

All Staff Meeting

JCU Staff Council February 8, 2017

Human Resources

Ryan Armsworthy

Staff Council Assessment Results


- Thank you to all who participated!
- Provided important feedback

What we Learned:

- Community Building Activities are important and valued
- Need for increased communication
- Structure of Staff Council is critical
- Developing Staff Council identity is important
- Increased advocacy is desired

Initial Action

- 3-year budget submission
- Creation of ad hoc committee for constitution and potential by-laws
- Proposed changes to committee structures

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- Improved sharing of advocacy efforts
 - Better defining advocacy role

Moving Forward

- Continued commitment to assessing staff council
- Invite your feedback at any time

Staff Recognition and Community Building

Eric Eickhoff

Staff Excellence and Recognition Awards

Upcoming Events:

March 8 - Barrio

March 23 - Staff Happy Hour

March 31 - \$5 Fish Friday (tentative)

April 19 - Founders' Day Morning Social & Blue Gold Day

May 22 - East Coast Custard

May 31 - Staff Happy Hour

Staff Development

Mary Ann Hanicak

Morning Socials - 8:30-9:00am

- March 3: Services for Students with Disabilities, Conference Room (basement of Admin.)
- April 7: Athletic Department, Blue/Gold Room
- April 19: Alumni Relations, Alumni Lounge (In celebration of JCU's Founders Day!)
- May 5: Chemistry Department, Conference Room

Monthly Tech Series

- Late March
- Late April

This Week in Higher Ed Lunches - Noon-1:00pm in The Underground.

- February 17
- March 17
- April 21

WATCH FOR INSIDE JCU'S TO REGISTER FOR THE TECH SERIES AND THIS WEEK IN HIGHER ED LUNCHESES!!

Mission, Advocacy, and Orientation

Brian Hurd

HR Policy Review

Name	Department	Representing
Alex Teodosio Chair	Human Resources	Human Resources
Colleen Trembl	General Counsel	Legal Affairs
Richard Mausser	Finance	Senior Leadership Team
Rick Greci	School of Business	Faculty
Garry Homany	Regulatory Affairs	Risk Management
Brian Hurd	JCU Police Department	Staff Council

HR POLICY REVIEW PROCESS

- > New/Existing Policy introduced
- > Committee reviews/changes
- > Draft to SLT
- > SLT suggestions reviewed/incorporated
- > Post to Inside JCU (2 weeks)
- > Comments reviewed by Committee/changes made
- > Repost revisions or approve and add to HR website

Human Resources Policy Review Committee Policies Revised To Date

Policy Name	Date Last Revised	Comments / Responses	Approval Date
1 Employment of Relatives	7/22/2015	1	11/20/2015
2 Employment Verifications	7/22/2015	6	11/20/2015
3 Employment At Will	7/22/2015	0	11/20/2015
4 Employee Records & Information	8/5/2015	1	11/20/2015
5 Media Inquiries	8/10/2015	6	5/13/2016
6 Fitness-For-Duty Examination	9/4/2015	2	11/20/2015
7 Outside Employment & Other Activities	9/18/2015	2	1/7/2016
8 Performance Evaluations	10/2/2015	5	1/7/2016
9 Benefits Eligibility & COBRA*	11/13/2015	1	1/7/2016
10 Corrective Action	12/15/2015	1	5/13/2016

Human Resources Policy Review Committee Policies Revised To Date

Policy Name	Date Last Revised	Comments / Responses	Approval Date
11 Smoking & Tobacco	1/5/2016	5	2/22/2016
12 Employee Tuition Waiver & Tuition Exchange*	1/5/2016	9	2/22/2016
13 Sick Leave	2/5/2016	4	5/13/2016
14 Copyright	3/4/2016	3	4/23/2016
15 Non-Retaliation	3/4/2016	9	10/17/2016
16 Family Medical Leave Act	3/9/2016	1	4/29/2016
17 Staff Grievance	4/1/2016	1	5/13/2016
18 Hiring	4/20/2016	8	6/15/2016
19 Personal Time	6/23/2016	5	8/10/2016
20 General Leaves#	6/24/2016	6	8/3/2016

Human Resources Policy Review Committee Policies Revised To Date

Policy Name	Date Last Revised	Comments / Responses	Approval Date
21 Employment Pre-Screening Policy	7/26/2016		
22 Hours Worked and Overtime	9/1/2016	3	10/17/2016
23 Total Disability	9/13/2016		
24 Mandatory Reporting for Incidents of Sexual Harassment and Interpersonal Violence	9/19/2016	4	12/7/2016
25 Vacation Leave	9/29/2016	17	11/30/2016
26 Drug Free Workplace	10/17/2016	2	11/22/2016
27 Conflict of Interest	Various	Via Faculty Committee	9/8/2015
28 Sexual Harassment and Interpersonal Violence Policy and Complaint Resolution Process	11/7/2016	6	1/11/2017
29 Mission Leave	3/15/2013	N/A (new template)	12/19/2016

Human Resources Policy Review Committee Policies Revised To Date

Policy Name	Date Last Revised	Comments / Responses	Approval Date
30 Workplace Violence Prevention	2/2/2017	Will be posted upon SLT approval	
31 Personal Appearance	2/2/2017	Will be posted upon SLT approval	
32 Attendance & Punctuality	12/10/2016	Ready for HR Policy Review Committee reading	
33 Harassment	12/13/2016	Ready for HR Policy Review Committee reading	
34 Compensation	12/15/2016	Ready for HR Policy Review Committee reading	

Notes

*Two (2) benefits policies merged into one policy

#Six (6) leave policies merged into one policy

+ Three (3) policies merged into one policy

Mission Minute

Membership, Finance and Governance

> Election

2nd week of March Request for nomination

4th week of March Nomination deadline

2nd week of April Candidate Meet and Greet

~April 15 Online Election

~April 16 Results announced

> Budget and staffing

3-year budget submitted to CFO

1617 - \$11K, 1718 - \$11K, 1819 - \$16.2K

25 new hires since 9/1/16

> Constitution - Ad hoc committee to review

JCU Space Finder System

Set up types and charges

Staff Council

Upcoming Executive Meetings

Wednesday, February 15, 2017

3:30 - 5:00 PM Staff Council Exec Meeting O'Connell Reading Room

Wednesday, March 08, 2017

3:30 - 5:00 PM Staff Council Exec Meeting Murphy Room

Wednesday, April 12, 2017

3:30 - 5:00 PM Staff Council Exec Meeting Murphy Room

Wednesday, May 10, 2017

3:30 - 5:00 PM Staff Council Exec Meeting Murphy Room

Staff Council

Upcoming Council Meetings

Wednesday, March 22, 2017

3:00 - 5:00 PM Staff Council Exec Meeting DSC 202 203

Thursday, May 18, 2017

3:00 - 5:00 PM Staff Council Exec Meeting Murphy Room

Open Forum

