Clemson University
Classified Staff Commission
Minutes
Tuesday, November 9, 1993

Present: Cecil McCaskill, Dick Simmons, Phyllis Brown, Ben Morton, Freddie Harbin, Dot Waddell, Kaye Hickman, Linda Sue Duncan, Ronald Lyda, Lynn Belding, Patsy Sowell, Judy Pilgrim, Mary Gaines, Nancy Allgood, Lynn Reeves, Stephanie Pawlowski, Kathy Moore, Alexandra Barnes, Karen LeMay, Kathy Clark, Kay Long, Robbie Nicholson, Phillip Allen

Cecil McCaskill introduced the guest speaker, Paul Michaud.
Guest Speaker: Paul Michaud, Associate Vice President for Personnel Management and Development, met with the Commission to discuss several Personnel issues.

I. Performance Based Pay - the recommendation from the committee will be going to the Vice Presidents on November 15. The Deans' Council has approved it with one minor change. In order for classified staff to receive performance base pay, they must meet two of the following criteria: (1) A significant increase in service or productivity through innovation. (2) Demonstrated positive attitude and spirit of service and cooperation. (3) A substantial contribution to the objectives of the department, division, or campus through the performance of special assignments or the provision of exceptional customer service not previously included in EPMS objectives. (4) The attainment of a higher level of education or professional development related to the current position or recognized as being otherwise valuable to the department or division. (5) Correction of an internal salary inequity within the department or division. (6) Correction of a job market salary inequity. (7) Correction of salary compression resulting from the salaries of new employees being equal to or greater than those of long-term employees with similar skills and responsibilities. (8) A rating of "Exceeds Requirements" or "Substantially Exceeds Requirements" on the most recent overall EMPS appraisal. Such a rating does not automatically qualify an employee for a Pay for Performance salary increase.

II. Bonus Pay - Employees who make less than $25,000 will receive $368 and those who make more than $25,000, but less than $35,000 will receive $184. These will be issued in a separate check on December 3.

III. Cellular Phone - Two statewide companies, Bellsouth and Sprint Cellular are offering discount prices and monthly rates. An employee does not have to purchase the companies' phones to have their services.

IV. Under the Retirement Incentive Option, there were 59 faculty that have retired and under the Retirement Incentive Program, 138 staff in which 10 of these were faculty have retired. Personnel is unsure at this time if these programs will be offered again.

V. Family Medical Leave Act - If husband and wife are both employed by a state agency, they each get 12 weeks for personal illnesses. If the sickness involves a child, the 12 weeks are combined for husband and wife.

VI. Leave Pool - Employees cannot select leave pool recipients. The leave is used for Clemson University employees only. The department of the employees using the leave pool is responsible for covering all costs.
VII. EPMS - the form is being revised. However, this is a slow process. There is nothing to ensure that a supervisor is completing EPMS forms.

VIII. COMP Time - a proposal has gone to the President regarding the rule that exempt employees must work 50 hrs. or more per week in order to claim compensatory time.

IX. Optional Holiday - employees will receive an optional holiday for calendar year 1994 and will be asked to declare this day by January 1, 1994.

Paul asked the commission to continue to ask for any changes we feel is necessary to keep employee morale up.

From the President Elect: The minutes were approved with changes.

Committee Reports

Policy/Welfare - Many off campus employees are concerned that they are not receiving all information regarding university issues. The commission is trying to find a way to improve communication between faculty and staff.

Communications - Jo Abernathy - absent.

Scholarship - The commission needs to come up with a gimmick or slogan for the scholarship drive.

Treasurer's Report - Please check with Lynn Reeves before making any purchases. We have encountered problems paying for certain items with state funds.

Membership - no report.

University Committees

Traffic/Parking - Stephanie reported that the 1994-95 parking regulations have been approved.
Accident Review Board - Lillian Lappie absent.
Strategic Planning - Ruth Taylor absent.
Joint City-University - New golf course will be off Perimeter Road. Clemson Fest is May 1994.
Facilities Planning - Melanie Baker absent.
Athletic Council - Fans need to support the football team in the remaining two games.
Recreation Advisory - Helen Adams absent.
Telecommunications - No meeting.
SCSEA - 107 new members joined at the Benefits Fair. The legislative package has been approved by SCSEA. SCSEA is asking for 6% cost of living raise for 94-95 fiscal year. The Legislative Breakfast is November 30 at 7 a.m. at Holiday Inn.
Business Services Advisory - Mr. Larson is going to meet with the downtown merchants again.
New Business - none.

Adjourned at 11:40 a.m.

Recorded by Lynn Reeves

Next Meeting - Tuesday, December 14 at 10:00 a.m. in Student Senate Chambers.