

**APPROVAL OF AMENDMENTS TO THE  
ADMINISTRATIVE PROFESSIONAL PERSONNEL POLICY MANUAL**

**A Recommendation**

1. **Division and Department:** Finance and Administration Division, University Human Resources Department.
2. **Introduction:** The terms of employment for the Administrative Professionals (AP) employee group, which performs Oakland University's (University) administrative, professional and managerial functions, are established by the *Administrative Professional Personnel Policy Manual* (AP Manual). From time to time, these terms are updated to best meet the needs of the University and AP employees.

In addition to streamlining and updating the AP Manual, the substantive proposed changes are described in Attachment A.

3. **Previous Board Action:** The Board approved the current AP Manual April 4, 2007.
4. **Budget Implications:** Beginning in January 2015, the University will realize an estimated annual savings of \$330,000 (\$165,000 in FY2015) due to the 5% employee medical contribution described in Attachment A.
5. **Educational Implications:** None.
6. **Personnel Implications:** None.
7. **University Reviews/Approvals:** This recommendation was formulated by University Human Resources, in consultation with the Executive Board of the Administrative Professional Association, and reviewed by the Vice President for Finance and Administration, and Interim President.
8. **Recommendation:**

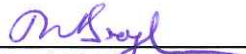
RESOLVED, that the Board of Trustees approves the amendments to the *Administrative Professional Personnel Policy Manual*, as described in Attachment A.

Approval of Amendments to the Administrative  
Professionals Personnel Policy Manual  
Oakland University  
Board of Trustees Formal Session  
July 1, 2014  
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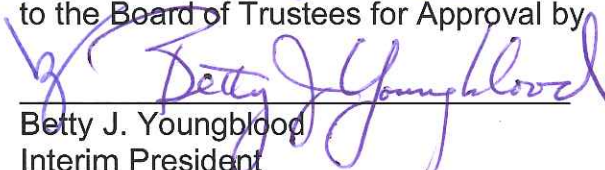
9. **Attachments:**

A. Summary of Significant Changes to the *Administrative Professional  
Personnel Policy Manual*

Submitted to the President  
on 6/27, 2014 by

  
\_\_\_\_\_  
John W. Beaghan  
Vice President for Finance and Administration  
and Treasurer to the Board of Trustees

Recommended on JUNE 30 2014  
to the Board of Trustees for Approval by

  
\_\_\_\_\_  
Betty J. Youngblood  
Interim President

## **Summary of Significant Changes to the Administrative Professional Personnel Policy Manual**

### **Effective July 1, 2014**

Bereavement Time: Increase from (3) working days to (5) working days for employees' spouse, children, parents

### **Effective January 1, 2015**

Health and Welfare Benefits: Eliminate PPO A plan  
5% employee medical contributions to be comparable to other employee groups

Dental Benefits: Eligibility will be added for AP's working 20 hours or more per week to be comparable to other employee groups