

# InTouch

## UNC Employee Forum News

Volume 1, Number 6 September 2000

### From the Chair - Joanne Kucharski Mark your calendars

University Day is scheduled for Thursday, October 12, 2000 in Polk Place. This year the program will include the formal installation of our new Chancellor, James Moeser. The entire University community is invited to attend this special ceremony. Classes will be suspended from 10:00 AM to 2:00 PM. All Deans, Directors and Department Chairs are being asked to designate two staff representatives to participate in the processional. Past Employee Forum chairs will also be invited to represent staff on this very special day. Participation in this event is considered work time. Please help ensure that your department is represented. Names of those designated to participate in the processional can be sent to Dianne Hill, Employee Forum Recognition and Awards, College of Arts and Sciences, CB # 3100. Dianne may also be contacted by phone at 843-9689 or by email at [dhill@email.unc.edu](mailto:dhill@email.unc.edu). Please check the University and Installation Day website at [www.unc.edu/chan/installation](http://www.unc.edu/chan/installation) for more details.

### Recognitions Presented

If you happened to look out your window on August 28<sup>th</sup>, you may have seen a car packed with staff, balloons and baskets searching for a parking space on campus. The Employee Forum's Recognition and Awards Committee presented the first of hopefully many awards to those staff whose names were sent in to the Forum. The following seven individuals received the highest number of nominations in each category:

#### Back Office - David Moser

#### Big Buddy - Ann Tickle

#### Customer Service - Lenora Satterfield

#### Initiative - Kay Hill

#### Milestone - Archie Lassiter

#### Rookie - Sandra Sturdivant

#### Self Improvement - Peizhu Liu

The Forum thanks each department for their cooperation in allowing us to pay a surprise visit to each winner. Each

### InTouch: UNC Employee Forum News

*InTouch* is published ten times per year and covers news from the Forum as well as questions and concerns from the Staff. We hope you enjoy it and find it useful. If you have any questions or comments, please let us know. This newsletter is compiled by the UNC Employee Forum Communications Committee and is edited by Suzan deSerres ([sdes@med.unc.edu](mailto:sdes@med.unc.edu)).

stop held new and rewarding experiences for the Forum. We were greeted with not only warm welcomes, cheers and sometimes tears but always a sense of appreciation and encouragement for all of us to take that extra minute out of our busy day to say a special thanks to someone. The Forum received close to 400 names to be considered for recognition. We plan to publish the names of all those nominated in this and future issues of InTouch. To all those who were nominated, watch your campus mailboxes. Each of you will be receiving an acknowledgement of our appreciation from the Forum Office.

### BACKOFFICE nominees included:

Sue Albert	Lynette Jones
Johnny Albright	Stephen Keith
Brian Ambrose	Terri King
Stephen Braswell	Peter Landstrom
Sheila Brooks	Pheobe Lindley
C. Jean Brown	Pam Lockley
Carol Burkhardt	Renee Massey
Rachel Canada	Freda McClain
Chris Chiron	Judy Merritt
Katrina Coble	Don Morelock
Ken Crowder	David Moser
Terri Davis	Vicky Petty
Karen Dorman	Sherry Rhodes
Bernetta Evans	Manuel Rivera
Faye Faucette	M.C. Sandy
Nancy Ferguson	Dianne Shaw
Sue Field	Tara Smith
Barbara Fields	Teresa Smith
Cynthia French	Steven Stewart
Lindsey	Anne-Marie Sullivan
Fulenwider	Bonita Summers
Debra Galvin	Ginger Tompkins
Karen Geer	Patricia Van Norman
Glenn Hayslett	Wilma Wade
Melba Hill	Wadene Wagoner
Karen Holmes	Karen Willis
Iris Hopkins	Nancy Wilson
Terry Hudgins	Celeste Winston
Carolyn Jones	Linda Zeller

### University Committee Openings

The Performance Management and Pay Advisory Committee has openings for (1) supervisor and (2) non-supervisory staff members. If you are interested in serving on this committee please complete the form on the Employee Forum web page by clicking on "Sign up for a University Committee" or contact John Heuer, Chair, University Committee Assignments, UNC Employee Forum Office.

You are not required to be an Employee Forum Delegate to serve on a University Committee.

Committee Charge: Review performance management policies and their administration; review performance management training and communications activities; review annual performance ratings and identify trends and issues; recommend improvements to the program.

Meeting Schedule: Two times each year, typically in early December and April.

## Your Forum Delegates

are here to help you. Please feel free to contact one of us or the Forum Office if you have comments, questions, or issues for discussion by the Employee Forum.

Delegate	CB#	Phone	Div
Forrest Aiken	1800	2.1145	2
Brenda Ambrose-Fortune	3914	2.0153	1
Chris Barfield	7470	6.7328	6
Terry Barker	7450	6.4451	5
Anita Booth	3914	2.0153	1
Maceo Bullock	1060	2.5014	2
Ruth Carlyle	1800		2
Suzan deSerres	7210	6.8548	8
Deedra Donley	7321	2.8886	5
Kathy Dutton, Vice Chair	1040	2.3895	9
Monisia Farrington	7000	2.3957	7
Linda Ford	7450	6.2731	5
Jeffery Fuchs	3320	2.5695	1
Karen Geer, Secretary	1090	2.9043	6
Dorothy Grant	3385	2.1191	7
Tracey Haith	7400	6.3245	5
Mike Hawkins	3420	2.5390	8
John Heuer	1800	2.9023	7
Dianne Hill	3100	3.9689	4
Tom Jenswold	1800	2.2069	2
Karen Jordan	7360	6.3039	5
Ramona Kellam	7455	6.3541	5
Charlotte Kilpatrick	7280	6.0551	5
Joanne Kucharski, Chair	2100	2.6092	8
Ruthie Lawson	1020	2.2591	4
Bobbie Lesane	7471	6.3658	6
Dave Lohse	8600	2.7257	1
Denise Mabe	7585	2.1389	7
Jill Mayer	7585	6.0960	1
John Meeker	7360	2.0031	8
Margaret Moore	7585	2.0703	1
Ken Perry	8600	2.7496	2
Lynn Ray	7570	6.4589	7
Cathy Riley	8040	2.7355	7
Rickey Robinson	1800	2.5086	3
JoAnna E. Smith	3490	2.3533	4
Rita Stone	7570	6.5287	5
Cindy Stone	3450	2.2571	8
Sheila Storey	7450	3.7251	9
Darian Sturdivant	1800	2.1086	3
Joanne Terry	3914	2.0171	4
Robert Thoma	1800	2.9026	7
Elaine Tola	3450	2.9434	8
Susan Toppin	3100	2.9269	7
Michael Ullman	7590	6.9003	8
Chanetta Washington	3411	6.0355	8

If you would like to make general comments concerning the newsletter or help us identify specific issues or topics to be addressed, please direct them to Matt Banks at the Forum Office or to Suzan deSerres, Chair of the Communications Committee.

#### The University of North Carolina at Chapel Hill

#### THE EMPLOYEE FORUM

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**CONTACT US !**



# UNC Policy Response:

## COMMUNITY SERVICE LEAVE

Please visit the HR web site at [www.ais.unc.edu/hr/](http://www.ais.unc.edu/hr/) to obtain additional information about the new Community Service Leave Policy (CSL). The Carolina Center for Public Service can help interested staff members find ways to serve. Visit their web site at [www.unc.edu/cps](http://www.unc.edu/cps) to find out more about how you can help in your community.

### **What is CSL?**

Community Service Leave is paid time off during an employee's regular work schedule for participation in the educational process of children through the high school level and to support other community service volunteer activities. The new CSL Policy, which took effect July 1, 2000, revokes the Child Involvement Leave Policy, the Community Involvement Leave Policy, and the Volunteer Services Leave Policy.

### **How much paid time off can I take?**

Effective July 1, 2000, eligible employees will be credited with 12 hours of CSL which must be used before December 31, 2000. Any unused Child Involvement Leave that an employee had as of June 30, 2000, will be added to their CSL balance for this year only.

Beginning January 1, 2001, CSL amounts will be either 24 hours per calendar year for any of the allowable community service activities OR 36 hours per calendar year specifically for mentoring or tutoring in a school (1 hr per week for the 36 weeks of a school year). The number of hours per calendar year is prorated based on employee eligibility.

### **What do you mean by "eligible employee"?**

Full-time SPA employees (permanent, probationary, trainee, or time-limited) will receive 24 hrs per calendar year OR 1 hour/week (up to a max of 36 hrs) for a mentoring/tutoring program in a school. SPA employees (permanent, probationary, trainee, or time-limited) regularly

scheduled to work 20-39 hours per week will receive a pro-rated number of CSL hours. Temporary or intermittent employees, or employees scheduled to work less than 20 hours per week will not receive CSL.

EPA non-faculty and EPA 12-month faculty will receive 24 hrs per calendar year OR 1 hour/week (up to a max of 36 hrs) for a mentoring/tutoring program in a school. Nine-month faculty are not eligible for CSL. For the calendar year 2000 only, effective July 1, eligible EPA employees will receive 12 hours (1.5 days) of CSL.

### **What types of activities can I use CSL for?**

Parents, for involvement in their child's school (school is defined as public or private, elementary through high school, or child care program); Any employee, for volunteer activity in the schools, or in other non-profit community service organizations; or Any employee, for tutoring and mentoring in the schools.

### **What do you mean by Community Service?**

Community service includes programs that are a part or supplement to the school's academic or artistic program, donating time to perform school-approved volunteer work, or donating time to perform a service for a community service organization, including meeting with a teacher or administrator concerning the employee's child, attending any non-athletic function (such as dance club, band, drama, etc.) sponsored by the school in which the employee's child is participating. A child is defined as a biological child, adopted child, foster child, step-child, legal ward or a child for whom the employee is acting as parent. A Community Service Organization is a non-profit, non-partisan community organization or a human service organization that serves citizens with special needs including children, youth, and the elderly.

### **Do I have to get my supervisor's approval to use CSL?**

Yes, you must request and receive approval from your supervisor in advance to use CSL. Additionally, your department may require that the leave be taken at a time other than the one requested, based on the needs of the department. The department may also require proof that time taken is within the purpose of this policy.

## **PRESIDENT BROAD INTRODUCES CHANCELLOR MOESER TO EMPLOYEE FORUM**

The Forum was pleased to welcome President Molly Broad and Chancellor James Moeser to the September 6th Forum meeting. After a light breakfast of blueberry muffins and fruit, and a glowing introduction by President Broad, Moeser addressed the Forum. The Chancellor emphasized the importance of Staff, Faculty, and Student participation in shared governance of the University, as well as the value of each individual to the University community.

Former Vice Chair Jeffery Beam then graced the Forum with a rendition of his poem, "Song of the University Worker." You can read the poem at <http://www.unc.edu/staff/forum/song.html>. On behalf of the Forum, Beam presented Moeser with a framed copy of the poem. To end the festivities, Chair Joanne Kucharski and Vice Chair Kathy Dutton presented Broad and Moeser with Employee Forum lapel pins.