



Staff
Senate

Staff Senate Handbook

UNIVERSITY OF PUGET SOUND

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Welcome to Staff Senate!

What does the senate do?

- Communicate:
 - Among staff members
 - As a liaison between staff, faculty, students and administration
- Represent:
 - Provide decision-making bodies of the university with information and recommendations on behalf of all staff members
 - Present decision-making bodies of the university with matters important to staff members
- Recognize:
 - Provide activities that enhance the campus environment
 - Honor exemplary acts by and service of staff members

Why is that important?

- Staff members' duties on campus are diverse; Staff Senate provides a vehicle for collective effort when prioritizing goals and setting priorities
- Staff members have a voice, and an impact, on campus through collective, focused effort

What does it mean to be a senator?

- Area Senators
 - Elected to serve three-year term
 - Represent a geographic area of campus based on population
 - Duties:
 - Attend meetings
 - Communicate with (and on behalf of) fellow staff members in your area of campus
 - Serve on one or two committees; possibly chair a committee
- At-Large Senators
 - Elected to serve one-year term
 - Duties:
 - Attend meetings
 - Communicate with (and on behalf of) fellow employees
 - Serve on one or two committees; possibly chair a committee

What happens at senate meetings?

- Meetings are held monthly throughout the academic year
 - All staff and university community members are welcome to attend senate meetings
 - Senate meetings are considered regular work hours
- Meetings are governed by the chair
 - Robert's Rules of Order ensure fair and productive meetings
 - Specific, pre-set meeting agendas ensure all matters are given appropriate attention
- Members discuss and take action on senate matters
 - Presentations from committees, guests, and other constituents are heard
 - Old business is reviewed
 - New business is proposed
 - Senate members vote on actionable items
 - Voting is the right of all elected senators
 - Each senator has one vote
 - Simple majority vote decides the issue
 - Votes are conducted by voice ("aye" = yes, "nay" = no), unless otherwise requested; senators may abstain (remain silent) from any vote

What if I cannot attend a senate meeting?

- If you cannot attend a meeting, notify the Staff Senate Secretary and provide the name of the senator who will serve as your proxy, if possible.
- A proxy is a fellow senator who will be attending the meeting whom you are authorizing to vote on your behalf in addition to their own vote. You may ask that they decide on how to place your vote in the meeting or that they vote in a manner that you have already determined after review of the meeting agenda and materials.

Staff Senate Committees

Executive Committee

Who: Officers, committee chairs, Human Resources representative

What: Set meeting agendas, guide committees, oversee general budget and tasks

When: Meetings are monthly throughout the year

Staff Compensation Committee

Who: Committee chair, committee members, Human Resources representative

What: Prepare compensation proposal to present to Budget Task Force (BTF), prepare recommendation of pool increase distribution to Human Resources, support solicitations for the Staff Recognition Event.

When: Meetings are every other week through fall and early spring, monthly through the end of the academic year

Busy Periods: September, October, November, April

Staff Recognition Committee

Who: Committee chair, all staff senate members

What: Organize annual event, work with Human Resources to ensure staff members are recognized through appropriate awards (such as Years of Service and Excellence In Action), recommend awards to the Executive Committee

When: Meetings are throughout the year and as necessary for event planning

Busy Periods: March, April, May

Elections and Governance (E&G) Committee

Who: Committee chair, committee members

What: Facilitate elections, maintain bylaws, support solicitations for the Staff Recognition Event

When: Meetings are monthly throughout the year

Busy Periods: January, February, March

Special Events Committee

Who: Committee chair, committee members

What: Conduct fundraisers, administer scholarships, recommend use of other raised funds, plan event details for Staff Recognition Event

When: Meetings are monthly throughout the year

Busy Periods: November, April, May

Human Resources Policies and Practices (HRP&P) Committee

Who: Committee chair, Faculty Senate representative, Associated Students (ASUPS) representative, committee members

What: Liaise between other governing groups on campus, inform Staff Senate of matters related to university policies, vote on Excellence In Action Awards for Staff Recognition Event

When: Meetings are monthly throughout the year. Designated members of this committee will also attend Faculty Senate and ASUPS meetings to represent Staff Senate

Busy Periods: Consistent monthly

Public Relations (PR) Committee

Who: Committee chair, committee members

What: Maintain all senate communication duties, plan and coordinate events for senators to interact with constituencies, support communications for the Staff Recognition Event

When: Meetings are monthly, duties executed as needed

Busy Periods: Throughout the year in line with other committees' events that require communication support

Special Committees

Special committees may be formed as necessary for temporary functions as determined by the chair of Staff Senate.

Staff Senate Officers

Chair

- Serves for two years (overlapped with vice chair)
- May hold only one office at a time; may serve two consecutive terms in same office
- Presides over Executive Committee meetings and Staff Senate meetings
- Represents the senate to university committees as requested by university leadership or policy
- Serves as ex-officio member of the Elections and Governance Committee and Staff Recognition Committee

Vice Chair

- Serves for two years (overlapped with chair)
- Assumes responsibilities of chair in the chair's absence
- Attends at least one meeting of each committee to assist with goals and objectives
- Serves as ex-officio member of the Human Resources Policies and Procedures Committee and Special Events Committee

Secretary

- Serves for two years (overlapped with treasurer)
- Maintains meeting minutes, official correspondence, listserv, and website
- Prepares agendas, announces meetings, maintains membership roster
- Edits publications, administers communication channels, and maintains the staff senate website
- Serves as ex-officio member of the Public Relations Committee

Treasurer

- Serves for two years (overlapped with secretary)
- Maintains and reports financial records
- Balances all accounts with Office of Finance
- Serves as ex-officio member of the Staff Compensation Committee

Staff Senate and University Committee Service Policy

For the complete policy, visit [pugetsound.edu/about/offices-services/human-resources/policies/staff-policies/work-schedules/](https://www.pugetsound.edu/about/offices-services/human-resources/policies/staff-policies/work-schedules/)

VI. Procedures for Reporting Time Worked and Leave Used

For any regularly scheduled work period during which a staff member has not worked, the explanation for a staff member's absence should be recorded using appropriate coding for the paid or unpaid time off (e.g., vacation leave, sick leave, holiday, bonus day, leave without pay). A staff member must submit time worked and/or leave records to his or her supervisor at the close of each pay period using the university's timekeeping system of record or, when the exception has been pre-approved, an initial recording document (see section V). The supervisor is responsible for reviewing and approving a staff member's time worked and/or leave record on the first working day after the close of the pay period.

A. Staff Senate and University Committee Service

The Staff Senate typically meets from noon to 1 p.m. Attendance at Staff Senate meetings is paid work time. A non-exempt Staff Senate member should make arrangements with his or her supervisor for an alternate meal period on meeting days. Where an alternate meal period cannot be scheduled due to work requirements, the missed meal period will be paid.

A staff member appointed to serve on other university committees or task forces is to consider time spent in such meetings as regular work time. If meetings of this type are scheduled outside of a staff member's regular workday, and if a staff member is in a non-exempt position, the supervisor will authorize overtime compensation or adjust a staff member's work schedule for the workweek.

Resources

- Staff Senate online calendar: <https://www.pugetsound.edu/news-and-events/events-calendar/range/today/2030-05-31/staff-senate/>
- Staff Senate Outlook calendar: staffsenate@pugetsound.edu
- Staff Senate website: [pugetsound.edu/staffsenate](https://www.pugetsound.edu/staffsenate)
 - Bylaws
 - Staff Senate Handbook
 - List of senators, terms, areas, and committee membership
 - Meeting agendas and minutes
- Staff Senate network share: <\\stafffiles\staffsenate\Staff Senate Information>
 - Committee folders
 - Staff Senate logos and electronic letterhead
- Staffcomms listserv procedure: <https://www.pugetsound.edu/about/offices-services/staff-senate/staffcomms-listserv-submission-procedure/>
- Robert's Rules of Order: [robertsrules.org](https://www.robertsrules.org)
- Faculty Senate: <http://www.pugetsound.edu/gateways/faculty-staff/faculty-senate/>
- ASUPS: [asups.pugetsound.edu](https://www.asups.pugetsound.edu)