COMMISSION ON CLASSIFIED STAFF AFFAIRS
Minutes
September 20, 1990

PRESENT: S. Bridges, C. Holmes, J. McAnally, K. Ricketts, P. Padgett, F. Rister and J. Pilgrim

ABSENT: L. Martin and D. Roberts

1. J. McAnally called the meeting to order at 8:35 a.m. in Room 109 Barre Hall.

2. Minutes of the August meeting were approved as submitted.

3. Merit Program Resolution. The group discussed the issues raised by the Executive Committee and then reviewed the revision submitted by P. Padgett. The Committee approved the revised resolution. The next step is to present the revised resolution to the Executive Committee on October 2 at 3:00 p.m. in the Library Conference Room. It also was suggested that the memorandum from Larson regarding use of block funding to augment the appropriation from the Budget and Control Board be attached to the resolution. J. McAnally will follow-up on this memorandum. See Attachment 1 for the resolution on Merit Program for Classified Employees.

4. K. Ricketts reported that the Welfare Committees from the Faculty Senate and the Extension Senate have not yet contacted us for a joint meeting.

5. Educational Leave. The Committee discussed options for educational leave policy and reviewed a copy of the policy established for extension personnel (See Attachment 2). The group determined that P. Padgett and C. Holmes would draft a policy for the next Welfare Committee meeting on October 18 at 10:30 a.m. in Room 109 Barre Hall. J. McAnally handed out results of a survey conducted by J. Nicks regarding employee education levels and length of service (See Attachment 3). After the Commission acts on a proposed Educational Leave Policy, the suggested next step is to gain support from University administration. Pending their support, a survey may need to be conducted to determine the number of employees interested in pursuing educational leave. A proposed Educational Leave Program Survey was drafted by C. Holmes and is presented as Attachment 4.

6. Letter regarding Feminine Products Machines. J. McAnally reported that she had made a few inquiries regarding the service got the feminine products machines on campus with no result. J. McAnally will follow-up by calling Steve Copeland in Business and Finance and the Clemson Laundry Service.

7. Letter regarding the Federal Express delivery system. The University Post Office has been contacted and requested to respond to the actions that department employees should take regarding Federal Express deliveries. No response from the Post Office as of meeting time.
8. Alcohol and Drug Abuse Policy. The group was surveyed as to knowledge of any Commission review of this policy. No one present could recall if input from the Staff Commission had been requested.

9. The next meeting for the Welfare Committee will be October 18 at 10:30 a.m. in 109 Barre Hall. K. Ricketts will call L. Martin and D. Roberts to determine if scheduling is preventing their participation in Welfare Committee meetings.

10. The meeting adjourned at 10:15 p.m.

Submitted by:

[Signature]

Pat Padgett

pmp

9-20-90
WHEREAS the 1990-91 Appropriations Bill provides funding for an average two percent merit increase for classified employees;

WHEREAS the State has appropriated merit increase monies based on the assumption that 60 percent of the employees will receive a performance rating of Meets expectation, 30 percent receive an Exceeds, and 10 percent receive a Substantially Exceeds;

WHEREAS managers of budget centers within the University may use block grant funding to supplement Budget and Control Board allocations for the merit program;

WHEREAS an average two percent base pool is inadequate to appropriately reward meritorious performance;

WHEREAS the merit program increases morale and job satisfaction for classified employees by providing reward for meritorious performance;

WHEREAS an evaluation of performance is in place through the Employee Performance Management System;

BE IT THEREFORE RESOLVED THAT the merit program be funded adequately on a permanent basis.
CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE

STUDY LEAVE POLICY

The following policy pertains only to federally appointed and/or unclassified employees of the Clemson University Cooperative Extension Service. Compensation will be based on the percentage of Extension appointment. Duration of leave will be based on years of service as listed below:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Leave Permitted</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>six (6) months at one-half salary</td>
</tr>
<tr>
<td>4 1/2</td>
<td>nine (9) months at one-half salary</td>
</tr>
<tr>
<td>6</td>
<td>one (1) year at one-half salary or six (6) months at full salary</td>
</tr>
<tr>
<td>12</td>
<td>an additional one (1) year at one-half salary or six (6) months at full salary</td>
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</tbody>
</table>

One year of salaried study leave is the maximum that may be awarded at any one time. A maximum lifetime study salary stipend is one full year equivalent. In order to receive study leave with pay, the following criteria must be met:

1. The employee must return to the Clemson University Cooperative Extension Service and work for two (2) years or return the used salary upon resignation.

2. Clemson University agrees to provide individuals returning from study leave first priority for a position comparable to that held prior to leave.

3. Application should be made and administratively approved prior to April 1 for the fall semester, September 1 for the spring semester, and February 1 for summer school.

4. The employee must be enrolled in an approved Graduate School.
5. The Extension Administration must approve the planned program of study.

6. Full salary for study will not be paid to an employee who is at the same time receiving an assistantship.

7. The employee must be enrolled as a full-time student.

8. To maintain leave status, the employee must maintain grades acceptable to the Graduate School.

9. The Extension Administration will determine the number of study leave applications to be approved, based on staffing patterns and budget limitations.

10. All employees on study leave may maintain full retirement and insurance payments.

11. After one year of employment, Clemson University Cooperative Extension Service employees may be allowed to attend credit courses during regular work hours, provided they register (or audit) for no more than two courses or six hours credit per semester, whichever is less. The employee will obtain prior approval of his/her supervisor, bear all costs associated with courses, and will make up time away from the job.

12. An employee who has been on leave-without-pay, prior to applying for Study Leave, will compute time and service as follows: Leave-without-pay will be credited to total time and service if the federal appointment was maintained. If the federal appointment was not maintained, credit for that time and service will not be granted.
13. For those persons on Study Leave, annual and sick leave shall accrue at a rate proportional to their salary compensation (i.e., one-half study leave, one-half leave).

In the event an employee requires additional leave, study leave without pay may be approved; however, numbers 2, 3, 4, 5, and 10 will apply.
all

\{ \begin{align*}
\text{Mean} &= 5 \\
\text{Max} &= 43 \text{ years}
\end{align*} \}

Years Service

\begin{align*}
\text{classified staff on campus} &\approx 528 \\
\text{all classified staff} &\approx 2,130
\end{align*}

Clemson University

2,058

\text{added 3}
Educational Leave Program Survey

1. Are you currently working toward a degree? _____ Yes _____ No

2. Do you have a study program you would like to complete?
   If yes:
   -- would you be enrolled in a _____ two-year or _____ 4-year program?
   -- would you estimate ___ one, __, two, ___ three or ___ four years
     to graduation.
   -- which school would you most likely attend ___________________.
      (name institution)

3. Would your study program be relevant to your present job? ___ Yes ___ No

4. Which employee benefit would be MOST USEFUL to you in making it possible
   for you to continue your studies? [please choose only one]
      ______ release time from work or ______ tuition grant

5. Do you agree that an employee study leave program should be job related?
   _____ Yes _____ No If no, please explain.

6. Should an employee’s study leave program be approved by:
   _____ supervisor, dept. head and VP
   _____ special University committee for leave requests