

HOP COMMITTEE REPORT

MARCH 2016

Three HOP policies were reviewed. The three policies were e-mailed to all members of the Senate.

Policy 10.01 Export Control

No concerns were expressed for this policy and therefore it is recommended that the policy be approved as submitted.

Policy 4.20 Authorized Leave

There were two concerns about this policy. The first one was about the wellness section which is reprinted below. The issue is that employees whose salaries are paid for by grant funding cannot charge the grant if they are not working on the grant. The 30 minutes allowed for exercise three times each week are not grant activities and must be funded using a different source of funds. What is that source of funds?

Leave for Wellness Incentives

All requested leave for wellness incentives are subject to supervisor approval. This approval is based on business need and may be revoked or revised as needed.

1. Benefits-eligible Employees are allowed up to thirty (30) minutes during normal working hours for exercise three times each week. This is without deduction in salary, wages or any paid leave balances.
2. Benefits-eligible Employees are allowed to attend on-campus wellness seminars. This is without deduction in salary, wages or any paid leave balances.
3. UTSA may provide up to eight (8) hours of additional leave time every twelve (12) months (based on FTE) to a Benefits-eligible Employee who submits an application (link to application here when policy approved – form contents are currently at the bottom of this policy) that states they meet the following criteria:
 - (1) Receives a physical examination and
 - (2) Completes any health risk assessment tool.

Any unused time of the additional leave hours will expire twelve (12) months after it is received. This leave time may be used for any purpose approved by the supervisor.

The second issue concerns sick leave and is reprinted below. When an employee donates sick leave to another employee or to the sick leave pool, the dollar value of donated sick leave will be included in the donor's income and UTSA will withhold taxes as the law requires. Although this provision probably follows federal regulations or laws, it seems to penalize the donor for helping someone else.

Donation of Sick Leave

(a) A Benefits-eligible Employees may donate sick leave to another Benefits-eligible Employees at UTSA if the recipient

- i. Meets the sick leave eligibility requirements
- ii. Has exhausted their own sick leave; and
- iii. Has exhausted any hours they are eligible to withdraw from the sick leave pool.

(b) An employee who receives donated sick leave may use the donated sick leave based on the same circumstances as accrued sick leave.

(c) An employee may not provide or receive remuneration or a gift in exchange for donated sick leave.

(d) The dollar value of donated sick leave will be included in the donor's income and UTSA will withhold taxes as the law requires. (2/9/16 this is under review – will update as necessary)

(e) For further information on donation of sick leave please see [Texas Government Code, Chapter 661.207](#)

It is recommended that the Senate work with the University to come up with an acceptable solution to both of these issues.

Policy 5.09 Class Attendance

There were quite a few suggestions for changes to this policy. A copy of the policy with the questions/changes annotated in bold type is attached.

It is recommended that the Senate work with the University to address these concerns.