

(continued from page one)

Easter Monday and two extra days at Christmastime were added to the previous list of employee holidays, bringing the total from five holidays per year to eight in 1969. Also, any employee who is scheduled to work on a holiday will now receive two and one-half times his usual pay, or, if he prefers, one and one-half times his usual pay plus a substitute day off with pay.

Another new policy passed last year concerning vacations will permit service and maintenance employees who have at least four years of service at Duke to take three weeks vacation a year beginning in 1970. Service and maintenance employees who have been at Duke for nine years or more will now get four weeks off a year.

A policy has also established overtime rates for work over 8 hours per day at one and one-half times the employee's normal rate of pay. Employees were also assured of a 15-minute relief break for each four hours worked.

Room and board coverage through the University's group hospitalization plan was increased from \$12 to \$20 per day on one option and from \$18 to \$25 on the other at no additional cost to the employee. In addition, a third hospitalization plan which provides semi-private room coverage along with added benefits for special nursing, intensive care, and outpatient treatment was made available to all employees at a small extra charge.

Funeral leave and maternity leave policies were both liberalized, and a new plan to provide up to two hours off with pay to enable employees to vote in national elections was set up.

Also, employees called for jury duty will receive their regular rate of pay for up to eight hours a day during the entire time they must serve on the jury.

New policies concerning continuous service credit, continued employment past normal retirement age, training and development, weekend work premiums, and emergency call-back were adopted.

In addition, a totally revised grievance procedure passed in 1969 established that employees could be supported in grievance meetings by another employee or an Employees' Council member. The policy also specifies that discharge grievances must be handled in three days.

Employees Council

Though the machinery which established the Employees' Council was set up in late 1968, it was the year 1969 that marked the first meetings of the group.

Representatives from the technical and clerical, service, and maintenance divisions of the Council met with the University's Personnel Policy Committee to discuss possible new policies, air problems, and try to work out mutually acceptable solutions.

Discussions range over a wide variety of subjects brought up by members of the Council. The members had a hand in developing many of the new policies adopted last year.

If the council and the University Personnel Policy Committee cannot agree, the matter is referred to DUERAC (Duke University Employee Relations Advisory Committee), an impartial faculty body set up to mediate disputes concerning personnel policy, and when necessary, to recommend solutions.

MR. LEE



P. E. P. Program

The newly announced program called Paths for Employee Progress, or PEP, is a recognition on the part of the Medical Center that many employees have the potential and the interest to move up the job ladder and that they should be given the opportunity to do so.

The program, set up last year but expected to move into actual operation this year, is being developed by Howard Lee, mayor of Chapel Hill, former director of employee relations at Duke and currently assistant to the director of medical education.

"The overall purpose and objective," Lee said, "is to provide a central office to help employees learn about and take advantage of any and all educational programs in the allied health field.

"It is designed to make sure that any employee who has the desire and the interest is given every opportunity to advance himself or herself educationally as well as to increase the possibilities of greater upward mobility in the health field for employees of Duke University," he explained.

The PEP program is distinct from, but cooperates with, the Duke Employee Training and Development Center on Erwin Road.

The center already offers a number of classes for employees including a high school completion program, a class in basic reading skills, secretarial skills, typing, hospital supervision, and many other courses.

The program has been characterized as Duke's desire, as an educational institution, to provide not only education from the inside out but also from the inside in, for its own employees in the University and the Medical Center.

No one pretends that there is not still room for improvement at Duke, but for nonacademic employees, 1969 was surely a good beginning.



LAUNDRY PARTY—Employees at the hospital laundry held a Christmas party December 23 in the laundry dining room. Following refreshments, the group sang Christmas carols. (photo by Dave Hooks)