



EAST TENNESSEE STATE
UNIVERSITY

Policies for Consent Agenda
January 13, 2025 University Council Meeting

MEMORANDUM

TO: University Council

FROM: Lori Erickson, Assistant Vice President of Human Resources; Karen King, Chief Information Officer; Kay Lennon-McGrew, Deputy University Counsel

DATE: December 4, 2024

RE: Policies for Consent Agenda

I. Charitable Organization Campaigns and Contributions.

This policy specifies guidelines and procedures for regular employees making charitable contributions. This is a migration of a TBR policy.

A. Public Comment.

The fourteen-day public comment period began on November 6, 2024. No public comments were received.

B. Legal Review.

The Office of University Counsel completed its review of this policy on December 3, 2024 and found no legal issues.

C. Recommendation.

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met. The Office of Human Resources recommends approval of this policy.

II. Employee Classification.

This policy specifies how ETSU employees are designated for reporting hours under the Fair Labor Standards Act (FLSA) and for determining eligibility for receiving benefits. This is a migration of a TBR policy.

A. Public Comment.

The fourteen-day public comment period began on November 6, 2024. The following public comment was received:

Comment from Sharon McGee: *“Would postdocs and fellows be classified as “limited term employees” or do they need a separate and distinct category like Graduate Assistants?”*

Sponsor’s Response: We classify post-docs as either faculty or regular staff. Fellows fall under faculty, staff, or temporary employees.

B. Legal Review.

The Office of University Counsel completed its review of this policy on December 2, 2024 and found no legal issues.

C. Recommendation.

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met. The Office of Human Resources recommends approval of this policy.

III. Certified Administrative Professional Exam.

This policy specifies eligibility and guidelines for the Certified Administrative Professional (CAP) Examination and the resulting salary increase. This is a migration of a TBR policy.

A. Public Comment.

The fourteen-day public comment period began on November 6, 2024. The following public comment was received:

Comment from Jessimine Strauss: *“With the change to Job families/pay bands, will the EEO categories remain? If not, the Applicability and defined terms section would need to be updated to include the new classification criteria. If there are documented delays between when the employee presents proof of pass to HR and when HR approves the pay increase which would change the effective date of the raise, will the effective date be backdated to the date of submission? If a salary increase is approved, is*

it effective only for the next full pay period (goes into effect the first day of the pay period after approval even if approved on the second day of the previous period) or would the new rate be prorated to the date of approval?”

Sponsor’s Response: EEOC categories do not change. HR will make the raise effective on the next pay period after they receive proof of passing. If the delay was caused by HR, we would backdate it. It would not be backdated if the employee delays sending the result to HR. It is prorated to the date of approval.

B. Legal Review.

The Office of University Counsel completed its review of this policy on December 4, 2024 and found no legal issues.

C. Recommendation.

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met. The Office of Human Resources recommends approval of this policy.

IV. Access Control Data Security Policy.

This policy specifies the data security control procedures used for limiting access to ETSU computer systems and the information stored on those systems.

A. Public Comment.

The fourteen-day public comment period began on November 20, 2024. No public comments were received.

B. Legal Review.

The Office of University Counsel completed its review of this policy on December 4, 2024 and found no legal issues.

C. Recommendation.

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy

have been met. The Office of Information Technology Services and the Information Technology Council recommend approval of this policy.