The regular meeting of the Staff Senate Executive Committee was called to order on Thursday, April 21, 2016 at 8:35 a.m. in the International Room, Morris University Center by Cindy Cobetto, president.

Present: Cobetto, Dusenbery, Fricke, Hunter, Trucks, Pulley; Recording Secretary Vicki Kruse

Excused: Caupert

Absent: Ormesher, Schoenborn, Holbert, Manning

Guests: Dr. Jeffrey, Skoblow, Sherrie Senkfor, Paul Fuligni, Greg Herbeck, Keith Berry, Keith Boya, John Milcic, Daniel C. Koehler, Chris Waterman, David Lyons

Cindy Cobetto introduced Human Resources Director Sherrie Senkfor and Facilities Director Paul Fuligni.

Guest Speaker: Paul Fuligni began by describing what Facilities is doing regarding tracking sick leave taken, why they are doing it and for what is it being taken for. Described what University policy says regarding Civil Service having twelve paid sick days. Paul described the number of days taken and how anything more than that could be considered abuse. Paul talked about the revised absence request form that is not posted online with the others on the Human Resources web page. After three absences, he recommends to apply for FMLA. All these have scheduled and unscheduled check-offs on the form. Paul stated that unexcused absences are a problem.

Paul explained that Building Services Workers were first tracked. After tracking began, the sick leave abuse didn’t change. Hopefully, this tracking system will flush out people who are abusing. The procedure to meet for a counselling session after 5 or 7 days absence was put in place in hopes to reduce the absentee rate.

Cindy Cobetto repeated back what she interpreted him saying.

Guest Speaker: Sherrie Senkfor explained the FMLA, protected leave. Someone asked the question about the possibility of losing their job when they come back to work because the Act states that the employee will come back to work, but the University can be put them in another office or job of the same duties. The employee is not guaranteed the same job when they come back to work from FMLA.

A question was asked about the earned benefit and anything after five days can have a punitive consequence. Then, an example was given about statistics from Building Services Workers. Someone brought up that there are not enough Building Services Workers to cover all areas efficiently. A statement was made about the researched number of custodians needed for the number of square footage to take care of in a place was not being met with the Human Resources knowledge.
Sherrie Senkfor stated that some employees in Facilities are not discrete about reasons for time taken for sick leave.

Someone asked if there was FMLA training for supervisors. Paul Fuligni said yes.

There was a question about FMLA intermittent use. Discussion pointed to the FMLA.

Why not campus wide? Other departments have policies in place that work best for those departments, such as the School of Dental medicine recently negotiated their own attendance policy.

The revised forms and procedure question the employee’s integrity. If a supervisor doesn’t trust an employee, it makes it difficult to trust the supervisor.

Other topics of questions:

- **Kids sick**
  - Discourage sick time or get a note
  - Day 1 or 10, it’s the employee’s business
  - Do not answer why you are not at work other than saying you were sick or needed medical time.
- **Supervisor not signing off on time card**
- **If you don’t come to work, you will pay 30.00 for a doctor’s note.**
- **Five sick days, 3 unexcused days**
- **Scheduled or unscheduled**
- **48 hours in advance notice of being sick**
- **Notes from doctors should go to personnel level and not facilities level supervisors**
- **Intimidation**
  - According to the sick leave policy, one is not abusing when using the twelve earned sick days per year.
- **Trust**
  - **Perceived intent**
  - Signed scheduled absence slip, day four requires a doctor’s note
  - **1996 employees encouraged to stay home with Bird Flu**
  - **Offer FMLA after three days**
  - **FMLA scheduled or unscheduled**
  - **More problems with inaccurate paystubs since the new procedure was enacted**
  - Employees are spending more time filling out new forms and trying to understand which is costing the University more money. Trades employees list time worked on each job when they complete the absence request.
  - **FMLA sick leave requests have gone up. FMLA protects job but not position. Sherrie said we have not replaced anyone, but when to explain that if a position in the MUC of a ‘snack counter person’ is off for FMLA, they have hired someone to do that job or moved someone from another ‘snack counter’ so when they returned, the employee would have to go to the other ‘snack counter’ to work.**
Use of entire day for doctor appointment
There is some confusion about the policy in Facilities that originated in the year 2002; came back in 2006; and then again in 2009; now it is back but revised in 2016. Why does it keep coming back?
A procedure not a policy
Procedures need a policy?
Post the policy and procedure so the entire SIUE Community can see
Let SIUE Community hear and decide if it is what they would want
The Executive Board needs to decide whether it goes on the discuss list or announce list
Move on and set another meeting if possible
Why re-inventing wheel?

Cindy Cobetto thanked Sherrie and Paul for coming to talk about the sick leave policy and procedures and answering questions.

Cindy introduced Dr. Skoblow.

10:06 a.m. Cindy called a two minute break

10:06 the meeting resumed.

**Guest Speaker:** Dr. Jeffrey Skoblow began talking about how the Ombuds Service for the faculty was created. Melanie Schoenborn had made the request for Dr. Skoblow to visit after doing some research about other universities and Ombuds Service for staff and after researching the Faculty web page for Ombuds service. The faculty ombuds service was created in the Welfare Council. Ombuds serve a three year term that can be renewed once. There are four important principals:

1. Absolutely confidential
2. Neutrality – nobodies’ advocate
3. Independent of any chain of command
4. Informal – once a grievance is filed it becomes formal and Ombuds Service is excluded

One stipulation from the University was that the service would need to be accountable so a report is filed each year with general data excluding any confidential information and a reporting line to the Chancellor’s Assistant (still no confidential information).

Question: Is there any liability? Could be, but no advise is given, not an advocate and very careful not to give advice. Options are laid out, not advice.

Question: is there an obligation to turn someone in by law? Best thing to do is to consult University Council.

If a grievance will be filed, the Ombuds can look at the grievance and make suggestions, but that is all. Once a grievance is filed, the Ombuds relationship ends since a grievance is formal. Meetings take place in a meeting place or by phone, but not by email since email is not confidential.
Cindy Cobetto tabled the facilities discussion because of time issues and she turned the rest of the meeting over to Gretchen Fricke.

Dr. Skoblow continued by saying staff would need training and they have a different set of policies than faculty. Before a grievance is filed demonstration of informal efforts are needed.

Gretchen Fricke thanked Dr. Skoblow for his information and answering questions from the Staff Senate.

**Approval of Minutes**: The minutes were approved as submitted (Dusenbery/Hunter).

Gretchen noted that she is interested in the point of view after the discussion about sick and vacation leave.

Election Ballot Counting: Vicki will send an email requesting availability for ballot counting. Ideal days would be Monday or Tuesday next week.

A possible special meeting could be called to finish the sick and vacation leave discussion.

**Adjournment**: The meeting was adjourned at 10:57 a.m. (Dusenbery/Hunter).

May 19, 2016 Approved as submitted.
Vicki Kruse/University Governance