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**AGENDA**

**Employee Assembly**

**Benefit and Policy Committee Meeting**

**November 15, 2018**

**2:00 -3:00pm**

**100 Mann Library**

**“An Active Voice for Cornell Staff”**

*We strive to make all events accessible. If you are in need of accommodations in order to fully participate, please contact the Office of the Assemblies at (607) 255-3715 or* *assembly@cornell.edu**.*

1. Call to Order -2:00pm
2. Business of the Day – 55 min
	1. Introductions (10 min)
	2. Q&A with HR rep (10 min)
	3. Outline a plan to address each of the issues – history, research, data (20 min)
	4. Form teams (10 min)
3. Plus/delta(5min)
4. Adjournment – 3:00pm

Min­utes:

Attendees: Tarek, Lauran, Ellen, Anne, Chari, Helen, Kevin, Kathy, Suzanne, Karen, Michael

* Introductions
* General goals for HR policy work (Lauran):
	+ HR policies should support business needs and the needs of our workforce
	+ HR Policies should streamline processes and reduce administrative burden whenever possible
	+ HR policies, including roles and responsibilities therein, should be understandable to staff and supervisors
	+ HR Policies should be administered fairly and consistently
	+ HR policies should be appropriately communicated, with education accessible and available for staff and supervisors
* Future policy revisions for health and personal leave policy and catastrophic leave policy (Lauran)
* Policy change in vacation policy - the discontinuation of two provisions in non-academic Vacation policy (Lauran):
	+ The prohibition on the use of accrued vacation prior to completing 6 months of continuous service and,
	+ The requirement for staff members to pay back accrued vacation used during their first 12 months of employment if they separate prior to completing 12 months of continuous service.
* Anne brought up “soft” policy about salary red-lining. Lauran recommends reaching out to the Director for Compensation – Kim Babuka.
* Ellen brought up how implementation of policies may vary amongst units. Cornell provides a variety of policies to make the workplace more flexible and for advance career development, but there is a feeling that employees don’t have equal access to these policies/perks. Lauran mentioned that the same feedback came out during the employee survey in 2016. She recommends reaching out to Michelle Artibee the Associate Director, Work/Life.
* The employee survey can be accessed at: http://irp.dpb.cornell.edu/surveys/employee-survey

Action items:

* Anne to contact Kim Babuka (kb47) and perhaps invite her to one of your next committee meetings
* Ellen/Hellen to contact Michelle Artibee (mla64) and perhaps invite her to one of your next committee meetings
* Tarek to connect with Benefits Office in December.