

1-11-2011

Staff Council Employee Rights and Policy Review Committee Meeting, 1/11/2011

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Staff Council Standing Committee Minutes



Committee Name: Employee Rights and Policy Review Committee

Meeting Date and Place: January 11, 2011, 11:00AM, UNM Faculty/Staff Club

Members and Guests Present: Romeo C Alonzo, Ana Heredia, Casey Burnett, Bridgette Jones, Nancy Bennett

Absent: Mike Gatchell, Jean Griffin

Minutes submitted by: Nancy Bennett

| | Subject | Notes | Follow-Up |
|---|--|--|---|
| 1 | Approval of Minutes | The minutes for September 21, 2010 were approved. | |
| 2 | H/R representation at committee meetings | The presence of a representative from Human Resources (HR) at committee meetings was discussed. Motion moved and passed: Presence by HR staff at a committee meeting will be by invitation only. Meeting minutes will be available to HR staff. | HR staff may make written comments and recommendations in response to the minutes. The HR representative arrived at the meeting and she was amenable to this resolution. She excused herself and left. |
| 3 | The "UNM Cost Containment/ Revenue Generation: | Recommendation of Strategies for FY12 and Beyond," by the President's Strategic Advisory Team, dated December 10, 2010, was briefly discussed. | Discussion tabled |
| 4 | UNM HR Job Analysis Questionnaire (JAQ) webinar | The Committee would like to hold a seminar/webinar about the UNM HR Job Analysis Questionnaire (JAQ) outlining the JAQ procedures. The history of the UNM Pact was presented in relation to JAQ discussion. It was mentioned that some of the HR policies are difficult for staff to find and to understand. | Follow up on committee member assignments. Planning Session to follow. |
| 5 | "Know Your Rights" | The Committee proposes to work with the Staff Council Communications Committee to publish a "Know Your Rights" flyer, presentation, and possibly a webpage. The information will highlight basic UNM policies in basic language and include webpage information as well as telephone numbers to the appropriate contacts. All products will also be available in Spanish. All items will be submitted to HR for written comment. | Romeo will see if the Committee has a budget and report at the next meeting. Know Your Rights discussion and outline. |
| 6 | Employee health insurance payments | Employee health insurance payments were discussed. The employee donation to their health insurance is based on four things: (http://hr.unm.edu/docs/benefits/medical-rates-2010-2011.pdf) | Further discussion will follow at next Committee meeting. Bridgette will look at insurance issues. |

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| | <ul style="list-style-type: none">• -Insurance Carrier• FTE: 1.0; .75-.99; .50-.74• Status: Single (Employee Only); Employee + Child/ren; Employee+ Spouse; Family• Annualized Salary: \$24,999 and below;\$25,000-34,999; and \$35,000 and above <p>The Committee discussed that the Annualized Salary figure should not cap at \$35,000, but be extended to perhaps \$50,000; \$75,000, etc.. This may save the University money as well as be more equitable to all staff.</p> | |
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