

Ohio JCEP Personnel Committee Guidelines

Ohio Joint Council of Extension Professionals

I. Committee Selection

- A. Committee members are appointed by the president-elect.
- B. Chair and vice-chair are selected by the members of the committee when vote is taken, no later than October 31. The chair is normally the previous vice-chair.
- C. Vice-chair acts as secretary (Provides committee recommendations in writing to all officers and board members for use in board meetings. Writes minutes of each committee meeting and sends to all committee members, president, president- elect, vice president, past president, secretary and treasurer.).

II. Purpose of the Committee

The Ohio JCEP Personnel Committee shall secure and use factual data in making written recommendations to the Board of Directors on the following:

III. Committee Tasks

- A. Make general inquiries on salary adjustments for Ohio JCEP members prior to January 1 each year.
- B. Publish salary reports furnished by Administration, and/or other Ohio State records.
- C. Maintain contact with Human Resources and the Ohio State Senate Committee on Compensation and Benefits.
- D. Strive for input into state and federal budget requests before submission to legislators.
- E. Inform membership of available discounts, group rates, and other cost-reducing information
- F. Inform members of changes in insurance and non-insurance benefits. Strive to keep members educated about the availability of these benefits.
- G. Review the process of granting academic tenure with Extension and/or Ohio State administrators and relate to membership.
- H. Review the dual tenure track system and Extension faculty titling system, and relate to membership.
- I. Review the Ohio State grievance procedures and relate to membership.

IV. Other Procedures

- A. The committee shall perform such other duties as judgment dictates.
- B. Vice-chair shall serve as recording secretary, and report actions and approved recommendations in Ohio JCEP newsletter.
- C. Chair shall assign sub-committee, make arrangements for meeting facilities, and see that annual report material is prepared.

Revised and Ohio JCEP Board approved – 2013