

**Civil Service Council (CSC) Meeting
August 21, 2001**

Present: Vicki Bryan, Martha Burk, Barb Dallinger, Lin Hinds, Chris Jackson, Julie Jenson, Christa Lawhun, Andy Monninger, John Moss, Bob Sipes, Keith Smith, Elaine Thoennes, David Turner

Guests: Tammy Carlson, Ben Ryburn, Marge Casey, Linda A. Foster

Excused: Terry Brown, Pat Schnitker, Marcia Strum, Jack Wylie

Absent: Ron Thompson

Christa Lawhun opened the meeting at 12:00 p.m.

Ben Ryburn and Tammy Carlson from Human Resources were present to discuss the Valuing Individual Performance: An Educating Illinois Value in Practice (VIP) program.

The purpose of Illinois State University's Valuing Individual Performance (VIP) program is to gain employee commitment to the University's mission through encouragement and coaching. VIP promotes an environment where employees and supervisors address performance issues together. The program encourages early intervention when problems arise and prompts positive feedback and recognition for outstanding performance. VIP is viewed as a positive step with the major difference being the elimination of unpaid suspensions. VIP is viewed as a non-punitive plan because the unpaid suspensions have been taken away.

University of Illinois went to a similar system though their plan includes mandatory recognition that has been viewed as insincere. The VIP Program presented is all in draft form. The Council invited Ben and Tammy to come back to present the comprehensive plan for the VIP program at a special meeting in September. It was also suggested that there should be an open forum for Civil Service staff to hear the plan and give feedback.

Questions raised by the council included:

- (1) Q. If the plan is implemented, are there plans to review or tweak the program. A. There will always be in place reviews of the program. However, we will not go back to unpaid suspensions.
- (2) Q. After so much time should prior actions be expunged from records so it doesn't effect future situations? A. Prior actions will not be expunged, however they will not be used for progressive discipline purposes after a pre-determined amount of time. This is set out in the comprehensive plan.
- (3) Q. If an employee is given a one-day paid suspension is the employee taking time to decide whether they will change behavior or is the University taking time to decide if they will keep the employee? A. The employee decides if they will change behavior.
- (4) Q. What happens to the staff member who is already part way through the current program? A. They will stay at same level in the new program.
- (5) Q. How does this affect "red dot" and unscheduled absences? A. These are separate policies. VIP is the discipline policy. "Red dot" is the slang term used for a method of documenting unscheduled absences under the University Attendance Guidelines. Documentation is still needed on a variety of issues and documentation does not mean a disciplinary action. "Red Dot" is intended to accomplish the goal of accurate documentation and across campus everyone should be documenting.

The VIP will be used for all Civil Service employees and Human Resources has notified all the unions and labor groups about adopting the plan. The State University Civil Service System is supportive of the concept.

VIP is planned for implementation January 1st with training for supervisors and employees to take place after the first of the year. Human Resources will hold training sessions on comprehensive program including positive reinforcement, awards, etc. Although VIP will only apply to Civil Service staff it will be

presented to the AP Council later this week. Amount of discipline under current system is unknown. Oral or written warnings are not always sent to Human Resources nor are they logged upon receipt.

The Council thanked Ben Ryburn and Tammy Carlson for speaking with us today and look forward to our next meeting with them.

New Business

Distributed copies of Civil Service Planning Calendar.

Distributed article “Why We Need More Safety in Numbers” from Yahoo! Internet Life, September 2001.

Reports

Activities – Shopping Trip to St. Louis date has been changed to secure transportation. We have one bus for 47 passengers booked for November 3. **Notice of the trip will go in the next OpenLine.**

Merit Board – Payroll deduction may be used to purchase prior service time beginning with first pay period in October. You may purchase time for previous government employment, military service, student employment, and extra-help service. Previous service for student employment and extra help can be used if the employee later holds a status appointment. This plan is only available to those employees participating in the Traditional or Portable Plans. Contact SURS at 1-800-275-7877 or 378-8800 or David Turner for more information. Distributed copies of Employees Served Report and Merit Board Directory.

The meeting adjourned at 12:50 p.m.

The next Civil Service Council meeting will be held Tuesday, September 4th, at Noon, in the Spotlight Room of the Bone Student Center. Special Guest: Dr. Alan Goldfarb will speak on the restructure of the Colleges.