

inside OAKLAND

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News for Oakland University colleagues

New manual covers AP, IC employees

The new and long-awaited *Personnel Policy Manual for Administrative-Professional Employees (APs) and Administrative-Professional Employees with Individual Contracts (ICs)*, has been delivered through the campus mail to Oakland administrators. The manual took effect August 1 for OU's 300 APs and ICs. The new manual replaces the 1977 version.

Highlights of major changes include the following:

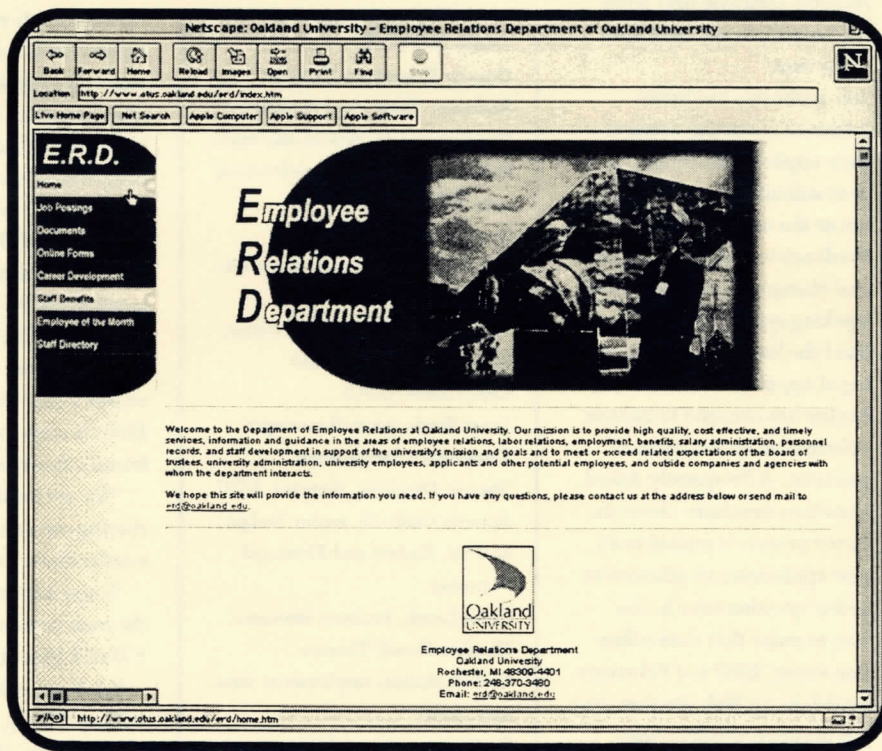
- Inclusion of Oakland's 100 ICs. The manual clarifies which provisions do and do not apply to them.
- Elimination of "bumping rights" for new AP hires. Bumping is the practice of replacing a less senior AP in a position at the same or at a lower salary level for which the senior AP is qualified, should the senior AP's job be eliminated. A severance arrangement replaces the bumping system for new AP hires. (Bumping has been grandfathered for APs hired before August 1, 1999.)
- Extension of educational benefits to ICs; increasing the annual amount available for this

tuition payment program for APs and, now, ICs, from \$40,000 to \$60,000.

- Broader and more comprehensive

Relations; and Vic Zambardi, Office of General Counsel. Dan Niezurawski, president, AP Association, and associate direc-

The new *Personnel Policy Manual for APs and ICs* is on the ERD Web page: www.otus.oakland.edu/erd



sive definition of "Just Cause" for discipline or discharge.

- A new grievance procedure for APs, culminating with arbitration with a neutral arbitrator. This replaces a "problem adjustment procedure" with a five-person panel.
- Elimination of longevity pay for new hires.

The OU Board of Trustees July 29 adopted the new manual, the result of collaborative discussions among AP Association representatives; Bill Kendall, assistant vice president, Employee

tor, Plant Maintenance and Repair, Campus Facilities and Operations, says he's pleased with the changes. Sheryl Klemanski, director, Graduate Business Programs, SBA, and Jean Ann Miller, assistant director, Student Activities and Leadership Development, also represented the AP Association in this collaborative effort.

ERD improves hiring processes

The results are in on several changes to improve the university's hiring practices. The Employee Relations Department (ERD) in December 1997 implemented the changes recommended by the Human Resources Process Redesign Team. The outcomes:

- Non-faculty personnel actions take about eight fewer days. The number of approvals for non-faculty personnel actions was reduced to two to speed hiring, temporary and casual employee terminations, and changes of status that don't involve upward reclassification of positions. The new process requires approval only from the immediate and next level supervisor.
 - Job applicants are better informed about the status of their applications, and it's easier to submit a resume through fax or the new ERD Web site. Feedback is positive about several changes: A new applicant tracking system has streamlined the handling and reporting of applicant data. The job hotline has changed to include information on the status of positions. A Frequently Asked Questions brochure about the hiring process is mailed to all new applicants; an affirmative action questionnaire is also sent to make that data collection easier. ERD last February established a Web site featuring job postings, qualifications, vacancy status with daily updates, Frequently Asked Questions, applications and a staff directory.
- "I think all these changes have improved the university's image," says Gail Ryckman, ERD employment manager.
- Positions are filled faster because ERD and University Diversity and Compliance meet and correspond by e-mail with

hiring supervisors to review hiring procedures.

- More supervisors are using committees to select candidates, increasing the number of people on campus who are experienced in the hiring process. If members don't have experience on such committees, supervisors are encouraged to recommend that they attend a training session.
- ERD is also available to meet with groups.
- Departments are able to meet their temporary staffing needs quicker by seeking workers through agencies instead of going through ERD. ERD will also list recommended temporary agencies on its Web page.

TEAM EFFORT

Human Resources Process

Redesign Team core members:

Regular non-faculty hiring team
Diana Decker, staff benefits manager, ERD

Tom Evans, controller
Bill Kendall, assistant vice president, ERD

Tammy Seals, assistant director, University Diversity and Compliance (UDC)

Janet Siegle, payroll manager

Temporary hiring team

Sharon Abraham, director, UDC
Annette Caldwell, senior budget analyst, Budget and Financial Planning

Carol Lamb, business manager, Meadow Brook Theatre
Gail Ryckman, employment manager, ERD

Graduate assistant hiring team
Scott Barns, executive director, AAUP

Jenny Cloutier, office assistant III, Financial Aid

Vicky Hunt, assistant to the dean, SEHS

Ken Palazzolo, senior system analyst, Computer and Information Services

Have a heart

Step out to prevent cardiovascular diseases

October 2 is your chance to join an anticipated 12,000 walkers to help prevent cardiovascular diseases and stroke during the largest American Heart Walk in the nation, right on OU's campus.

Members of the Oakland University community are encouraged to participate in the first single-event Heart Walk in the country expected to raise more than \$1 million for the American Heart Association

(AHA). Funds raised will help support AHA educational and research programs. Participants raise donations from friends and family for walking three non-competitive routes: one mile, 2.4 miles and 4.5 miles.

"As part of Oakland's responsibility, we will try to enlist 100 members of the university community to walk," says OU President Gary D. Russi. "Each walker's goal will be to raise \$100 through pledges from friends, family and associates.

"We are looking forward to sharing our campus for such a worthy endeavor," Russi says.

To participate, contact one of the team captains:

- David Disend, University Relations, extension 4382
- Mary Eberly, AAUP Executive Committee, 2314
- Louis Esposito, Academic Affairs, 2190
- Karen Kukuk, Office of the President, 3500
- Jean Ann Miller, Student Activities, (for student and alumni participants) 2400
- Susan Russell, president, UAW/TOP Local 1925, 3562
- Lynne Schaefer, Finance and Administration, 2445
- Mary Beth Snyder, Student

Affairs, 4452

- David Szczesny, president, AFSCME Local 1418, 2389

Heart Walk Kickoff

An informational kickoff rally is set for September 15, 11-11:30 a.m., in Oakland Center's Fireside Lounge.

A campuswide fund-raising

kickoff is set for 11:30 a.m.-1:30 p.m., September 15, in the main hallway of the Oakland Center.

OU VIPs will be selling \$1 paper hearts showing the purchaser's

name. Hearts will be displayed in the OC. Seven one-month parking permits will be raffled for \$1 per ticket or 6 tickets for \$5. The permits will entitle the winner to use designated spaces on campus. The drawing will be during the OU Faculty, Staff and Student Appreciation Dinner October 1, 6 p.m., in the OC's Pioneer Food Court during WOCO V festivities.

Walk-day festivities

- Starting at 7:30 a.m., register near Trumbull Terrace on the grounds of Meadow Brook Music Festival, the start and end of each route.
- 9 a.m., ceremonial ribbon-cutting, food, music and aerobic warm-ups before the walk starts.
- 9:30 a.m., all three walks begin.
- During and after the walk, events include kids' fitness activities, cooking demonstrations, health screenings, live entertainment and refreshments.

