I. Approval of SPR Meeting Minutes from January meeting. SPR did not meet in February.
   Committee Approved. 3/15/10

II. Shared Leave Policy Changes as proposed by EVP of Human Resources/Sam Connally
Mr. Connally presented a power point referencing the updated proposed changes to the Shared Leave Policy. This was the same power point presentation that Mr. Connally shared in the meeting of Full Staff Senate on Monday 3/8 (with a few slight modifications).

Vice Chair/Sandra Kelly briefed that some members of the Shared Leave expressed concerns about direct transfers between employees and that it would be a “tedious” process to implement for HR. Mr. Connally responded that HR would be able to handle this service and direct transfers could likely be blended into the way an employee reports leave.
SPR Chair/Lisa London reiterated that UBM’s need to be reminded that if an employee is receiving shared leave that this will affect their budget(s.) Mr. Connally also reported that he will appoint a medical representative to the Shared Leave Committee.

- Chair/Lisa London made the motion to approve changes to Shared Leave Policy as submitted by EVP of Human Resources Sam Connally.
- Brooklyn Hartman seconded the motion.
- SPR Committee unanimously approved

SPR Committee will bring changes before the next meeting of Full Staff Senate for vote

III. **Bereavement Leave**

Vice Chair/Sandra Kelly distributed a handout with current policy and proposed Bereavement policy wording changes that had been proposed by EVP for Human Resources Sam Connally.

- Chair/Lisa London made the motion to approve changes to Bereavement Policy, as submitted by EVP for Human Resources Sam Connally
- Vice Chair/Sandra Kelly seconded the motion
- SPR Committee unanimously approved

SPR Committee will bring changes before the next meeting of Full Staff Senate for vote

IV. **Parental Leave**

Putting forth a proposal for Parental Leave was discussed. EVP Sam Connally suggested wrapping Parental Leave into the Shared Leave program. However, SPR committee members were not supportive of this idea. SPR felt this was not the purpose of a catastrophic leave program and that the parental leave recommendation was a separate
issue, mainly geared at work life balance and a more robust benefit package. SPR Chair/Lisa London acknowledged wrapping this into the Shared Leave program was not an appropriate venue. SPR Committee members suggested there is more to discuss and would like to see the economic cost breakdown of the parental leave recommendation; similar to the analysis done on shared leave.

V. **Leave to work at Polls**
The SPR Committee briefly touched on this topic. SPR’s main concern is the current policy does not clearly support a request and approval process to work the polls. SPR Committee would like to address policy at later time.

VI. **Adoption Assistance Ideas – recommended by constituent**
One recommendation was to integrate a support network on Campus for Staff that is looking at adoption. (Not sure this component would be a SPR issue) SPR decided to table this issue for now as there are a lot of current policies under revision and there would be a cost associated with creating a Adoption Assistance Loan Program.

VII. **Other Business**

A. SPR Chair/Lisa London put forth the motion to approve in concept the Recommendation from EVP for Human Resources, Sam Connally to consolidate personal leave into annual leave for classified employees

Melissa Shuter seconded the motion

The SPR Committee unanimously approved

B. SPR Chair/Lisa London made the motion to approve in concept the proposal from EVP for Human Resources, Sam
Connally, for HR to annualize the process of reducing vacation accruals to the policy maximum once per year, in July.

Kathy Brashear seconded the motion.

This motion was approved unanimously by the Staff Policy Review Committee.

Approved recommendations will be brought forth to full Staff Senate, by the SPR Committee in an upcoming meeting.

Meeting adjourned 5:04 p.m.
Respectfully submitted 3/16/2010 by Staff Policy Review Committee