Employee Council Meeting Minutes

September 17, 2014

Call to Order: 12pm

- **Office of Equity and Inclusion**
  - Lynell Cadray is our Employee Council Sponsor
  - Question: How does your office differ from HR?
    - Answer: We work together and assess the needs of the employees. We act as a compliment with different functions mainly focusing on compliance.
  - Question: How does your office manage investigations?
    - Answer: Investigations are done on an individual basis. Situations that require mediation are handled through HR. Our office will take on cases that deal with discrimination.
  - Question: If there is an issue that an employee would like to report, should the employee go through HR first?
    - Answer: Yes. HR will refer the issue to us if they see fit.

- **Human Resources - Dell King (Employee Relations)**
  - [www.hr.emory.edu](http://www.hr.emory.edu) click on Employee Relations under Work-Related Resources.
  - The department of Employee Relations consist of Administrators that divide the various schools and departments of the University.
  - Each case is handled confidentially.
  - Question: If an employee has witnessed an incident that should be reported but was not directly involved, how should they go about reporting the issue?
    - Answer: It is recommended that you talk to your supervisor first. If the issue cannot be solved within your department, we will offer tips on how to handle the issue.
  - Question: At the Town Hall Meeting last year it was mentioned that employees can share their accrued time. How can this be done?
    - Answer: Leave donation is usually done for emergency situations only. An employee can donate up to two weeks of sick time. This can be done within your department. Speak with your HR rep if you are interested in doing this.
  - Question: When a new employee is hired, there seems to be a minimal understanding of where one can find information on university policies. Does your office host orientations for new employees?
    - Answer: The orientation is now done online. During this orientation we highlight the general policies. We encourage HR reps to give them more information. The School of Medicine has a more formal orientation process.
  - Question: Why was the Staff Handbook deleted? *(this question refers to the printed copy of the handbook)*
    - Answer: We felt that it was a duplicate of the online information.
o Question: How are new policies and policy changes distributed to employees?
  ▪ Answer: New policies and changes are distributed via email or updated on various websites but new handbooks are not disbursed.

• **Work/Life Resources**- Aaronette Jackson
  o www.worklife.emory.edu
  o Question: Do you send emails out upcoming workshops?
    ▪ Answer: Yes we do send emails. In addition to this, you will find a podcast and an overview of the resources we have available on our website.
  o Question: Can out of state family members benefit from your home health program?
    ▪ Answer: Yes, there is national coverage available.
  o Question: Are your resources based on a calendar year or fiscal year?
    ▪ Fiscal year.
  o Question: Is your Student Job Network popular?
    ▪ Yes and it provides a wide range of options. This is a program university employees can use to hire students for jobs such as babysitting, lawn work, tutoring etc.

• **Hardship Fund**- Countess Hughes
  o Amount Collected: $141,140
  o Amount given: $79,356
  o Balance: $61,784

• **Meeting Adjourned**: 1:45pm

Next general meeting will be held: 1599 Building (HR) room 1.432