

Staff Concerns: Response Received

Topic	Concern	Status
Paid Maternity Leave Policy/Mother Friendly Workplace	There is not enough support for working parents. Using vacation and sick leave to cover maternity leave is not enough and a person will use their time quickly. Advocate for paid leave.	The State of Texas does not have a policy in place to offer paid maternity leave. Family leave policy is found in our UPPS No. 04.04.30 https://policies.txst.edu/university-policies/04-04-30.html .
Pleasant Street Garage	Top deck needs repairing	Update: Pleasant Street repairs are slated for Summer 2023. With adding the pavement work into the scope along with ramp work, they wanted to make sure they had enough time, and because of the uncertainty of winter temperatures, which impacts concrete work.
Performance Awards	Are the people in Academic Affairs able to receive performance leave benefits?	Academic Affairs Responses to Staff Council Issues. The University Leave Policy 04.04.30 indicates the option for performance leave. Specifically, it states: PERFORMANCE LEAVE PROCEDURES 11.01 Outstanding Performance Award – A department head may grant leave with pay up to a maximum of 32 hours per employee each fiscal year as a reward for outstanding performance. Departments must establish criteria for the award in advance and outline the criteria in departmental policy. The departmental policy must be approved by the divisional vice president with a copy provided to Human Resources. In addition, department heads must clearly document actual performance for employees receiving the performance leave. 11.02 Team Award – Employees may receive leave with pay as part of a formal team award program. A formal team award program is established at the university or division level and must be defined in advance of an award being granted. I have reviewed the data across all divisions in the university back to FY 16, and Academic Affairs has awarded some performance leave to staff every year from FY 16 to current FY 23. So, Academic Affairs can and has been awarding performance leave in accordance with established policy and procedures.
Just In Time Award	Academic Affairs should distribute performance awards throughout the year and give out just in time awards.	The action requested in this issue is the same as the previous, but in the explanation of concern the individual mentions “Just in Time” award monetary bonuses. I am answering this concern based on understanding the issue being raised is around the process of the annual staff bonus award distribution process varying across divisions within the university. The Academic Affairs Council has decided that for the annual staff award bonus process that each academic college and AVP under the Provost will receive a proportion

		<p>of the annual staff award bonus funds available to distribute to their staff each fall semester based on size of unit, so that the funds will be available in time for the holidays. Academic Affairs has decided to use this approach instead of a “Just in Time” or on the spot award distribution process. This has been based on the approval of college deans and AVPs on how they would like to see this process executed. This issue was revisited in the Academic Affairs Council meeting on 25 Oct, 2022 and there was unanimous agreement to continue with this method of awarding the funds available for annual staff performance awards. The Provost’s Office is fully committed to recognizing and rewarding the deserving staff in the division via this annual performance award bonus process to the extent that the provost has committed to more than doubling the funds we receive each year from the budget office for this purpose. In the FY 21 budget cuts, the funds allocated for this program for Academic Affairs was cut from \$103,014 to \$51,851 in FY 22. The provost committed an additional \$62,312 to bring the allocation back to previous amounts to ensure we had the maximum amount possible to distribute to the staff in the division. The final allocation and distribution amounts for this FY 23 show the same commitment. Academic Affairs was budgeted \$53,683 for this year’s allocation, and the provost has committed additional funds of \$61,317 to bring the amount to be distributed to \$115,000 for the division.</p>
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Staff Concerns: Pending Items

Topic	Concern	Status
Bus Stop	The new bus stop at live oak hall causing dangerous traffic situations.	In progress. Referred to external committee member for transportation
Longevity Pay Policy	Reverse longevity leave policy that was changed in 2018, back to its original form.	In progress. We can revisit this topic with University Administration. Response from HR: TXST's leadership philosophy has evolved away from entitlements, as the data shows that COLA/entitlement-based salary increases have little to no effect on longer-term employee retention. The university will continue to focus on and invest in merit-based salary increases and performance-based rewards. When benchmarking this practice against other institutions, this approach is consistent with our peers in the higher education industry.
Campus Map	There should be a single map tool to support all map use cases and centralized administration of our campus map.	In progress.
Human Resources Response Time	Not able to find assistance for I2 Verify. Five day waiting period for response.	In progress.
IT Salaries	Market compensation analysis for specialized IT positions	In progress.
Cost of Living Adjustment	Cost of living adjustments to keep up with inflation. Remove cap on University Longevity program.	In progress. Cost of living adjustment
Bobcat Trace	Re-start Bobcat Trace	In progress. Invite Dr. Carranco to speak during general meeting
Course Release Time	Release Time for Enrollment in College or University Credit Courses-limits usage of when and how course release can be used	In progress.