

PRC Committee, October 27, 2015, 2:00 p.m.

The meeting began with a brief discussion of the new Community Service Leave initiative. Human Resources would like to get the word out to the campus. Eloise Grose, Program Coordinator for Service-Learning and Community Partnerships in the Shriver Center, worked with Sherrell McNamara to create a toolkit. The Shriver Center also reached out to its community partners to see what projects were available and how many people were needed.

There has been a big response to the recent uprising in Baltimore City and many students have gotten involved. The Shriver Center and Student Life are working together to coordinate efforts, resources and information.

HR needs to do more campaigning to get information out to the campus community. Community Service must be through a non-profit, not your child's school. It can be done through group projects or individual service. Service must be performed on a normal workday, and supervisors can decide if Saturday service counts. Community Service Leave forms and information, including the "tool kit" can be found at <http://hr.umbc.edu/forms/leave-forms/>.

PSS is concerned about the **Job Well Done Program**, an initiative similar to the Employee of the Quarter, but with more flexibility. It seems to have dropped off the radar after a discussion with Kristin Waters about HR being in charge, which took place about a year ago. Valerie Thomas explained that Kim Harris is in charge of the Employee of the Quarter Program and also this initiative. She will have Kim get in touch with Jodi Kelber-Kaye about the next steps.

Valerie added that very few people are nominated for the Employee of the Quarter award or the Board of Regents awards because the process is too cumbersome.

Work/Life Balance – The *On Ramps* grant originally was limited to faculty and graduate students but is now available to all members of the UMBC campus community. The Career-Life Balance webpage can be found at <http://careerlifebalance.umbc.edu/>. The PRC will discuss this farther at later meetings.

The Teleworking Policy was discussed. The perception often is that this policy only works for exempt staff, not non-exempt. Valerie disagreed and explained that while it isn't appropriate for all jobs, if it is appropriate and the supervisor agrees, it is applicable for anyone. For example, when her assistant works on the budget, she needs quiet, uninterrupted time and works at home. Valerie also stressed the need for a formal teleworking agreement for everyone's protection. She indicated that HR is working with supervisors to change the culture.

At our request, Valerie will provide data on staff of color at UMBC. She was asked to include numbers of staff, levels/positions and whether they are exempt or non-exempt. There is an informal Staff of Color Network in Student Affairs. It was started because staff there feel that they are often not given projects that lead to promotion and are otherwise not given the opportunities that white staff receive. They are also concerned about microaggressions in the

workplace. There was a brief conversation concerning ways to change the culture at UMBC beyond just hiring diverse staff.

The current process of classifying and reclassifying non-exempt staff was mentioned briefly. Valerie defended HRs handling of reclassification requests as being appropriate. USM HR Directors had discussed the lack of career path for administrative assistants, but unless they decide to rework the entire classification system, it is unlikely to change. Valerie does not believe that such a huge task will be undertaken anytime soon.

The level 12 classification is being rolled out slowly, if and when there is a need. Currently the two highest classified non-exempt staff are in the President's Office.

PMP short form introduced last year for Exempt Staff was apparently used by some non-exempt. According to Valerie, there is no prohibition against non-exempt staff not covered under collective bargaining using this form for their PMPs.