

**APPROVAL OF AMENDMENT TO THE ADMINISTRATIVE PROFESSIONAL
PERSONNEL POLICY MANUAL**

A Recommendation


1. **Division and Department:** Chief of Staff, Human Resources Department
2. **Introduction:** The terms of employment for the Administrative Professionals (AP) employee group, which performs Oakland University (University) administrative, professional and managerial functions, are established by the Administrative Professional Personnel Policy Manual (AP Manual). From time to time, these terms are updated, a proposed change is described in the attachment.
3. **Previous Board Action:** The new Personnel Policies for Administrative Professional staff was approved by the Board of Trustees on May 8, 1971. Amendments to the Administrative Professional Personnel Policy Manual were approved by the Board of Trustees on June 26, 1974; April 23, 1975; April 16, 1980; November 17, 1982; July 29, 1999; August 1, 2001; December 3, 2003; June 7, 2006; April 4, 2007; July 1, 2014; June 4, 2018, February 15, 2021 and December 13, 2021.
4. **Budget Implications:** None.
5. **Educational Implications:** None.
6. **Personnel Implications:** See Attachment A.
7. **University Reviews/Approvals:** This recommendation was formulated by Human Resources and reviewed by the Interim Vice President for Finance and Administration, Chief of Staff and the President.
8. **Recommendation:** RESOLVED, that the Board of Trustees approve the amendment to the Administrative Professional Personnel Policy Manual, as described in the attachment.

Approval of Amendment to the Administrative Professional
Personnel Policy Manual
Oakland University
Board of Trustees Formal Session
December 5, 2022
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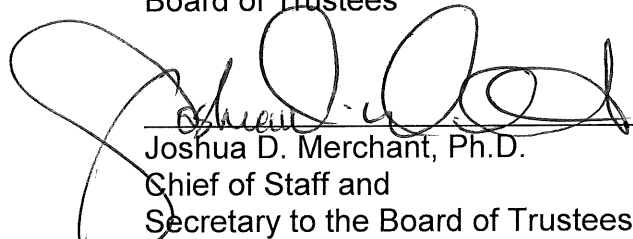
9. Attachments:

A. Summary of the Significant Changes to the Administrative Professional
Personnel Policy Manual.

Submitted to the President
on 12/1, 2022 by

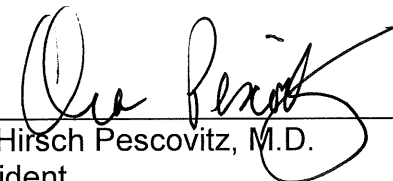


James L. Hargett, CPA
Interim Vice President for Finance and
Administration and Treasurer to the
Board of Trustees



Joshua D. Merchant, Ph.D.
Chief of Staff and
Secretary to the Board of Trustees

Recommended on 12/1, 2022
to the Board of Trustees for Approval by



Ora Hirsch Pescovitz, M.D.
President

**SUMMARY OF THE SIGNIFICANT CHANGES TO THE ADMINISTRATIVE
PROFESSIONAL PERSONNEL POLICY MANUAL**

Effective January 1, 2023:

LEAVE ADMINISTRATION:

The maximum number of days of any paid absence by reason of disability to which sick time may be applied, including periods covered by Workers' Compensation, is one hundred thirty (130) working days, inclusive of holidays.

Benefits:

For eligible, regular part-time employees hired on or after January 1, 2023, the University shall make a monthly contribution equal to 65% of the least cost HMO/dental/vision plan for the respective level of coverage. The employee shall pay the remaining 35% of the benefit cost based on the election.

Worker's Compensation:

AP's are provided workers' compensation coverage by the University. The maximum duration of a leave of absence for workers' compensation reasons is 130 working days. If, at that time, the AP is not able to return to work and perform the essential job functions, the AP's employment will be terminated and the AP will be provided the proper COBRA notification and options.

A. Lost time (absence) of seven (7) calendar days or less is not compensable under the Workers' Compensation Act provisions. However, the Employer will compensate employees who have been injured on the job and who are absent from work due to such injury for seven (7) calendar days or less at the straight-time regular rate of pay for all such work time missed. Such payments shall be "administrative pay" and shall not be charged to the employee's accruals. A condition of such payment is that the employee shall follow the instructions of the Employer and shall return to work no later than the time recommended by the Employer's physician.

Attachment A

- B. For lost time of at least eight (8) calendar days but less than fourteen (14) calendar days the Workers' Compensation Act provides that the employee shall be compensated in accordance with the Act from the eighth (8) day of absence (lost time). In such cases, the Employer provides payment to the employee in accordance with (A) above (i.e., the employee receives "administrative pay") and compensation under the Act begins on the eighth day of absence. The injured employee must supplement their compensation by utilizing accrued sick time or vacation time to provide payment in the amount that their compensation under Workers' Compensation falls short of their regular pay. Only the difference between Workers' Compensation and the employee's regular pay shall be deducted from sick time or vacation time accruals.
- C. For lost time of fourteen (14) days or more, the Workers' Compensation Act provides that the injured employee shall be compensated in accordance with the provisions of the Act from the first day of absence. The injured employee must supplement their compensation by utilizing accrued sick time or vacation time. Only the difference between Workers' Compensation and the employee's regular pay shall be deducted from sick time or vacation time accruals.
- D. If the length of absence (period of lost time) is not initially projected to last at least fourteen (14) calendar days, the Employer would provide "administrative pay" to cover the first seven (7) calendar days of absence. Then if the lost time does exceed thirteen (13) calendar days, the employee's compensation for the first seven (7) calendar days is retroactively covered by

Attachment A

the Workers' Compensation insurance; and the amount of payment provided by the University over and above the Workers' Compensation payments are charged to the sick time or vacation time accruals.