

CIVIL SERVICE e-IN TOUCH NEWSLETTER – SEPTEMBER 2006

ABOUT THIS NEWSLETTER: *It is the goal of the Civil Service Committee to keep all constituents informed of issues that can affect employment, salary and benefits at the University of Minnesota. For this reason, we send our monthly e-In Touch to all Civil Service employees so identified through data in the Human Resources (PeopleSoft) system. If you have received this newsletter incorrectly, we cannot remove your name from the database. Instead, please contact your HR representative to check your employment data in the system.*

CHAIR'S REPORT

Hope you had a relaxing summer and are ready for a busy school year.

October's Meeting

The Duluth campus will host the next Civil Service Committee meeting on Wednesday, September 27. The Civil Service Committee will meet from 9 a.m. to 11:30 a.m. in the Regents Room in Darland Administration Building. Following lunch from 11:30 to 12:30 p.m., committee members will tour the Duluth campus before returning to their respective campuses. Civil Service staff on the Duluth campus are invited to attend the business session but are asked to contact Linda Olcott, UMD's Civil Service Committee representative, at lolcott@d.umn.edu on seating availability.

August Meeting Recap

The Civil Service Committee met on August 31 in Walter Library and followed up on unresolved issues from the July retreat. We changed our December Committee meeting to December 21, moved our December and May meetings to a St. Paul campus location, made final arrangements for our September meeting in Duluth, and chose the Friday of Spring Break week as a floating holiday for the 2010-2011 academic year.

We had three human resource presentations: Susan Rafferty from the Office of Human Resources/Employee Relations discussed position changes in the Wave 1 Colleges; Linda Bjornborg, University Services HR, informed the committee about the University Services reorganization; and Mary Luther from the Office of Human Resources/Compensation provided information on the P&A classification task force.

The Committee continued to discuss the process for determining membership on the Civil Service Committee. Since this is an important issue, a task force was formed to gather information and determine the pros and cons of an elected versus an appointed process. The task force will report back to the Committee later this year.

Gayla Marty, Office of University Relations and editor of **Brief** (University newsletter) came and spoke about developing Civil Service story ideas for **Brief**. What do we want the University community to know about the work of Civil Service staff? Contact us if you have ideas for an article at UM-UCSC@LISTS.UMN.EDU.

Subcommittee Chairs Announced

Most of our subcommittee chairs and co-chairs are in place. You are encouraged to contact them if you have questions or would like to get involved.

Advocacy	Rick Densmore and Susan Cable
Communications	Heather Powell and Linda Olcott
Compensation and Benefits	Katy Olson and Nancy Fulton
Finance	Karen Lovro
Legislative	Susann Jackson
Professional Development	Karen Tschida and Sharon Beckford
Rules	Lori Nicol and Chris Buska
Senate and Assembly Vacancies	Karen Ellis

We encourage Civil Service staff to participate in Civil Service subcommittee meetings. A schedule of meetings is found at <http://www1.umn.edu/csc>.

Peg Wolff

Civil Service Committee Chair

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For More Civil Service Information . . .

For more information on Civil Service Committee meetings, the committee membership and the work of its subcommittees, please visit the Civil Service Committee website at <http://www1.umn.edu/csc> or e-mail the committee at UM-UCSC@LISTS.UMN.EDU.

UNIVERSITY GOVERNANCE

In July, President Robert H. Bruininks sent a note to Deans, Directors and Department Heads about the importance of staff involvement in University Governance. We want to share his e-mail with you.

"As we head into another academic year, I would like to take this opportunity to thank you for supporting governance at the University of Minnesota. This past year more than 800 faculty, staff, students, and alumni participated in University governance, either by serving in the Senate, on a committee or subcommittee, on the Council of Academic Professionals and Administrators (CAPA), or on the Civil Service Committee.

Shared governance and consultation with constituent groups is of great importance to me as I believe active participation is critical for an effective governance system. Therefore, I encourage you to allow your employees adequate time, and adjustment to their work schedules as appropriate, so they may participate in University governance committee meetings and activities, should they be asked or elected to serve."

DO YOU NEED TRAINING FUNDS?

Civil Service employees with 75% or more appointments can apply for a one-time award of up to \$200 to reimburse out-of-pocket expenses for a seminar, workshop, conference or course that enriches their skills or knowledge. Awards will be made when criteria have been met and funds are available. Preference will be given to applicants without department support. We will reimburse individuals, not departments or CUFS accounts. For requirements and an application, please go to the following website at <http://www1.umn.edu/csc/subcommittees/profdev/profdevguide.html>

ON-CALL RATES TO BE DEVELOPED

In a joint effort of the Civil Service Committee's Compensation and Rules subcommittees, an ad hoc committee has been formed to develop on-call rates for Civil Services employees. The goals include proposing rates for the next pay plan, drafting language for the Rules and providing guidelines for managers and employees. The committee is seeking valuable input from employees who are working on-call. You are encouraged to send any suggestions, issues or experiences relating to on-call situations to Lori Nicol at l-nico@umn.edu. A schedule will be posted on the Civil Service website if you are interested in attending any of these public meetings.

ENGINEERING CLASSIFICATION STUDY

The Office of Human Resources is studying Civil Service engineering classifications. The project was described at the September Compensation and Benefits Committee meeting. Employees in engineering classifications have been asked to complete JEQs. You are asked to talk to your supervisor if you have an engineering classification have not yet been asked to complete a JEQ.

COMPENSATION AND BENEFITS

The next Compensation and Benefits subcommittee meeting is from noon to 2:00 p.m. Thursday, October 5, in 6-370 PWB. Agenda items include a report and discussion on MSRS retirement system and a review of the current pay plan to prepare for the next pay plan. If you have any questions, please contact Katy Olson by phone at (612) 624-9392 or email at kolson@umn.edu.

Watch for the next Civil Service e-In Touch Newsletter on OCTOBER 12, 2006.

***Editor's Note:** Due to circumstances beyond our control, you may not be able to access all the hyperlinks by simply clicking your mouse on the link. An option is to highlight the URL, copy, then paste it in your browser. We apologize in advance for any inconvenience.*