DRAFT FOR CONSIDERATION AND

DISCUSSION PURPOSES ONLY

Effective Date:

Subject: Membership of the Employee Benefits Committee

1. Purpose

The purpose of this proposal is to add an *ex officio* member to the Employee Benefits Committee for the purpose of dealing with catastrophic leave requests.

1. Submitted by Randall Kesselring (current chair of the Employee Benefits Committee)
2. Current Policy

This is the current wording of the faculty handbook which defines the membership of the Employee Benefits Committee:

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; and a representative from the Finance and Administration office.

1. Proposed Policy

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; ~~and~~ a representative from the Finance and Administration office; and an *ex officio* staff member appointed by the Director of Human Resources for the purpose of organizing and presenting catastrophic leave requests to the committee.

1. Justification

One of the important functions of the Employee Benefits Committee is hearing and deciding catastrophic leave requests. The preparation of these requests is somewhat time consuming and requires a certain amount of expertise which can only be acquired through experience. Historically, this function has been performed by an interested staff member who was appointed by the president of the university. When the committee was reformulated in the new shared governance format, this particular member was overlooked. This request seeks to correct the oversight.

SPECIFIC HANDBOOK CHANGES REQUESTED

These changes were specified above.