

Agendum
Oakland University
Board of Trustees Formal Session
December 13, 2021

**APPROVAL OF AMENDMENT TO THE ADMINISTRATIVE PROFESSIONAL
PERSONNEL POLICY MANUAL**

A Recommendation

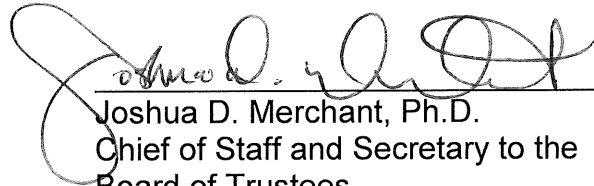
1. **Division and Department:** Chief of Staff, Human Resources
2. **Introduction:** The terms of employment for the Administrative Professionals (AP) employee group, which performs Oakland University (University) administrative, professional and managerial functions, are established by the *Administrative Professional Personnel Policy Manual* (AP Manual). From time to time, these terms are updated, a proposed change is described in the attachment.
3. **Previous Board Action:** The new Personnel Policies for Administrative Professional staff was approved by the Board of Trustees on May 8, 1971. Amendments to the Administrative Professional Personnel Policy Manual were approved by the Board of Trustees on June 26, 1974; April 23, 1975; April 16, 1980; November 17, 1982; July 29, 1999; August 1, 2001; December 3, 2003; June 7, 2006; April 4, 2007; July 1, 2014; June 4, 2018 and February 15, 2021.
4. **Budget Implications:** Modifications to the employee contribution to retirement benefits are projected to result in budget savings over time while continuing to provide competitive benefit options to AP employees.
5. **Educational Implications:** None.
6. **Personnel Implications:** See Attachment A.
7. **University Reviews/Approvals:** This recommendation was formulated by Human Resources, in consultation with the Executive Board of the Administrative Professional Association, and reviewed by the Vice President of Human Resources and Chief of Staff.
8. **Recommendation:**

RESOLVED, that the Board of Trustees approve the amendment to the *Administrative Professional Personnel Policy Manual*, as described in the attachment.

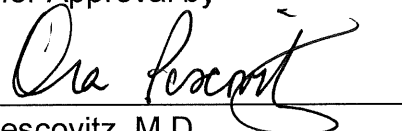
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9. **Attachments:** A. Summary of the Change to the *Administrative Professional Personnel Policy Manual*.

Submitted to the President
on 12/06, 2021 by


Joshua D. Merchant, Ph.D.
Chief of Staff and Secretary to the
Board of Trustees

Recommended on 12/6, 2021
to the Board for Approval by


Ora Hirsch Pescovitz, M.D.
President

**Summary of Change to the
Administrative Professional Personnel Policy Manual**

Effective January 1, 2022

Retirement Program

The University contributions for Administrative Professionals hired after January 1, 2022 will be 11% to their base salary on a monthly basis *(changed from 14%)*