

Council on Staff Affairs (COSA)

Minutes

Tuesday, April 7, 1998

8:30 AM

President's Dining Room (Palms Dining Center)

Members present: John Anderson, Bill Bennett, Holly Decker, R. Decker, Sammy Dees, Bill Filtz, Inman Girmsley, Ann Harris, Hazel Hewett, Judy Hyatt, Joe Hickey, Richard Leat, Pat Rozier, Gloria Tonsil, Beverly Sharpe, Tim Yorkey

Member-At-Large: Grady P. Everett

Guest(s): Tracy Dyal

The Council on Staff Affairs meeting was called to order at 8:30 a.m.

Minutes from the March 10, 1998 were passed and approved with corrections under New Business changing "issued" to be "issue".

Treasurer's Report - Bill Bennett

Totals:

Budget for FY 98 \$2,500.00

Expenditures prior to March 1,347.06

Balance Forward \$ 1,152.94

Expenditures for February

Printing 38.35

Total Expenses 38.35

Balance Remaining 3/31/98 \$1,114.59

Committee Reports

a. Elections/Employee Recognition - Holly Decker

New Business

a. Staff Evaluations - According to a memo sent to Jim Brignati, pay raises will be based on evaluations.. The following guidelines for merit increases are as follows:

Below average - Increases should be 0% to less than 3.00%

Average - Increases should be 3.00% to less than 5.00%

Above average - Increases should be 5.00% and above

b. Sick Leave and Family Medical Leave - Inman Grimsley

The Family Medical Leave Act (FMLA) of 1993 covers employees of a company employing 50 or more employees, and essentially guarantees in certain conditions a period of 12 weeks of unpaid leave. To qualify, an employee must have one of the qualifying conditions set forth (see attached) and must have worked a total of 1250 hours in the preceding 12 month period.

Once the condition is certified and the employee is otherwise qualified, the leave is essentially guaranteed. The employer has the obligation to advise the employee that certain absences may be covered by the FMLA.

FMLA may or may not be for a condition covered by the University sick leave policies, e.g. adoption of a child. In such cases, an employer may elect payment from accrued annual leave. In cases where the Family Medical Leave is also covered by our sick leave policy, e.g. serious health condition of the employee, an employee may elect to receive sick leave and/or annual leave for the period of the absence. The employee might also elect not to have leave paid during the period of absence. Such payments are totally optional.

Other Business

The annual Staff Luncheon will be held on May 26, 1998 in Magnolia Room of the University Center.

There being no further discussion or business, the meeting adjourned at 9:20 a.m. and will meet again

on May 12, 1998.
Rozier

Respectfully submitted: Pat