

Meeting: Fringe Benefits Committee (FBC) 2016/17

Date 10/12/2016

Attended: Fabienne Miller (Chair), Eric Chojnowski (HR), Dan Amsden, Glenn Gaudette, Jodi Hogan, George Kaminiski, Hugh Lauer, Monika Maslen, Brian Savilonis

Not Present: Paul Reilly, Jagan Srinivasan, Ken Stafford, Kevin Wheeler

Minutes submitted by Brian Savilonis

Agenda

The minutes of October 3, 2016 were approved as submitted

Vacation policy

Discussion continued on the vacation policy for exempt and non-exempt employees.

Specifically, FBC will analyze the pros and cons of “enabling employees to take vacation based on time earned/accrued subject to management approval.”

1. FBC discussed and agreed on a formal Process and Goals to develop a vacation proposal to present to FAP. Dan Amsden was selected as the team leader for coordination.
2. The key deliverables expected are:
 - a. recommended updates to the vacation policy that will positively affect new employees earning their vacation benefit,
 - b. recommendations for addressing the transition from existing to new policy; this includes a process for those leaving WPI (terminations),
 - c. assessment of the impact of the proposed policy on managers and payroll,
 - d. recommendations for vacation carryover policy.
3. FBC developed a detailed list of stakeholders and identified a need for benchmarking.

Additional topic

Donation of vacation time to employees in need will be added to the list of potential topics to be discussed at a later date.