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**BOARD COMMITTEE ON HUMAN RESOURCES SERVICES**

August 3, 1999, 10:00 a.m.

**SUMMARY**

The meeting of the Board Committee on Human Resources was held on Tuesday, August 3, 1999 at 10:00 a.m. Chairman James Dyson called the meeting to order. Minutes of the June 29, 1999 Board Committee meeting were approved. During the meeting it was reported that:

HR is coordinating the development and design of a District Office Employee Procedures Manual. The manual will outline all District Office procedures that impact the operations of the office.

All Summer assignments for faculty have been processed and completed. Over 400 assignments were processed in the month of July.

To date, HR has collected \$704,150 from faculty members in overpayments. Another \$85,000 was collected from retirees who recently left the system and who were affected by the overpayment issue.

The RFP for group life insurance is scheduled to be released in August. In the meantime, HR has requested that our current carrier, The Guardian, extend its contract with the District until the end of the year. The RFP will change the group life plan to include supplemental, voluntary term life on the employee, a spouse, and dependent children.

Salary increases have been implemented for ALSP Coordinators and Educators, Janitors, Engineers, and Firemen. Advanced degree stipends and retention pay for the Educators and Coordinators have also been processed. Employees should expect to see increases and stipends in their August paychecks.

Vacation banks for Local 1708 Unit II employees have been updated.

Vacation carry-overs for Local 1708 Unit II employees have been processed.

This concludes my report.