

Civil Service Benefits Committee

Recommendations for educational topics

1. For supervisors: mandatory annual training, offered bi-annually. The purpose: to reiterate their roles and responsibilities, and remind them of employee benefits and rights. This will address several issues in the survey, including desk audits, ESL time, and ability to take classes on campus. *Human Resources would need to develop this training.*
 - a. *This could be offered via a webinar or other online method, the app through TEAMS.*
2. For employees - Annual or semi-annual seminars that educate them on:
 - a. Their benefits regarding ESL, and the ability to take classes on campus.
 - b. Employee rights. This includes desk audits, how to report issues/bullying that occurs.
 - c. *This could be offered via a webinar or other online method.*

This will close the gap when supervisors fail to educate employees properly. Again, *Human Resources would be instrumental in implementing this due to legal reasons.*

Suggestions that could be beneficial moving forward.

1. The focus should be on education and keeping good communication lines.
2. It is important to include Judy Marshall, Matt Baughman, or their designees, and direct reports to the Chancellor.
3. It is important to include Human Resources. Jennifer Watson or a designee should be included.
4. It is important to make sure our proposal is not attacking in nature, but rather, focuses on aspects such as improving communication. Our goal is to help, not cause further issues.
5. We have to balance addressing the very important issues with not alienating the Administration.

Submitted by Trinka Pape
Benefits Committee Chair
2/27/20