

MINUTES

Commission on Administrative and Professional Faculty Affairs
November 12, 2008

Members present: Marilyn King, Michelle Adcock, Kay Hunnings (representing Richard Sorensen), Hal Irvin, Karen Eley Sanders, Ellen Plummer, Kirk Wehner, Judy Ridinger, Frances Keene, Kelly Oaks, Ray Ali

Members absent: Lou Gorr, Richard Sorensen, Charles Lytton, Pat Hyer, Melinda West, Tim Mize, Kevin Ayoub

Guests: Marshall Chaney, observing for ELPS 6304 class
Mary Grace Campos, observing for ELPS 6304 class
Maggie Sloane, Office of Equity and Inclusion

Recorder: Cyndi Hutchison

1. Welcome

- Commission Chair F. Keene welcomed those in attendance.

2. Revisions to University Policy 1025 - Anti-Discrimination and Harassment Prevention Policy

M. Sloan discussed two proposed changes to Policy 1025:

- The first proposed change is the addition of language to prohibit discrimination based on genetic information such as having the gene for breast cancer or other diseases. Adopting this change would bring university policy into alignment with recently passed federal regulations.
- The second proposed change is adding language to prohibit discrimination based on gender identity or expression. Independent of sexual orientation, gender identity or expression is the manner in which a person presents themselves regardless of orientation. Handouts were distributed to the commission from Gender.org, FAQs: Protections against Discrimination or Harassment on The Basis of Gender Identity/Expression and Genetic Information Nondiscrimination Act.

3. CAPFA Overload Pay for AP Faculty

F. Keene provided update on the proposed Overload Pay Policy for AP Faculty. The policy has been tabled. Drs. Steger and McNamee will meet with commission members to determine alternatives. CAPFA members will be notified via email when the meeting has been confirmed.

4. Holiday Leave Time

H. Irvin discussed an Authorized Closing for Winter Break proposal. He distributed a handout that contained his proposal as well as information from other universities.

- A review of the holiday schedules for state universities in Virginia shows that all but two institutions, Virginia Tech and UVA, follow a winter closing schedule.
- The benefits of moving from the state agency schedule to a winter closing schedule is that it could save energy, employees from other institutions indicate a high degree of satisfaction with the break time, VT is the only public university in Virginia in which twelve-month faculty and staff observe a different holiday schedule, salaried employees have a paid holiday break without using leave balances to cover time off. This also would eliminate the problem of placing some employees on leave-without-pay status when they have insufficient leave time.

- It is proposed that beginning in 2009, Virginia Tech would move the current staff holidays of Lee-Jackson Day, George Washington Day/President's Day, Columbus Day, and Veteran's Day to the end of the year so that the university would officially be closed with a paid winter holiday for 12-month salaried employees.
- Discussion included questions about the impact of closing on extension employees. Extension agents are required to take annual leave when the building in which they work is closed by the county. Adding a clause in the policy that would provide flexibility for Extension agents would be welcomed.
- The Commission gave the proposal a favorable review and made suggestions to H. Irvin on additional bodies with whom to consult regarding his proposal.

5. A/P Conversion Follow-up

J. Ridinger discussed A/P conversion follow-up.

- Status of conversion: to date 21 classified staff members have requested change to A/P status (five in pay bands 1-4 have requested conversion to University staff).
- Annual Leave Carryover: maximum carryover amount for staff is 432 hours (depending on years of service.) Maximum carryover for faculty is 336 hours. Exceptions will be made for staff that convert who have over the allowed amount of 336 hours.
- Holidays: a preliminary proposal to consider a one-week university closing during the winter break, which may result in faculty having an additional 3 to 4 holidays in future years.
- Consulting: It is required that an employee report consulting and seek supervisor approval whether the work is done after hours or on weekends. Department/Senior management has the option to approve consulting requests.

6. CAPFA Grievance Procedures

F. Keene provided an update on Grievance Procedures. No major changes except for combining old steps 1 and 2 into a "new" step 1.

- **ACTION:** Kelly Oaks made a motion to approve the grievance policy and procedures and Karen Sanders seconded. Voted unanimously by the commission and policy was approved. Resolution forthcoming. The policy will be on the next university council agenda.

7. Future Agenda Items

- Recruitment Improvement

As there were no additional items to be discussed, the meeting adjourned.

The next meeting is scheduled for January 14, as the commission decided to not have a December meeting.