

Civil Service Consultative Committee Operations Manual

August 2015

MISSION STATEMENT

The mission of the Civil Service Consultative Committee (CSCC) is to support the overall mission of the University of Minnesota by representing the interests of civil service employees and participating in the shared governance structure of the University.

CHARGE

The charge of the CSCC is set out in Civil Service Employment Rules 3.1 through 3.2.11 and the [CS Senate Bylaws](#).

ROLES AND RESPONSIBILITIES OF THE CHAIR AND CHAIR-ELECT

CHAIR DUTIES:

1. Provide leadership to the CSCC and serve as liaison to the central administrative offices for all CSCC business.
2. Determine annual meeting schedule and propose agenda items for CSCC meetings. This includes: 1) seeking input from CSCC members on items to be included on the agenda; 2) contacting presenters and providing monthly updates on the presentation schedule; and 3) verifying with the Office of Human Resources (OHR) the OHR issues ready for review or approval by the committee.
3. Chair all CSCC meetings.
4. Appoint CSCC subcommittees and task forces as appropriate. Consult routinely with the chairs of the CSCC subcommittees and task forces.
5. Work with the Senate Office to conduct the elections of new Civil Service Senators and CSCC members.
6. Meet monthly with OHR representatives to discuss the CSCC agenda and related OHR issues.
7. Lead an annual half-day retreat early in the fall semester.
8. Serve as contact to the University administration regarding Civil Service employee participation on committees, search committees, and task forces. In the event the CSCC is not asked to suggest a Civil Service employee for appointment to a committee or task force where Civil Service participation is important, the chair contacts the office appointing the committee or task force and requests the membership of that committee or task force to include a Civil Service employee.
9. Serve as a member of the Rules Subcommittee and the Senate Consultative Committee (SCC); and discuss with Civil Service employees issues of concern pertaining to Civil Service employment and related matters.
10. Be knowledgeable about Civil Service Employment Rules and personnel policies and the role of the CSCC in the University's governance structure.

11. Prepare annual written report for the June Board of Regents (BOR) meeting. Send final report to Senate staff person three weeks prior to BOR meeting to meet docket deadline. Staff person will forward report to appropriate person in the President's Office. Attend June BOR meeting to be recognized for service. At the July BOR meeting, the incoming chair is recognized.
12. Respond to all e-mail correspondence from constituencies.

CHAIR-ELECT DUTIES:

1. Present at New Employee Orientation (NEO) based on schedule obtained from OHR.
2. Assist and/or represent chair as requested for official committee business.
3. Identify Civil Service representatives serving on University committees to be invited to report at CSCC meetings on topics of their respective committees. Staff person to invite persons identified.
4. Provide a brief (5 minute) summary of CSCC issues at P&A Senate meetings, if requested by the P&A Senate.
5. Meet monthly with the chair and a representative of HR to discuss Civil Service HR issues.
6. Serve as a member of the Senate Consultative Committee (SCC).

PAST CHAIR DUTIES:

1. Immediate past chair convenes a meeting with other past chairs of the CSCC and reports their comments and recommendations to the CSCC.
2. Serve as an advisor to the current chair of the CSCC.
3. Serves as a non-voting ex-officio member of the CSCC unless serving out a regular term.
4. Monitor Civil Service email address account: csc@umn.edu

UNIVERSITY SENATE OFFICE STAFF SUPPORT DUTIES:

1. Meet monthly with the chair.
2. Work with the chair to set CSCC and CS Senate meeting schedule and identify agenda items.
3. Schedule CSCC and CS Senate meeting locations.
4. Work with the President's office and OHR to arrange annual visits to the CSCC by the President and the vice president of OHR.
5. Post all meeting times, locations, agendas, and minutes to the CSCC website.
6. Take the minutes of CSCC and CS Senate meetings. Minutes will be edited and a draft sent to the chair and speakers for review before distribution.
7. Maintain an electronic file containing records of all CSCC and CS Senate official business (meeting agendas, support materials, correspondence, etc.).
8. Evaluate and keep the website current in conjunction with the Communications Subcommittee chair.
9. Maintain the CSCC listserv, and forward messages to the committee as

appropriate.

2. Work with the chair to schedule guests for the upcoming year.
3. Update and edit CSCC Operations Manual as needed.
4. Manage the CS Senate and CSCC election processes.

NOMINATIONS AND APPOINTMENTS BY THE CSCC

CHARGE:

The Civil Service Consultative Committee is empowered to convene subcommittees as necessary to assist with their responsibilities. Additionally, the Civil Service Consultative Committee is responsible for submitting nominations to serve on Committee on Committees (ConC) or other ad hoc committees requiring a Civil Service presence.

DUTIES:

1. Maintain a current list of all Civil Service appointments on University committees including but not limited to University Senate committees, Office for Conflict Resolution, and Benefits Advisory Committee (BAC) rosters.
2. Recruit new members when vacancies occur on subcommittees.
3. Provide two nominees annually to serve on the Committee on Committees.
4. Identify a minimum of two candidates for each open seat on BAC.
5. Arrange for Civil Service employees serving on University Senate or other University committees to attend monthly CSCC meetings if requested.

PROCESS FOR APPOINTMENTS

1. The ConC will be responsible for appointments of civil service representatives to Senate committees.
2. For civil service representatives on other University bodies, the CSCC will respond to openings on an ongoing basis. A call for nominations will be sought from all eligible civil service employees. The CSCC will vote on the nominees.

COMMUNICATIONS SUBCOMMITTEE

PURPOSE: To create and support an informed constituency as dynamic, capable, accomplished, and contributing to the goals of the University.

DUTIES:

1. Promote the use of multi-media to communicate beneficial messages for and about civil service employees.
2. Develop the monthly blog from subcommittee reports and other information vital to Civil Service.
3. Work with the Senate staff to evaluate and keep the website vital and current. Subcommittee to evaluate website content to determine if current. (Staff person to update website accordingly.)
4. Answer e-mails from employees regarding communications, as requested by the chair.
5. Submit a monthly subcommittee report to the CSCC membership listserv.

GUIDELINES FOR COMMUNICATIONS SUBCOMMITTEE:

1. Submit announcements to *Brief* as needed.
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COMPENSATION AND BENEFITS SUBCOMMITTEE UNDER REVIEW

CHARGE: The Compensation and Benefits Subcommittee broadly represents Civil Service employees in the governance processes at the University in the areas of compensation, job classification, employee benefits and the University's organizational goals.

Compensation Goals

- Equitable pay plan with precise language to eliminate misinterpretation.
- Monitor developments in merit pay plans for Civil Service employees and deliver feedback to OHR and the departments writing the plans.
- Monitor developments in Civil Service performance management plans for Civil Service employees and deliver feedback to OHR and the department writing the plans.
- Continue pursuit of best practices for performance management and merit pay working with OHR and departments writing the plans.
- Work with OHR to assess the feasibility for a periodic review and feedback process for work units implementing merit pay.
- Respond to pay plan questions raised to the committee.

Classification Goals

- Monitor classification studies that affect Civil Service employees, review classification materials presented by OHR for studies, and provide feedback to the study teams and OHR.
- Work to improve the JEQ and JRQ process with the Human Resources (HR) Compliance Officer focusing on timely resolution for appeals, updating correspondence, and improving the process.
- Provide JEQ/JRQ appeals panel members for Civil Service employees
- Respond to classification questions raised to the committee.

Benefits Goals

- Actively participate on benefits committees within the University either as a member or by attending committee meetings to represent Civil Service employees.
- Communicate information related to benefits and the implications of decisions being made within the University and externally with Civil Service employees.
- Respond to benefits questions raised to the committee.

General Organizational Goals

- Keep constituents informed and encourage committee participation via the blog, *Brief*, presentations and personal contacts.
- Participate in the OHR Working Group on Civil Service Classification and Compensation to improve classification and compensation systems, tools, and processes for Civil Service employees.
- Respond to organizational and questions raised to the committee.

DUTIES:

1. Respond to Civil Service employee questions as requested by the chair.
 2. Coordinate and work with OHHR on issues and questions related to market-based compensation.
 3. Review and provide feedback on proposed performance appraisal systems as
 4. requested by OHR and the departments, reporting at CSCC meetings.
 5. Facilitate JEQ and JRQ appeals according to the JEQ/JRQ appeals process guidelines.
 6. Monitor the health care and dental benefits and the life and disability insurance of Civil Service. Report on coverage plan details including any changes to cost or coverage. Report Civil Service UPlan member feedback regarding health benefits to the BAC.
 7. Monitor state level issues that impact Minnesota State Retirement System.
 8. Submit a monthly report to the CSCC chair, CSCC membership listserv, Communications Subcommittee Chair, and the committee ~~support~~ SENATE staff as appropriate.
 9. The report is submitted prior to the CSCC meeting and the blog deadline, each month. A co-chair provides an oral report at the monthly CSCC meeting.
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EMPLOYEE RULES SUBCOMMITTEE UNDER REVIEW

CHARGE: The Employment Rules Subcommittee reviews and maintains the Civil Service Employment Rules (Rules), recommends interpretations of the Rules to the CSCC, and manages the Rules revision process.

DUTIES:

1. Acquire extensive knowledge of existing Employment Rules.
2. Set up annual meeting schedule and send it to Senate support staff for posting to the website.
3. Send a monthly reminder of subcommittee meeting with the agenda to CSCC; copy Senate staff.
4. Solicit proposals for Employment Rules changes via requests in the blog and emails to Civil Service employees; and review these proposals as possible Rules revisions.
5. Revise the Employment Rules, keep the electronic file up-to-date, keeping all electronic links in the Employment Rules current, and providing Human Resources (HR) website manager with changes for website.
6. Review requests for official interpretations of the Employment Rules and inform OHR of the specific request. Prepare a recommendation of the Employment Rule interpretation to be discussed with the CSCC. ¹
7. Coordinate the public hearings for Employment Rules changes (usually every 2 years): publicize the hearings in newsletters and postings not less than 14 days before the public hearings; post proposed revisions of the Employment Rules at least seven days before the public hearings; schedule attendance with committee members and assign tasks, as needed; schedule OHR staff to attend; schedule rooms on all campuses; and arrange travel as needed. Follow up with a vote at the Civil Service Committee Consultative Committee. If its vote is affirmative, coordinate with to submit the Employment Rules draft for approval at the next available Regents.
8. Provide Regents with copies of proposed amendments.
9. Post approved Employment Rules on the Civil Service website in a format that constituents can download and print, but not edit (ie, PDF). Coordinate with OHR web manager to link to this Civil Service document. Coordinate with the OHR web manager and Senate Office staff to link to an interactive edition of the Employment Rules on the HR website; making sure that the interactive edition is, in every other way, exactly the same as the Employment Rules document approved by the Regents and posted on the Civil Service website.
10. If any request for changes to the Employment Rules is sent after the public hearings deadline, the subcommittee chair will file the request for the next round of Employment Rule changes.
11. Submit a monthly report to the CSCC membership listserv and write an article for the blog as appropriate.

¹ Rule changes may be sent to the CSCC at any time for review and/ or information

GUIDELINES FOR THE RULES CHANGING PROCESS UNDER REVIEW

Civil Service Employment Rules changes are done approximately every two to three years. The process takes from one to three years, depending on the extent of the changes. The most recent revision is June 2010.

BRIEF PROCESS FOR REVISING THE RULES:

The chair of the CSCC appoints an Employment Rules Subcommittee Chair and a subcommittee is formed.

1. Publicize that the CSCC is soliciting suggestions for Employment Rules changes.
2. The subcommittee screens rules revision suggestions and rationale and decisions on which to include are made. An OHR representative attends subcommittee meetings during the development process to represent Central Administration.
3. A deadline is determined for receiving suggested rule changes.
4. Publicize the deadline and make sure the latest draft version of the Employment Rules is posted to the website.
5. Suggestions (in the form of the revised Employment Rules draft) are forwarded to the CSCC as a whole. The CSCC votes on the suggestions that should go forward to public hearings.
6. Public hearings are scheduled and the official draft is published on the Office of HR and/or CSCC website. According to Rule 1.3.2: Notice of intention to amend the Rules specifying the date, hour, and place of the hearings shall be published in campus publications not less than 14 days before the hearing. Proposed revisions will be made available at least seven days before the public hearings on the Office of HR web home page currently at <http://www.umn.edu/ohr/> or through the Office of HR.
7. Hearings are available on all campuses through ITV or in person. Hearings are held with representatives from the CSCC present at each campus. These representatives will act as recorder and audience facilitators.
8. Further changes can be made as a result of the hearings. If there are changes, they must be approved by the CSCC. CSCC must approve the proposed Employment Rules in their entirety before they are presented to the Board of Regents.
9. Proposed changes are sent to the President after the Office of General Counsel and OHR review.
10. OHR and the CSCC Rules Subcommittee Chair make arrangements to schedule the Employment Rules presentation on the Board of Regents (BOR) agenda and prepare the presentation material for the Board of Regents in the format required by the BOR.