

Meeting: Fringe Benefits Committee (FBC) 2016/2017

Date: 10/03/2016

Attended: Fabienne Miller (Chair), Eric Chojnowski (Human Resources), Dan Amsden, Glenn Gaudette, Jodi Hogan, George Kaminiski, Hugh Lauer, Paul Reilly, Brian Savilonis, Kevin Wheeler

Not present: Kenneth Stafford, Monika Maslen, Jagan Srinivasan

Minutes submitted by Hugh Lauer

Agenda / Notes:

The minutes of September 26, 2016 were approved as submitted.

Vacation Policy for Exempt and Non-exempt Employees:

The pages from the Employee Benefits and Policies Manual pertaining to vacation policy and sick time exchange were circulated and reviewed.

The discussed focused on vacation policies for non-exempt and exempt employees. It did not include faculty.

Vacation time earned by non-exempt employees is recorded by Payroll system. Vacation time earned by non-faculty exempt employees is not tracked by Payroll system, but rather is managed by employees' managers.

In current practice, vacation time is earned throughout the year, but it is not "granted" until the start of the next fiscal year (July 1st). This means that an employee who starts work at WPI in, say, July has to wait an entire year before being eligible to take any of his/her earned vacation. This is in addition to the provision in the policy manual that earned paid time off may not be taken until an employee has completed his/her introductory (i.e., "probation") period. This is 3 months for non-exempt and 6 months for exempt employees.

The Committee had a long and thoughtful discussion regarding the difficulties the current policy imposes on newly hired employees. The general sense of the Committee is that a policy of granting vacation time as it is earned (still subject to the introductory period) warrants further investigation. Several impromptu suggestions were made as to how this might work. However, it was recognized that Human Resources should highlight potential implementation issues and that FBC should analyze the short-term and long-term implications of such policy, evaluate options, and outline practical proposals during the next FBC meeting.