

## 1st draft

### Strategic Planning Committee Goal 4 Objective 1

**"Improve employment and retirement benefits, raise faculty & staff salaries to competitive levels; ensure fair treatment of all employees."**

#### Agenda

**December 1, 2003 10 a.m.**

**Present:** Debbi Brown, Cynthia Foreman, Jan Moore, Marilyn Umetsu, Angela Yarnal

David Tamanaha was unable to attend due to another meeting. He asked Debbi Brown to attend.

#### **Review of current salary status:**

Basic salary schedules are determined through negotiations by the different unions, therefore committee members believed that this was outside the focus of the committee.

Merit pay increases are awarded at the campus level for faculty and APTs currently, and potential for civil Service employees in the future. It is recommended that the Campus develop a process for:

1. Designating funds to be used for merit awards.
2. Informing individuals about the opportunity to apply for merit and criteria for selection.
3. Establish committees for APT merit decision, and in the future, if funds are designated, for faculty and Civil Service merit awards.
4. Screening applications and awarding merit.

#### **Review of current benefits:**

Committee consensus is that benefit package is adequate. Concerns were expressed related to reduction in benefits and impact on hiring new employees especially Civil Service employees.

Committee members believe that many employees do not fully understand benefit package and this may impact employees taking full advantage of opportunities available to them. It is recommended that the Campus make an effort to raise employee knowledge about benefits through:

1. Formal presentation to all new employees during orientation about benefit package.
2. "Benefit Fair" during Spring Semester to allow faculty and staff to review benefit options available to them. Dick Mayer and 3rd party administrators were suggested presenters. A station will be established to allow employees to calculate retirement benefits using ERS Website calculator.
3. Distribution of ERS Website information (<http://estimate.ers.hawaii.gov/calculator/>)

to allow employees to better understand their retirement benefits and the need to plan for retirement using Tax Sheltered Annuity Program or Deferred Compensation.

### **Fair Treatment of all Employees:**

The committee identified inequities across the campus in salaries, workload, supervisor communication, hiring processes, payment processes, and potential confusion related to standard policies and procedures following reorganization. Recognizing that these areas of potential inequities open the College to liabilities, the committee recommends:

#### Communication

1. Clear communication processes for transmission of information from Executive Committee members to campus units and clear direction to supervisors about the need to bring forth employees concerns so they can be addressed (two way communication patterns).
2. Given the reorganization and the desire for the campus to be "autonomous" there is a need for clarification to campus community regarding current policies and procedures if CCCMs are not going to be used at MCC. A possible solution is to use the CCCM until a new policy has been developed and distributed.

#### Employment of Civil service

1. Current process for recruitment of Civil Service employees is cumbersome and results in lack of fairness to employees and to campus programs. The committee recommends that the administration make it a priority to work within UH System to change process for screening UH Civil Service employees to allow rapid screening and recruitment of qualified applicants.
2. Current emergency hire procedure results in rapid turnover of employees, repeated need to orient and train, and creates an unfair employment situation. The committee recommends that emphasis be placed on correcting the current Civil Service recruitment policy to reduce the need for emergency hire employees.

#### Payroll Process for New Hires and Lecturers

Current process for hiring results in extensive multi-layered paperwork and delays in pay for all new hires and for lecturers who are rehired each semester. This delay impacts morale, faculty/administration relationships, and opens the University to liability.

The committee recommends that administration work within the UH system to develop a payroll system modeled on the RCUH processes.