

## SSRC Minutes

June 3, 2008

Members present: Retta Kelley, Randye Jones, Shannon Geisinger, Stephanie Peterson, Roger Bauman, and Kristin Lovig.

The committee discussed our goals for the coming year. They are, in no particular order:

- *Vacation Limit Awareness.* Many support staff are not aware that earned vacation time must be used within 18 months; once the maximum is reached no more vacation hours are added. However, the maximum figure is complicated because it is based on actual hours worked, length of time at the college, etc. It is desirable to have some sort of system that would notify employees when they hit their maximum number of accrued vacation hours. Retta will talk to Elena Machin and Kristin Lovig to find out if E-time is capable of sending a notification to an individual when the limit is met. That way the individual could plan to use some vacation time instead of losing it. An alternate idea is to raise awareness of the policy.
- *Updates to the Staff Handbook.* During the past year the committee pushed for the Office of Human Resources to update the Staff Handbook. The committee agrees it is important to continue this effort. Kristin Lovig said many parts of the handbook which needed updating are nearing completion, though she could not give a specific date for distribution. Methods of distribution will be discussed.
- *Updating SSRC Handbook.* What is the definition of “support staff” as it applies to this committee and those whom we represent? Kristin clarified that it has to do with being in an hourly non-exempt position. This committee wants to better define this as well as make updates in general to the SSRC handbook. We also brought up the question of whether there is a voice for non-hourly employees who may not fall under the representation of the SSRC, but who may also not fall into a supervisor category.
- *CPR Training.* Randye had been pursuing interest in this during the past year. Kristin feels the new Wellness Coordinator should be approached to organize this.
- *Continue to make Dining Services staff feel like part of the support staff group.* The importance of having a member of DS serving on the SSRC was stressed. We wondered if Dining Services staff receive the *Laurel Leaf* (hard copy).
- *Not lose sight of staff low morale and other issues that emerged from the 2007 Staff Survey.* It was suggested that Henry Rietz can be invited to talk to the committee about how the college is using the information from the survey.

- *Supervisor Interaction: Job Descriptions, Staff Annual Reviews, and Supervisor Review Process.* We want to raise awareness for having up-to-date job descriptions for all support staff, and continue to ask for all to have annual reviews by their supervisors.

Kristin mentioned that the Job Description Questionnaire is available to everyone on campus, as are job descriptions. It is the supervisors' job to write staff job descriptions, but staff are encouraged to talk to their supervisor about the job description, and that may include the staff looking over the questionnaire in preparation. The Office of Human Resources continues their effort to increase the rate of return for staff annual reviews performed by supervisors. One of the committee members asked in situations where a supervisor does not reliably perform annual reviews or update a job description: "what is the next step" that can be taken by a support staff? The Office of Human Resources has tried to catch job descriptions that seem to need updating and follow up with those supervisors. The committee may pursue posting the questionnaire on our webpage, and/or announcing this information in the Laurel Leaf.

[The Job Description Questionnaire can be found at: [\\Storage\HUMAN\\_RES\Campus\\_share\Forms\](#)]

Some staff support the idea of having a review process for supervisors, such as evaluation by those being supervised, but some also are wary because it would be hard to maintain anonymity (and honest evaluation) in cases where only a small number of staff report to a supervisor. The idea of a "360" review was mentioned, which would also include input from a supervisor's peers and a supervisor's supervisor. Kristin stated that some other campuses have "360" (or similar) review processes, and she suggested the possibility of a task force at Grinnell College to discuss review components.

The website will be updated as soon as possible to reflect the current members.

The next committee meeting is tentatively scheduled for Tuesday, July 1, but it may be rescheduled for after the July 4<sup>th</sup> holiday.

Respectfully submitted,

Stephanie Peterson