

Agendum
Oakland University
Board of Trustees Formal Session
February 15, 2021

**APPROVAL OF AMENDMENTS 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 to best meet the needs of the University and AP employees.

In addition to streamlining and updating the AP Manual, the substantive proposed changes are described in the attachment.

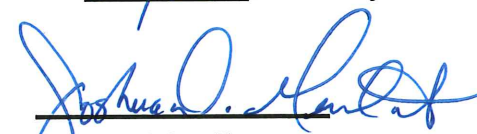
3. **Previous Board Action:** The new Personnel Policies for Administrative-Professional staff was approved by the Board of Trustees on May 8, 1971. Amendments to the Administrative Professional Personnel Policy Manual were approved by the Board of Trustees on June 26, 1974, April 23, 1975, April 16, 1980, November 17, 1982, July 29, 1999, August 1, 2001, December 3, 2003, June 7, 2006, April 4, 2007, July 1, 2014 and June 4, 2018.
4. **Budget Implications:** Modifications to the employee contribution for health insurance benefits and eligibility for 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 amendments to the *Administrative Professional Personnel Policy Manual*, as described in Attachment A.

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

Submitted to the President
on 02/08, 2021 by



Chief of Staff

Recommended on 2-12, 2021
to the Board for Approval by

Ora Hirsch Pescovitz, M.D.
President

**Summary of Significant Changes to the
Administrative Professional Personnel Policy Manual**

Retirement Program	University contributions shall not begin until the month following one year of continuous employment. (Effective July 1, 2020.)
Health and Welfare benefits	University medical employees' contribution will increase by 5%. (Effective January 1, 2021.)
Position Vacancies	Departments will not be obligated to just interview the top two internal candidates. All qualified candidates will be given consideration.
Vacation Time / Personal Days	Eliminate three personal days and increase vacation accruals to offset this elimination. (Effective July 1, 2021 to coincide with the regular disbursement of personal days.)
Sick Leave	Employees will be terminated after 6-month continuous leave of absence and if eligible will transition to long term disability. (Currently, employees remain on an unpaid status for up to two years.)
Probationary Employees	During probationary period employees may not apply for internal positions.
Tuition Assistance	A dependent may receive 100% coverage (with appropriate charges) if both parents are employees of Oakland and are eligible for tuition assistance.