



# Jackson College Board of Trustees

## Monitoring Report: EL – 02 Treatment of Staff

Report Date: 04.11.22

**Note: Board Policy is indicated in bold typeface throughout the report.**

I hereby present this monitoring report regarding your Executive Limitations Policy (EL – 02) “Treatment of Staff”, according to the schedule previously defined and approved by the Board. I certify that the information contained herein is true and represents compliance, according to the reasonable interpretation of the policy, which the Board has previously approved, unless specifically stated otherwise.

A handwritten signature in black ink, appearing to read "Daniel J. Phelan", is written over a horizontal line.

Daniel J. Phelan, Ph.D.  
President and CEO

4/11/2022

Date

### **POLICY STATEMENT:**

**With respect to treatment of staff, employees, consultants, independent contractors and volunteers, the President/CEO shall not cause, or allow, a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with College staff’s ability to do their jobs.**

### INTERPRETATION:

I report full compliance with this policy statement and subsequent policy subsections noted below.

**Further, without limiting the scope of the above statement by the following list, the President/CEO shall not:**

- 1. Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.**

## INTERPRETATION:

Compliance will be demonstrated when:

- a) Human Resource policies and procedures clarify expectations and working conditions, and they are available to all employees.
- b) There is a clear process for employees to present grievances and wrongful conditions, including harassment and bias.
- c) All employees have clear and measurable performance goals each year.

## EVIDENCE

- a) On 03.04.22, the Chief Legal, Talent, Equity & Administrative Officer verified that working conditions are outlined in the JCESP union agreement, the JCFA union agreement, and the Administrative Manual
- b) On 03.04.22, the Chief Legal, Talent, Equity & Administrative Officer verified that the grievance process is clearly outlined in both union agreements and the Administrative Manual. Additionally, there is a separate policy statement in the manual for procedures relative to Title IX discrimination, including a Tip 411 anonymous tip line to report dishonest, deceitful, or fraudulent acts.
- c) The Human Resources Director confirmed on 03.04.22 that all employees have current clear and measurable performance goals in their personnel files.

## **2. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules and regulations pertaining to staff and faculty labor unions or union labor agreements.**

## INTERPRETATION

Compliance will be demonstrated when:

- a) There are no grievances filed by either union for contract violations, regarding workplace conditions, that are deemed valid.

## EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed on 03.04.22 that no grievances have been filed within the 12 months prior to this reporting period.

### **3. Retaliate against any staff member for non-disruptive expressions of dissent.**

#### INTERPRETATION

Compliance will be demonstrated when:

- a) There are no formal complaints filed with HR, the College Attorney, nor any tips on the anonymous 411 line, that are deemed valid.

#### EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed on 03.04.22 that no formal complaints were filed, nor anonymous tips on the 411 reporting line.

### **4. Allow staff to be unprepared to deal with emergency situations.**

#### INTERPRETATION

Compliance will be demonstrated when:

- a) Critical Incident Team (CIT) members regularly participate and command knowledge from table-top simulations of possible emergencies.
- b) Minimally, annually, Employee Convocations consist of emergency preparedness presentations from content experts.
- c) Security will participate in new employee orientation, sharing emergency protocols, including security's phone number on the back of ID cards.
- d) Weekly employee newsletters and special live video and communications directly from the President on quickly changing landscape situations such as pandemics, fires, cyber security concerns, etc.

This is a reasonable interpretation because internal verification is provided.

#### EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed that the Critical Incident Team (CIT) meets regularly to discuss possible/potential emergencies, addresses the situation, and communicates it to all employees.
- b) The Chief Legal, Talent, Equity & Administrative Officer confirmed that this past year's convocations consisted of training in mental health and wellness, as well as cyber security.
- c) The Human Resources Director confirmed that the security department has participated in monthly New Employee Orientation sessions this past reporting year.
- d) The Chief Legal, Talent, Equity & Administrative Officer/ Marketing, confirmed that the College has communicated with employees this past year regarding the pandemic, the fire in Potter Center, and cyber security concerns.

**5. Permit staff to be without reasonable opportunity for professional growth and development.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) All employees have access to several appropriate on-line professional development opportunities.
- b) All employees have the ability to participate in professional development during convocations, twice per year.
- c) Professional development is offered to individual staff, based on their needs.
- d) HR offers the Leadership Academy available to all interested employees who have been employed at the College for a minimum of a year.
- e) I believe these to be a reasonable interpretation because internal verification that is provided.

**EVIDENCE**

- a) The Human Resources Director confirmed that employees completed 278.65 hours of on-line professional development during this reporting period, including mandatory annual training.
- b) The Workforce Focus Committee planned and confirmed 1,040 hours of professional development for 260 employees for both Fall and Spring Convocations, for a total of 2,080 hours of professional development over this past reporting period.
- c) The College Controller confirmed that the College spent \$138,535.81 on professional development opportunities, over the past 12 months.
- d) Confirmed with the Coordinator of Administrative Services in the Human Resources Department, that 11 employees expressed interest and participated in our current Jackson College Administrative Leadership Academy. A celebratory gathering is being held in the President's home in April.

The Jackson College Board of Trustees accepted this monitoring report as fully compliant at the regular Jackson College Board Meeting on April 11, 2022.