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.
The MIT Working Group on Support Staff Issues

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.
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
Policy Recommendations (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 MIT Working Group on Support Staff Issues
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
The MIT Working Group on Support Staff Issues

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.
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