

**From:** Pam Muscarello <pammusc@math.uh.edu>  
**Sent:** Thursday, December 22, 2011 9:45 AM  
**To:** Milton, B R; palevy@uh.edu; jmorales@uh.edu  
**Cc:** Ashley, Bill; Backstrom, Christian; Barr, Carol; Carlucci, Carl P; Castro, Rowena; Davis, Elyse; Gonyea, Ronald R; Halton, Donna; Hobbs, Marquette D; Keng, Linda; Kowalka, Keith; Miller, Carrie; Moon, Andy; Myers, Elsie; Nelson, Joan; Nguyen, Nancy J; Parks, Dawnelle Prince; Romero, Cynthia; Saldana, Maria; Szwarc, Rebecca J; Trevino, Tommie; Williams, Kimberly; Hayes, Martha S; Wilburn, Anne E; David McMullen; Guillory, Helaine; cemuscarello@uh.edu  
**Subject:** University Coordinating Commission: Staff Council Response for UCC 0188 11F - UCC 0193 11F

In a Staff Affairs Meeting on 12/20/11 between 1:30pm and 3:15pm, with the following in attendance and with input from others not in attendance, the committee discussed the proposed MAPP policy changes listed below. Please see below for our feedback on each policy to the UCC and Policy Services.

In attendance:  
Pam Muscarello  
Rebecca Szwarc  
Sawsan Shatleh  
Anne Wilburn  
Martha Hayes  
Elyse Davis

Not in attendance, who provided input:

Helaine Guillory  
Chris Muscarello  
David McMullen

Feedback:

MAPP 02.07.02: SA assumes that much of this is required by law. We do not believe that anything is objectionable.

MAPP 06.05.01: Workers' Compensation

Why is it that Claims Coordinator is capitalized, but many other titles have been de-capitalized?

In several situations in the policy, it specifies that certain things must be done within 24 or 48 hours. Add verbiage to specify 24 business hours or a true 24 hours. E.g., if someone is injured at 4:55pm on Friday in a business office open 8-5 M-F, do we have until 4:55 on Saturday or 4:55 on the following Monday? Likewise, if an employee is working over the weekend or holiday, will a supervisor have to come in to work to complete the paperwork within 24 hours? Please add clarifying verbiage.

MAPP 06.05.02: Return to Work Program

VI. Bona fide offer of employment: The policy mentions offering a temporary job, but nothing about an equivalent pay. It should be stated one way or the other whether UH is obligated to continue the same rate of pay or not. If the pay rate is less than workers' compensation, will workers' compensation bridge the gap so that the worker earns at least as much as workers' compensation during their temporary assignment?

V.G. Specify the frequency of the periodic reporting required, or how the employee will be informed of the required frequency.

V.B. old number 3 and 4: We do not find a similar option offered in the new version of the policy. Why were these options removed?

MAPP 10.03.01: Acceptable Use of Info Resources

Add the website link to the section V.C.

MAPP 12.01.01: Scholarship Administration

PI's use grant funds on scholarships for their people, if the funds allow it. Does the VP really want to approve all of these?

MAPP 09.03.01: Event Reservation and Rental of University Facilities

Section V, coupled with the definition of Licensee, seems to indicate that the default responsible party is the person who books the room. As that person is generally a staff member acting on behalf of another party, we are concerned that staff will be held responsible for events when they were only doing their job. We request that verbiage be added to protect staff from a he said/she said with the department or unit for which they are reserving a room. I.e., add clarifying language. We noted that the policy did add a section VI.C as suggested by DPS, but at this time it doesn't appear to be there. With it, it should clearly state that ANY one of the terms alone constitutes department sponsorship. Because it is missing, I cannot see it to make the other suggestion, which had to do with defining invitations to further protect the reserving staff member.

We also feel that this new MAPP should get some widespread internal publicity, because there are many big changes that greatly affect the way we handle events.

Staff Affairs appreciates the opportunity to respond.

Have a great holiday and new year!

Pam Muscarello  
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Sent from Pam Muscarello's iPad

On Nov 15, 2011, at 4:11 PM, "Milton, B R" <[RBMilton@Central.UH.EDU](mailto:RBMilton@Central.UH.EDU)> wrote:

To the Staff Affairs Committee Chairs.

Please discuss the following with your committee and report back to the Executive Board. I would suggest you contact Elsie if you have questions. Thank you.

B. Renae

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on proposals that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be available to those university groups for whom they may be relevant, as quickly as possible.

The UCC has received the proposals titled MAPP 02.07.02 - Reasonable Workplace Accommodations for Employees With Disabilities (UCC 0188 11F)/MAPP 06.05.01 - Workers' Compensation (UCC 0189 11F)/MAPP 06.05.02 - Return-to-Work Program (UCC 0190 11F)/MAPP 09.03.01 - Event Reservation and Rental of University Facilities (UCC 0191 11F)/MAPP 10.03.01 - Acceptable Use of Information Resources (UCC 0192 11F)/MAPP 12.01.01 - Scholarship Administration (UCC 0193 11F) and the UCC has decided that these proposals may be relevant to your group. Please review the enclosed weblinks where the document(s) are housed and, if relevant, relay your comments and suggestions to the group/originator making the proposal (University Policies & Procedures, Peggy Levy, [palevy@uh.edu](mailto:palevy@uh.edu)) and and the UCC ([ucc@uh.edu](mailto:ucc@uh.edu) or Jeanette Morales, [jmorales@uh.edu](mailto:jmorales@uh.edu)) no later than 12/22/2011.

[http://www.uh.edu/ucc/documents/f11\\_sm12/UCC\\_0188\\_11F.pdf](http://www.uh.edu/ucc/documents/f11_sm12/UCC_0188_11F.pdf)

[http://www.uh.edu/ucc/documents/f11\\_sm12/UCC\\_0189\\_11F.pdf](http://www.uh.edu/ucc/documents/f11_sm12/UCC_0189_11F.pdf)

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Sincerely,

Monica McHenry, Chair

University Coordinating Commission

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*Jeanette F. Morales*

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