

**Staff Senate Attendance
August 17, 2005**

Attendees	x	Debbie Allen	<input type="checkbox"/>	Beverley Gentry
	x	Keshia Askew	<input type="checkbox"/>	Anne Harper
	<input type="checkbox"/>	Paulette Bell	x	Tami Lang
	x	Peggy Bower	x	Ann Lee
	x	Connie Brand	x	Crystal Lee
	<input type="checkbox"/>	Scarlet Brooks	x	Shirley Myers
	x	Joyce Bryant	<input type="checkbox"/>	Steve Parker
	x	Steve Collins	x	Garrett Parr
	x	Cathi Curtis	x	Ray Pinner
	<input type="checkbox"/>	Candi DeBardelaben	<input type="checkbox"/>	Marilyn Ratliff
	x	Jared Dinehart	<input type="checkbox"/>	Doris Ruddle
	x	Mattie Draper	<input type="checkbox"/>	Cil Spina
	x	Vicki Fowlkes	x	Jan Williamson
	x	Sue Garrison		

List Proxies:

Mattie Draper for Paulette Bell

Vicki Fowlkes for Candi Debardeleben

Ann Lee for Steve Parker, Cil Spina, Beverley Gentry

The meeting was called to order by Ann Lee at 11:00 a.m.

Minutes of the last meeting:

A motion was made by Vicki Fowlkes to approve the minutes from the last meeting, July 20, 2005. The motion was seconded by Keisha Askew.

Ann introduced Cindy Backus, Director of Employment/Employee Relations and Deshonna Ford, Employment/Compensation Specialist with the University's Human Resources Department who gave a presentation on UAH Human Resources Staff Employment Procedures Overview.

Mike Finnegan, Assistant Vice President of Facilities and Operations, addressed the custodial worker's petition which has been discussed by the Staff Senate in previous meetings. Mr. Finnegan indicated that there had been a problem with FOA being able to monitor the leaving and coming time of the custodial staff. There are 46 custodians spread out all over campus (around 30 locations) with only three (3) supervisor's. It was impossible for three (3) supervisor's to be at each location to verify what time each person would arrive and/or would leave the campus in the afternoon. Disciplinary action was taken as a first step prior to taking any of measures to correct the problem. Mr. Finnegan stated that the plan that is in effect now (custodial staff signing in and out at the

Physical Plant), will help each custodial worker to management their own time which will also make it easier for supervision. Other avenues to correct the problem were looked into, i/e - time clocks, zoning, but were not feasible plans. Since the policy has been in effect, Facilities and Operations has not lost any employees, whereas prior to the new plan, a total of four (4) employee's were lost.

There was discussion among the Staff Senate on the custodial issue and it was decided that a letter would be sent to Dr. Franz, as well as to the custodial representative, supporting the decision that was made by Facilities and Operations management.

New Business:

- Gary Smith will speak at the September Staff Senate meeting. Committees will also meet at this time to select a chairperson. Ann asked each committee to compile a list of things that their committee will work on in 2006.
- Ann distributed correspondence from the Office of University Development regarding private donations for Scholarships. She requested that we show our support for the University in this effort by giving. It was noted that when you purchase a UAH license tag, \$50.00 goes to the Scholarship fund. Jan Williamson also stated that donations to the University can be made by payroll deductions.
- Cathi Curtis asked what were the thoughts on having a Fall Hazing Week. The time of this event would be around September 27 -29, 2005. The Staff Senate was in favor of this event.
- Cathi Curtis volunteered to serve on the Employee Benefits Committee for the University.

Old Business:

- Sick Leave Bank enrolling forms will be distributed August 18, 2005. Ann stated that we should encourage UAH staff and faculty to participate. There is a 500 hour target that must be reached. Open enrollment begins on September 30. Initial contribution is 8 hours, 2 hours per year thereafter.
- Reminder: Chill out on 8/17/05 and Convocation on 8/19/05 @2:00p.m.

Motion made to adjourn by Crystal Lee and seconded by Tami Lang.

Meeting adjourned at 11:50 a.m.

UAH Human Resources Staff Employment Procedures Overview



**University Center
Room 127**

Topics to be Covered

- Staff Employment Personnel
- Equal Employment Opportunity
- Affirmative Action
- Applicable Laws & Regulations
- Advertising of Jobs
- UAH Joblist
- Applicant Selection Process
- Promotional Opportunities
- Internal Employees
- Career Counseling
- Hire Data
- Staff Senate Representatives
- Career Path

Staff Employment Personnel

- ◆ Cindy Backus
Director, Employment & Employee Relations
824-2286
backusc@email.uah.edu
- ◆ Deshonna Ford
Employment/Compensation Specialist
824-2287
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- ◆ Lynn Bell
Employment/Training Specialist
824-2278
belll@email.uah.edu
- Sheila Waldrop
Staff Assistant
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- Mary Silcott
HR Assistant
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Equal Employment Opportunity

The University of Alabama in Huntsville is committed to making employment opportunities available to qualified applicants and employees without regard to race, color, religion, sex, age, national origin, disability, citizenship or status as a Vietnam-era, special disabled, or other eligible Veteran. All personnel actions and programs, including recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, etc. shall be administered in accordance with this equal opportunity policy. It is the intent of the University that, in all aspects of employment, individuals shall be treated without discrimination on any of the foregoing bases and that employment decisions shall instead be premised upon a person's ability, experience and other job-related qualifications.

Affirmative Action

Additionally, the University is an affirmative action employer of women, minorities, individuals with a disability and covered veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

Applicable Laws & Regulations

- ◆ These commitments are designed to meet nondiscrimination/affirmative action requirements imposed by the following federal and state sources of legal obligations, as amended: Title VI and VII, Civil Rights Act of 1964; Executive Order 11246; Title IX, Education Amendments of 1972; the Rehabilitation Act of 1973; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1990; contract and grant agreements with governmental agencies; and the Alabama Constitution of 1901. The University's employment and personnel policies include specific administrative procedures and implementing measures designed to carry out these pledges and to ensure compliance with the foregoing laws.

Advertising of Jobs

- ◆ Joblist
 - Located in SKH 102
- ◆ Website
 - Accessed from any computer at www.uah.edu//Staff_Employment/joblist.html
- ◆ Jobline
 - Call 824-6105
- ◆ Alabama State Employment Office
 - Call 851-0537
- ◆ Our goal is to provide a diverse pool of applicants in order to find the best qualified person for each position. Based on an institutional decision, positions are advertised so that both internal and external applicants may apply.
- ◆ UAH's advertising policies have been validated through external governmental audits and through compliance reviews. The positive results of these indicate that we are following proper procedures in our hiring of both external and internal candidates.

UAH Joblist

- ◆ Positions must be advertised on the UAH Joblist of current vacancies for a minimum of three working days before an offer of employment can be extended.
- ◆ In an ongoing effort to better serve the University community, the Human Resources department now publishes the UAH Joblist twice weekly on Monday and Thursday.

Applicant Selection Process

- ◆ Applications are screened to ensure that they meet the minimum qualifications as posted on the Joblist.
- ◆ If this results in a large pool of applicants, applicants that meet the preferred/desired qualifications may be referred to the department.
- ◆ Staff Employment representatives participate in interviews and work closely with the department(s) in the selection process and in determining salary based on years of experience and internal equity.
- ◆ If there are concerns about a hiring decision, Staff Employment will discuss all issues with hiring supervisor.

Promotional Opportunities

- ◆ Employees are given the opportunity, along with other applicants, to be considered for vacant positions that would represent a promotion and/or transfer to another department. An employee may apply for an advertised position at any time, even during their probationary period.

Internal Employees

- ◆ Internal Employees should update their application/resume and submit it for review when an opening occurs.
- ◆ If their application is currently on file, they can contact Staff Employment and request to have their information pulled for review.

Career Counseling



- ◆ The Staff Employment Office is ready to assist any UAH employee interested in career counseling, either for promotional purposes or professional development.
- ◆ As a result of an enhancement made by the Staff Senate, UAH now provides tuition assistance for up to 6 classes per year for regular full-time employees.
- ◆ Human Resources offers a variety of seminars and training sessions to employees **FREE** of cost.

Hire Data for FY 2002 - 2004

	FY 2002	FY 2003	FY 2004
External Appointments	118	108	129
Internal Transfers/ Promotions	101	122	111
Total	219	230	240
% of Internal Promotions	46%	53%	46%

2005 – 2006

Staff Senate Representatives

- ◆ 27 members
- ◆ 67% of members have received at least **1** promotion

Possible Career Path

Department	Initial Position	Promotion Position			
Mail Services	Mail Services Clerk	Mail Services Clerk II	Senior Mail Services Clerk	Mail Courier	Senior Mail Courier
Public Safety	Police Officer Recruit	Police Officer	Senior Police Officer	Sergeant	Lieutenant
Athletics	Athletics	Asst. Coach	Head Coach		
Office of Sponsored Programs	Contract Assistant I/II	Contract Administrator	Senior Contract Administrator	Contract Specialist	Asst./Assoc. Dir.
Admissions	Admissions Processor	Admissions Coordinator	Admissions Counselor	Recruiting Coordinator	
All Departmentst	Secretary	Secretary I/II	Staff Assistant	Executive Secretary I	Sr. Staff Assistant
Research Positions	Research Aide I/II	Research Assistant/Technician I-VII	Research Associate I-III	Research Scientist/Engineer I-VI	Principal Research Scientist Engineer I-VIII
Housing	Resident Director	Area Coordinator			
Accounting	Jr./Sr. Accountant	Accountant I/II	Senior Accountant		
Grounds Management	Groundskeeper	Groundskeeper I/II	Landscaper I/II	Grounds Supervisor	Hoticulturist I/II
Facilities Maintenance	Carpenter/Painter/Plumber/HVAC/Electrician/Maintenance Helper	Carpenter/Painter/Plumber/HVAC/Electrician/Maintenance Helper I/II	Lead Carpenter/Painter/Plumber/HVAC/Electrician/Maintenance		
Payroll Services	Payroll Clerk	Payroll Assistant	Senior Payroll Assistant		
Bursar Office	Cashier	Cashier II	Senior Accounting Assistant	Senior Accounts/Data Control Coord.	Bursar
Central Receiving & Shipping	Material Control Assistant	Senior Material Control Assistant	Manager, Material Control & Property Inventory		
	Inventory/Material Control Assistant	Senior Inventory Assistant			
Charger Central	Student Services Associate	Senior Student Services Associate			
Computer & Network Services	Field Service Technician	Database Application Analyst	Database Application Analyst I/II	Help Desk/Computer Support Analyst	Senior Help Desk/Computer Support Analyst
	ResNet & Training Analyst	Information Security Coordinator	Desktop Server & Systems Technician	Manager, Systems Support	Network Analyst
Continuing Education	CE Business Office Assistant	Senior Business Office Assistant	Professional Development Assistant	Professional Development Coordinator	Program Coordinator
Business Services	Business Services Asst.	Sr. Business Services Asst.	Buyer I	Buyer II	Sr. Buyer

Examples of Promotions

Please refer to handout!