February 13, 2008

The meeting was held in the Moraga Room, Soda Center, Saint Mary’s College, Moraga, California.

Committee Members Present:
Marty Storti
Kate Bowers
Marcy Bowie
Chris Carter
Victoria Davis
David Ford
Linda Granko
Kory Hayden
Mel Hunt
Sharon Radcliff
Kim Sullivan
Donna Ubeda
Michael Viola

Committee Members with Excused Absence:
Tom Carroll
Sally Jamison
Br. Richard Lemberg

I. Call to Order

Committee Chair Marty Storti called the meeting to order at 12:10 p.m. Minutes from the January 16, 2008 were not approved as they were not available.

II. Roll Call

The committee secretary, Marcy Bowie took roll.

III. Staff Handbook Q & A

Ann Kelly and Emily Elliott conducted a Question and Answer Session in regards to questions raised about the New Staff Handbook (see attached notes).

IV. Adjournment

Marty Storti adjourned the meeting at 12:30 p.m.

Respectfully submitted,
Mel Hunt  
Chair Elect, Staff Committee

Staff Handbook Q & A Session  
February 13, 2008

Q: Can you give us an update on Tuition Exchange for 2008-09?

A: March & April are the key months for decisions to be made for Tuition Exchange. Currently this year we have three scholarships to give out (two to faculty and one to staff) and we have received fourteen applications (seven faculty and seven staff). Currently a three year analysis is being done by Ann Kelly.

Q: Can you clarify how time-off is paid for Exempt Employees?

A: A new policy as of November 2007 is as follows:

- If an exempt staff person takes less than four hours off all hours are recorded
- Labor Code states that an exempt employee cannot be docked for less than a full day of work
- Unless they take a whole day then it is consider vacation
- Six hours is considered more than a half day
- Sick Leave is calculated different than non-exempt since exempt staff are not paid by the hour, they are paid to get the job done.

Q: Can you clarify the issues regarding the need to "Agree to the Staff Handbook before you Read"?

A: Emily Elliott clarified that you agree that you are responsible for reading the Staff Handbook and that you will follow the guidelines, policies and procedures. Whether you agree or not you are held accountable to college policy.

Q: Can you clarify Non-exempt travel pay (including the Rheem staff when they travel to the main campus)?

A: Non-exempt staff will be paid from the minute they leave for a conference, while they attend the conference and until they return home. Rheem Staff are paid for their travel time to the main campus as well.

Q: Is there a policy were staff can reallocate their excess sick time hours?

A: Donation of Sick Leave can be put in to the "Passion Pay Bank". A form needs to be completed to donate and also to receive "Passion Pay". You are only allowed to donate once a year.
Q: If I retire and want to remain available to work either in the on-call pool or very part-time will this affect my retirement benefits?

A: Your retirement benefits will not be affected by remaining on-call or very part-time. Your pay is based on the job you are doing.