



A RESOLUTION BY THE PITZER STAFF COUNCIL

Topic: A RESOLUTION IN SUPPORT OF STAFF WORKING HOURS

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Approved: -

Request: A Pitzer Staff Council resolution in support of clearly articulated guidelines and expectations for staff working hours.

WHEREAS, during Staff Focus groups, and as articulated on the “Campus Climate Factor Mapping document”, Staff have expressed:

- 1. A “Perceived ‘penalty’ for staff taking vacation/time-off”
- 2. Feeling “Overworked/overloaded”; AND

WHEREAS such feelings that have resulted in:

- 1. Staff morale, health, and wellness is compromised”
- 2. “Low satisfaction among staff”
- 3. “Staff turnover”; AND

WHEREAS, there is currently no well-articulated “scope” of work, which leaves staff to respond to emails afterhours, on nights and weekends, and leaves expectations of “extending the work day” up to the articulation of each functional area; AND

WHEREAS, each staff member’s job description has the expected hours a position works and a general statement about the possibility of additional hours depending on the needs of the department;

THEREFORE BE IT RESOLVED that the Pitzer Staff Council requests that the Office of the President, the President’s Cabinet, and Human Resources create a policy outlining their expectations for staff (hourly and salaried) work during nights, weekends, and vacation time, particularly as it relates to email culture; AND

BE IT FURTHER RESOLVED that this campus wide policy leave room for each department and area of the college to create additional expectations for their area specific needs and emergency situations; AND

BE IT FURTHER RESOLVED that Staff Council should be consulted in the development of these expectations and that these guidelines will be widely communicated to students, staff, and faculty on a yearly basis and be included in Human Resources trainings and the Staff Handbook; AND

BE IT FINALLY RESOLVED that Staff Council will send this resolution to the President and Human Resources.

Kirsten Carrier & Dana Pike, Co-Chairs