



Human Resources and Administration Committee
BOARD OF REGENTS FOR HIGHER EDUCATION
REVISED AGENDA - REGULAR MEETING
Boardroom 123, 39 Woodland Street, Hartford, CT

2:00 p.m., Wednesday, July 30, 2014

A meeting of the Human Resources and Administration Committee of the Board of Regents for Higher Education will be held at **2:00 p.m. on Wednesday, July 30, 2014, in Room 123 at 39 Woodland Street, Hartford, CT.**

The agenda for the meeting is below.

1. Call to Order
2. Approval of [Meeting Minutes from June 12, 2014](#)
3. Discussion and Action on the Following Item:
Revisions to the “Human Resources Policies for Management and Confidential Professional Personnel of the Board of Regents for Higher Education
4. New Business
5. Adjournment

Committee members

Naomi K. Cohen, Chair
Yvette Melendez
Richard J. Balducci
Elease E. Wright

ITEM

Revisions to the “Human Resources Policies for Management and Confidential Professional Personnel of the Board of Regents for Higher Education”, to address the following three sections: 6.5A - salary ranges for new hires, 7.5 – sick leave bank, and new 8.8 – notice of retirement or resignation.

BACKGROUND

At its May 16, 2013, meeting, the Board accepted the Committee’s recommendation and adopted human resources policies that govern the terms and conditions of employment for all non-represented management and confidential professional employees. The policies manual stipulates that the Board may “alter, amend, revise or repeal these policies from time to time, in whole or in part”.

- I. Within these policies, Article 6, Section 6.5, addresses the **salary range for new hires**. Current policy requires Board approval for the hiring of a management or confidential professional employee at a salary above the median of the applicable salary grade. After considering several requests to appoint a new hire at a salary above the median for mid-level managers, the Committee has considered the position level at which the Board should be involved in reviewing and approving the above-median hires. After thorough review, the Committee is recommending that the policy be amended to require Board approval of above-median hires for the following level positions: at the level of Dean and above at the community colleges and Charter Oak State College, at the level of Vice President and above for the universities, and for System Office employees who report directly to the President. For new hires in positions that are below the levels listed above, appointments above the median may occur by administrative action and will not require Board approval.

Accordingly, the following revision to the HR Policies, Article 6, Section 6.5 is recommended:

6.5 Salary Ranges

Each Management and Confidential Professional title is assigned to a salary range. The assignment of new titles to ranges and the reassignment of existing titles to new ranges shall be pursuant to the Classification and Compensation Policy.

A. Salary Ranges for New Hires

Newly hired management/confidential professional employees may be placed by administrative action at any point in the applicable salary grade up to and including to the median [of that grade] **for the following level positions: at the level of Dean and above at the community colleges and Charter Oak State College, at the level of Vice President and above for the universities, and for System Office employees who report directly to the President.** By exception, on a case-by-case basis, the President may seek Board approval for the hiring of a management/confidential employee at a salary above the median of the applicable salary grade **for the above noted levels. Newly hired management /confidential professional employees being appointed to positions below the levels noted above may be placed by administrative action at any point in the applicable salary grade.**

- II. Within these policies, Article 7, Section 7.5, addresses the **sick leave bank**. This mandatory sick leave bank for management and confidential professional personnel is for those employees who have exhausted their own sick leave and who have a catastrophic and extended illness. The current policy requires one-year of employment to be eligible for the sick leave bank. It is recommended that the one-year requirement be removed to allow a new employee, who would not have a large accrual of sick leave time, to apply for a sick leave bank grant if they meet all other terms of eligibility for such leave.

Accordingly, the following revision to the HR Policies, Article 7, Section 7.5 is recommended:

7.5 Sick Leave Bank

There shall be a Sick Leave Bank established for use by full-time Management and Confidential Professional employees who have [been employed at least one year,] exhausted their own sick leave and who have a catastrophic and extended illness. Each employee shall make a mandatory contribution of four (4) sick leave days during their first year of service. (For current employees who have not previously made the mandatory contribution, upon adoption of these policies, four (4) sick leave days will be [taken] **transferred** immediately **to the Sick Leave Bank** from their sick leave accruals).

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee whose membership will be made up of volunteers from the Council on Employee Relations and will be chaired by the Vice President of Human Resources for the Board of Regents. The Sick Leave Bank Committee shall determine the eligibility for the use of the Bank and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the Bank and determining the eligibility and amount of leave:

- Adequate medical evidence of catastrophic and extended illness; and
- Prior utilization of all available sick leave, including prior sick leave patterns and usage.

The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) working days. Upon completion of the 30-workday period, the period of entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant. In normal circumstances, such grants from the Sick Leave Bank Committee shall not exceed a total of 120 consecutive workdays per occurrence. If the sick leave bank is exhausted, it shall be replenished by the contribution of up to four (4) additional sick days from each employee covered by these Policies. The Sick Leave Bank Committee shall determine the time when it becomes necessary to replenish the sick leave bank. The decisions of the Sick Leave Bank Committee, with respect to eligibility and entitlement, shall be final and binding with no appeal. When an employee has a catastrophic and extended illness that has exhausted [their] **his/her** sick leave, a request for use of the sick leave bank may be made to the Vice President of Human Resources for the Board of Regents or his/her designee.

- III. Currently, there is no provision within the HR Policies for Management and Confidential Professional Personnel requiring a certain **period of notice of retirement or resignation**. This is a provision that is typically included in HR policies to ensure orderly succession for the organization when an employee separates from employment. It is recommended that employees be encouraged to provide three (3) months of notice when possible, but provide at least six (6) weeks of notice or forfeit two (2) weeks of pay. A President could waive the forfeiture if adequate reason is provided as to why the six (6) weeks' notice was not provided.

Accordingly, the following revision to the HR Policies, Article 8, new Section 8.8 is recommended:

8.8 Notice of Retirement or Resignation (NEW)

Employees planning retirement or resignation are encouraged to give three (3) months of notice when possible. Scheduling of the last day at work should be discussed with the employee's supervisor or other designated individual in an attempt to work out the best arrangement for all concerned. Any continuation on the payroll beyond the employee's last work day must be approved in advance by the President, as appropriate, shall not result in accrual of vacation, sick leave or personal leave credit; and such individuals shall be ineligible for an annual salary increase. Any employee providing less than six weeks of notice of resignation or retirement shall forfeit two weeks of pay; however, the president where the individual is employed may waive forfeiture if the employee provides adequate reason as to why six weeks of notice was not proffered.

Underscored text to be added.
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7/28/14 – HR & Administration Committee
8/21/14 – BOR

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

**APPROVAL OF REVISIONS TO THE “HUMAN RESOURCES POLICIES FOR
MANAGEMENT AND CONFIDENTIAL PROFESSIONAL PERSONNEL OF THE
BOARD OF REGENTS FOR HIGHER EDUCATION”**

July 30, 2014

- WHEREAS, At its May 16, 2013 meeting, the Board of Regents accepted the Committee’s recommendation and adopted human resources policies which govern the terms and conditions of employment for all non-represented management and confidential professional personnel.
- WHEREAS, From time to time, the policies will require revision to reflect changes in Board policy or to reflect other needed changes or clarifications.
- WHEREAS, Having considered the input of the BOR President, the Human Resources and Administration Committee, and other Board members with respect to new hires of management and confidential professional personnel above the median of the applicable salary range, and
- WHEREAS, Staff to the Human Resources and Administration Committee have recommended revisions with respect to the sick leave bank and the addition of language regarding the notice period for retirement or resignation, now be it
- RESOLVED, That Article 6, Section 6.5, Article 7, Section 7.8 and Article 8, Section 8.8 (new) of the “Human Resources Policies for Management and Confidential Employees of the Board of Regents for Higher Education” is hereby amended pursuant to Exhibit A.

A True Copy:

Erin A. Fitzgerald, Secretary
CT Board of Regents for Higher Education

EXHIBIT A

REVISIONS TO THE “HUMAN RESOURCES POLICIES FOR MANAGEMENT AND CONFIDENTIAL PROFESSIONAL PERSONNEL OF THE BOARD OF REGENTS FOR HIGHER EDUCATION”

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