a newly-adopted child is nine years, and studies show that older adopted or foster children may have significant adjustment issues, as well as the need to visit with professional service providers. In addition, the new parents may have little advance notice when a child is actually placed with them, and may need to make child care and school arrangements and other schedule adjustments. Parental leave for adoptive or foster parents should not be limited to those with children under the age of three.

#### Administrative Leave With Pay, MAPP 02.02.04

- Page 2 – Under section, IV, H, it states that "In divisions where the approval of Administrative Leave has been delegated, ..." but does not previously state that the vice president may delegate this authority. Shouldn't this be stated?
- Further, couldn't department heads be the approval authority?
- There is little in here about the procedure for recommending administrative leave. Shouldn't it state that a supervisor or other person with whom the employee has worked on a project can recommend that the employee receive administrative leave?
- Wouldn't it be helpful if there were a standardized form/format for recommending/requesting administrative leave for the employee? Attached is a proposed form for that purpose that could serve as an addendum to this policy.

#### Reduction in Force, MAPP 02.04.06

- Page 3 – Under section V, A,B and C, why has the Office of Equal Employment Opportunity been removed from the RIF review list? Although EOS is the office to which an appeal could be directed later, it would seem that by reviewing this process beforehand, they might be able to circumvent an inappropriate RIF in the first place. In addition, EOS is listed as a required approval in the Addendum A Check List, which makes this confusing.

Thank you for the opportunity to comment on these policies.

Rebecca Szwarc, M.A.  
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**From:** Gonyea, Ronald R  
**Sent:** Thursday, September 27, 2012 10:06 AM  
**To:** Szwarc, Rebecca J; [smauthner@uh.edu](mailto:smauthner@uh.edu)  
**Cc:** [brenae@uh.edu](mailto:brenae@uh.edu)  
**Subject:** FW: University Coordinating Commission (UCC): Staff Council Response Needed for UCC Agenda Items

See below for info regarding the MAPPS under review.

Ron Gonyea  
UH Staff Council President  
[RGonyea@Central.uh.edu](mailto:RGonyea@Central.uh.edu)

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**From:** Morales, Jeanette F  
**Sent:** Tuesday, September 25, 2012 11:31 AM  
**To:** Gonyea, Ronald R  
**Subject:** University Coordinating Commission (UCC): Staff Council Response Needed for UCC Agenda Items

Dear Ron:

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on proposals that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be available to those university groups for whom they may be relevant, as quickly as possible.

The UCC has received the proposals numbered UCC 0267 12F – UCC 0274 12F. The UCC has decided that these proposals may be relevant to your group. Please review the enclosed document(s) and, if relevant, relay your comments and suggestions to the group/originator making the proposal (University Policies & Procedures, Peggy Levy, [palevy@uh.edu](mailto:palevy@uh.edu)) and the UCC ([ucc@uh.edu](mailto:ucc@uh.edu) or Jeanette Morales, [jmorales@uh.edu](mailto:jmorales@uh.edu)) no later than **10/22/2012**.

Sincerely,  
Steven Wallace, Chair  
University Coordinating Commission  
[swwallac@central.uh.edu](mailto:swwallac@central.uh.edu)  
<http://www.uh.edu/ucc/>

*Jeanette F. Morales*

Assistant Director  
Office of Academic Program Management  
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