The Working Group was formed in 1975 to provide a voice for support staff concerns. Members organize task groups to research and work through these issues. Once the group reaches a consensus, they present a report to the full membership for implementation

Mission Statement

We act to continuously improve the working environment and perception of Support Staff at MIT.

We do this by:

* identifying issues that concern Support Staff

* forming groups on these issues that conduct research

* recommend actions to the appropriate parties

✷ **follow up regarding implementation**

✷ **communicate results to Support Staff;**
   by providing networking opportunities
   for Support Staff; by sponsoring events.

Co-Conveners:

**Olga Parkin, Biological Engineering Division
(Term Expires: June, 2006)**

**Anne Deveau, History, Theory and Criticism of Architecture and Art
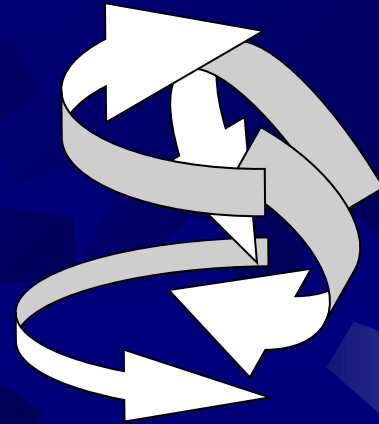(Term Expires: June, 2007)**

2005-06 Theme:

INTERACTIONS
Collaboration, inclusivity, teamliness

SMART GOALS:

Develop a strategy for WGSSI future

Establish administrative framework for WGSSI
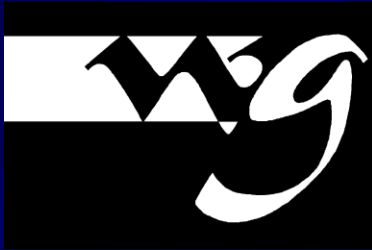
What does the MIT Working Group on Support Staff Issues(WGSSI) do?

The MIT Working Group consists of Support and Administrative Staff throughout the Institute who work to address issues of concern to Support Staff at MIT.

Currently, there are four committees and four task groups each actively supporting the mission of the WG while creating unique identities of their own.

Current Task Groups and Committees:

Artists Behind the Desk

Commuting

List Management
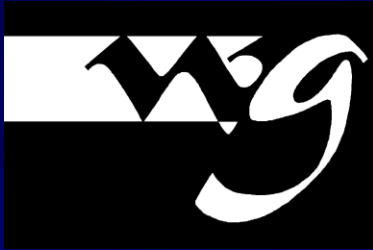
Membership

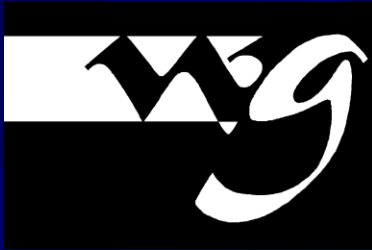**Recycling**

Support Staff Identity

**Support Staff Peer Resources**

Support Staff Retreat

Task Groups are established as issues arise. Once an issue of concern is identified by members of the WG, interested parties develop a proposal for a new task group.
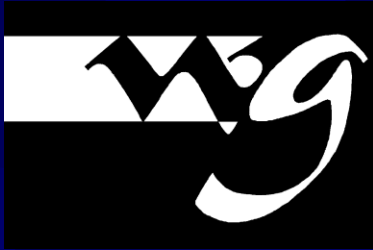
A proposal includes:

- why the task group is needed (Purpose)

- what the task group would like to accomplish (Mission)

- a projected end product (Goals)

- how they will carry out their task (Timeline)?
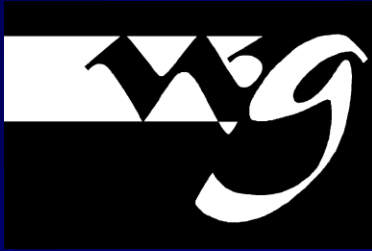
Proposals for new task groups are presented to the entire WG for discussion, to determine whether or not there is enough interest to warrant establishing the new task group. If the WG decides that a new task group should be convened, co-chairs are designated and they begin work immediately.
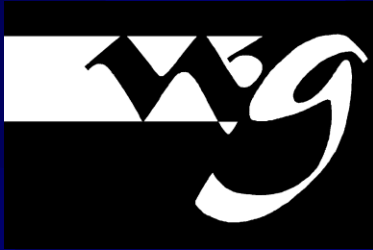
Committees are created to provide a service to the MIT community. The MIT community benefits from dedicated committees such as Artists Behind the Desk, Recycling and Commuting. WG members and support staff are served by the Membership Committee and the people who maintain Support Staff e-mail list through List Management.
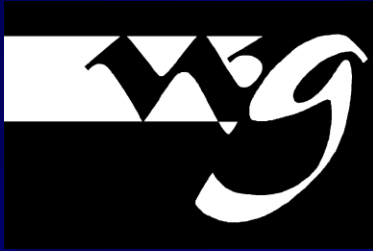
The MIT Working Group on Support Staff Issues

Policy Recommendations:

1970's **Personal Leave**

1970's **Vacation Accrual on Anniversary**

1981   **5th Week Vacation for Long-Time Service**

1983   **MIT Activities Committee (MITAC)**

1984   **Performance Evaluation Standard
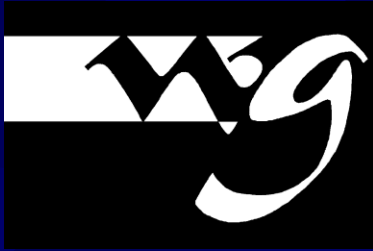   Questionnaire**

1987   **Parental Leave**

<u>Policy Recommendations</u> (Continued):

|	
1988	**Support Staff Classification Descriptions**
1989	**Improvements in Retirement Benefits**
1990's	**Recognition Recommendations**
1993	**Domestic Partner Benefits**
1993	**Recognition for Long Term Employees**
1993	**Tuition Assistance**

Policy Recommendations (Continued):

1993   **Transportation & Safety Issues**

1995   **In-house Temporary Personnel Pool**
                      (MITemps)

1997   **Increase Tuition Assistance**

2000   **Sliding Scale Parking Fees**
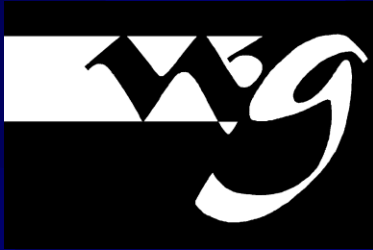
The Working Group also organizes community-wide events that promote support staff involvement in the MIT community.
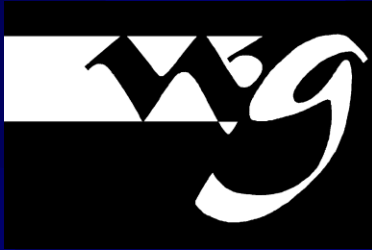
WG Events (1996-Date)

1996 - Skills Assessment Workshop

1997 - Artists Behind the Desk

1997 - Team-Brainstorming Session: Recognition & Rewards Project

1997 - SAP Presentation to Support Staff

1997 - supstaff@mit.edu Email List Created LISTSERV@MITVMA.MIT.EDU

1998 - Focus Group: Benefits Retirement Plan Changes

WG Events (continued)

1998 - SAP Open House

1998 - Publishing Services Bureau Focus Group

1999 - Support Staff Ice Cream Social

2000 - Working Group 25th Anniversary Celebration

2000-on   MIT Support Staff Barbeque

2000-on   Working Group Open House/Ice Cream Social

2000-on   Revival of Artists Behind the Desk Events!!

2001   Support Staff Professional Development Series

       (continued by OED at the Student Center - W20)

WG Events (continued)

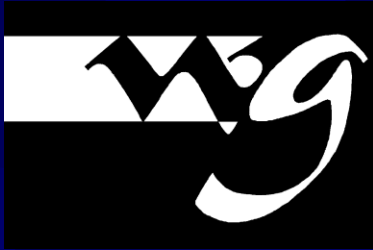**2002 - Online Support Staff Newsletter: The Wavelength**

2002 - WG Forum

2002 - Buddy Brown Bag Series – Mentoring TG

**2003 - First Spring Social - Chocolate & Fruit Buffet
        Sponsored by Membership Committee**

2004 - Artists Behind the Desk win Institute Excellence Award

**2005 - Presidential Inauguration of Dr. Susan Hockfield,
        WG hosts reception for all Support Staff at Institute**

The MIT Working Group on Support Staff Issues

Published Works

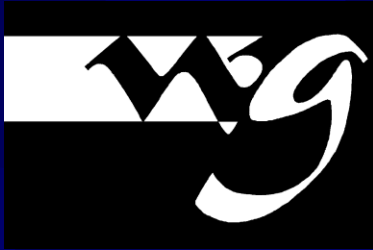**1970's - Introduction to Word Processing**

1982 - Dealing with Harassment Video

1987 - New Employees Resource Guide

1987- Employee Lounge List

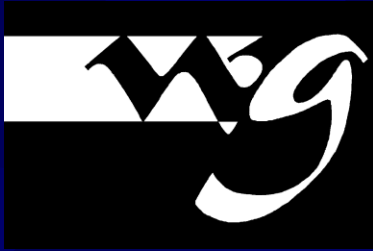**1989 - New Employees Resource Guide**

1989 - "Tell Someone" Brochure

Published Works (Cont.)

1991 - Guidelines for VDT Use at MIT (update)

1991 - MIT Parents Resource Guide

1991 - "Stopping Sexual Harassment" Booklet

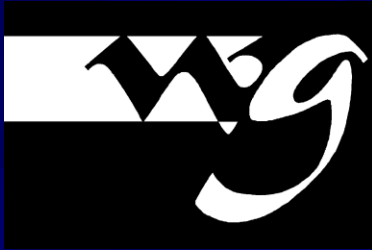2003 - Institute Wide Brochure: "MIT Support Staff"

The WG is sponsored by Laura Avakian, Vice President for Human Resources at MIT. Throughout the year, HR gives presentations to the WG on topics related to the work life of all support staff employees.
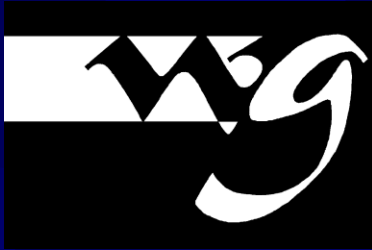
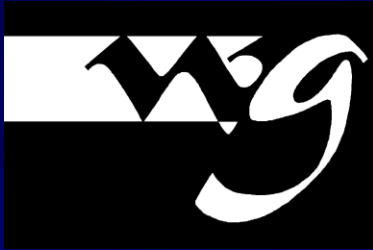**The MIT Working Group on Support Staff Issues**

Membership Responsibility

• **Attend Working Group general business meetings nine times per year.**

• **Contribute to the activities for one (or more) of the task groups or committees. Meeting schedules vary.**

• **Communicate any changes in participation**

Privileges

- Appointment acknowledgement letter sent to member's supervisor from MIT President
- Recognition for voicing concerns
- Community involvement and fellowship
- Networking opportunities
- Opportunity to effect change
- Professional development opportunities
- Access to WG Resource People: Administrative Staff from across the Institute

Where can I find more information?

- http://web.mit.edu/committees/wgssi/
- wgmembership@mit.edu
- wgcc@mit.edu