

CIVIL SERVICE EMPLOYEES COUNCIL

COMMITTEE DUTIES & RULES

COMMITTEE NAME: AWARDS & SELECTION.

Membership and Terms: Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. The committee consists of nine members, two from each of the four Vice Presidential areas, plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. Chairperson

Council representative serves as chairperson.

The chairperson is responsible for maintaining the committee membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. Meetings

On an "as needed" basis. All members, except the chairperson, will vote. All votes shall be conducted by the show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting.

IV. Records

The chairperson of the committee is responsible for seeing that report is given to the CSEC.

V. **Responsibilities**

Support the successful completion of the annual fund drives.

Choose the selection criteria used to determine recipients. Ensure scheduling and completion of scholarship candidate interviews in an unbiased manner. Evaluate candidates and facilitate final decisions on recipients of all awards. These decisions are not reviewable or appealable, but rather are final and binding. The Chair shall only vote to break ties to determine award recipients.

Make final recommendations to the CSEC on the number and amount of awards to be granted annually.

Ensure appropriate distribution of the scholarship award funds to recipients and proper record keeping of distributions.

Maintain appropriate communication with Human Resources, the Foundation, the CSEC and employees. This committee acts independently of the CSEC, and the University Human Resources Office regarding Committee matters

COMMITTEE NAME: CONSTITUTION & ELECTIONS

I. **Membership and Terms**

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. The committee consists of six members, one from each employee group plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. **Chairperson**

Council representative serves as chairperson.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. **Meetings**

On an “as needed” basis.

All members, except the chairperson, will vote. All votes shall be conducted by show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting.

IV. **Records**

The chairperson of the committee is responsible for seeing that a report is given to the CSEC.

V. **Responsibilities**

Review any recommended or proposed changes to the Constitution, By Laws or Committee Rules. Determine appropriateness of request for change. Ensure process for approval for change vote is followed.

In addition, the chairperson will schedule at least one annual meeting to review and recommend necessary changes to the Constitution & By Laws. The CSEC may also request a comprehensive review of the Constitution at any time. Any recommendations for revisions to the Constitution must be submitted to the CSEC for formal action. To change any provision of the Constitution & By Laws takes a two thirds majority vote.

Prior to yearly election of representatives to the CSEC, the Election Committee will publish information on the upcoming election and distribute to all eligible employees. A “Statement of Candidacy” form will be included and is to be returned to the Election Committee at least two weeks prior to the election. (Election is to be held first week in April; therefore, first information and statement of candidacy should be mailed out around the second week of March).

Sample ballots are mailed out, posted, and/or placed in Campus Connection at least one week prior to election.

Official ballots are then mailed out during the first week in April. Things to remember:

All permanent employees beyond their initial probationary period in status positions are eligible to vote.

A computer list of eligible employees may be obtained from University HR Office.

The Election Committee shall tabulate the votes within three days after the deadline for casting a vote.

The chairperson or designee shall be responsible for notifying elected candidates by campus mail in the form of a letter.

Absentee ballots may be obtained from the University Human Resources Office by the voter requesting a ballot in accordance with a time schedule to be established by the Election Committee.

Correspondence requiring a response from the committee will be acknowledged by the chair person within 10 working days.

If an insufficient number of eligible candidates show interest in filling Council vacancies at the time of the scheduled elections the Council may accept volunteers to sit on the Council as voting members by majority vote.

COMMITTEE NAME: EDUCATION

I. Membership and Terms

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson.. The committee consists of six members, one from each employee group plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. Chairperson

Council representative serves as chairperson. The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. Meetings

On an "as needed" basis.

All members, except the chairperson, will vote. All votes shall be conducted by show-of-hand, paper or electronic means with the voting tally duly recorded in the minutes of the meeting..

IV. Records

The chairperson of the committee is responsible for seeing that a report is given to the CSEC.

V. Responsibilities

The responsibilities of the Education Committee include considering the problems Civil Service employees encounter using the educational benefits, and making recommendations to the CSEC concerning possible improvements that may be made in the educational opportunities.

Correspondence requiring a response from the committee will be acknowledged by the chair person within 10 working days.

COMMITTEE NAME: EXECUTIVE

I. Membership and Terms

The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and Employee Advisory Committee member of the CSEC.

II. Chairperson

The CSEC President serves as chairperson.

III. Meetings

On an “as needed” basis.

IV. Records

No formal minutes are required as the Executive Committee is not a standing committee. Action taken by this committee will be reported at regularly scheduled Council meetings.

V. Responsibilities

The responsibilities of the Executive Committee including preparing the agenda for the full Council meeting, discussing and considering action on matters of Council business, acting on behalf of the Council in the appropriate situations, and meeting with the University President once each semester for the purpose of discussing Civil Service concerns.

COMMITTEE NAME: MENTORING

I. Membership and Terms

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. The committee consists of six members, one from each employee group plus the chairperson, with the chairperson being a member of the CSEC

Committee vacancies are open to volunteers and the volunteers must be approved by the Chairperson.

II. Chairperson

A council representative serves as the chairperson.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEF meeting.

III. Meetings

On an “as needed” basis.

All members, except the chairperson, will vote. All votes shall be conducted by show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting.

IV. Records

The chairperson of the committee is responsible for seeing that a report is given to the CSEC.

V. Responsibilities

The committee welcomes new employees to the university and helps with any questions/concerns they may have about policies, procedures, building locations, etc. The committee also delivers welcome gifts to the employees from their respective vice presidents.

COMMITTEE NAME: POLICY & APPEALS

I. Membership and Terms

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms. The committee consists of seven members, one from each employee group or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. Additional non-voting, Advisory members are the Employee Advisory Committee member, University Personnel Director or designee, and Vice President for Administrative Service or designee.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. Chairperson

Council representative serves as chairperson .

Responsibilities include: Receiving the written appeal or request for review from the affected party; Scheduling and conducting the meetings; and Preparing a final written report to distribute as follows: the appealing party, the University President, the Director of University Personnel, the CSEC President, Employee Advisory Committee member and the Appeals Committee members.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. Meetings

On an “as needed” basis with one occurring annually to review salary changes from the past year for Civil Service job classes.

All members, except the chairperson, will vote on issues before the Committee. All votes shall be conducted by show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting.

IV. **Records**

The chairperson of the committee is responsible for seeing that report is given to the CSEC.

V. **Responsibilities**

The purpose of the Policy & Appeals Committee is to investigate the employee's grievance or complaints, consider applicable facts, policy, rules and law, review the offered or available resolutions, and submit a recommendation to the University President or designee for review and final determination of the issue. The Policy & Appeals Committee shall be free to consult with the Human Resource Director, the appealing party, supervisory/management personnel and other concerned parties if such consultation will benefit the Committee in arriving at a recommendation. The final recommendation must not violate any official University policy or contract, BOT regulation, or SUCSS statute or rule in force at the time of the incident. However, the committee may suggest policy or rule changes that they feel should be considered in the interest of fairness. As designated in the University Compensation Policy, this Committee shall deal with all matters of compensation, including grievances brought before it. All recommendations for revision to the University Compensation Policy are forwarded to the CSEC for formal action.

Correspondence requiring a response from the committee will be acknowledged by the chairperson within 10 working days.

COMMITTEE NAME: SOCIAL EVENTS & DEVELOPMENT

I. **Membership and Terms**

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms. The committee consists of six members, one from each employee group plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairman.

II. **Chairperson**

Council representative serves as chairperson.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. **Meetings**

On an “as needed” basis.

All members, except the chairperson, will vote. All votes shall be conducted by show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting..

IV. **Records**

The chairperson of the committee is responsible for seeing that report is given to the CSEC.

V. **Responsibilities**

Appoint sub-committees to organize and carry out social events for Civil Service employees and ensure accurate transfer of funds raised.

Correspondence requiring a response from the committee will be acknowledged by the chairperson within 10 working days.

VI. **Guidelines**

Chairperson is responsible for recruiting a sub-committee to organize and carry out the event.

The Chair will provide event’s estimated budget for approval to CSEC Board members, prior to expenditures for the event. Expenditures for costs of fund raising will be approved by a majority vote of the Council.

The operations account will be the source of funds for event expenditures for fund raising events with reimbursement made to providers when event has concluded.

All expenditures for events will be paid by check from CSEC Treasurer or the Foundation, after approval from President.