



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Staff Alliance

Tuesday, May 10, 2016

10 a.m. – 12 p.m.

Butrovich 208e

Google Hangout

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

Voting Members:

Faye Gallant, Chair, Staff Alliance 2015-16; President, UAF Staff Council 2015-2016

Monique Musick, Vice Chair, Staff Alliance 2015-16; Vice President, SAA 2014-15

Nate Bauer, Vice President, UAF Staff Council 2015-2016

Tom Langdon, President, SAA 2015-16

Gwenna Richardson, Vice President, UAS Staff Council 2015-16

Kathleen McCoy, Co-President, UAA Staff Council 2015-16

Kolene James, President, UAS Staff Council 2015-16

Liz Winfree, Co-President, UAA Staff Council 2015-2016

Staff:

Morgan Dufseth, Executive Officer, System Governance

2. Adopt Agenda

3. Approve Minutes

3.1. April 12 Minutes

Attachment 1

4. Public and Guests Comment

5. Chair's Report

Faye Gallant

6. Staff Alliance Committee Reports

Written Reports

6.1. Staff Health Care Committee

6.2. Compensation Committee

- 6.3. Governance Process Committee
- 6.4. Morale Committee

7. External Committees

Written Reports

- 7.1. System Governance Council
- 7.2. Student Services Council
- 7.3. Joint Health Care Committee

8. New Business

Attachment 2

- 8.1. Revisions to R04.01.050 and R04.06.130
- 8.2. Support for Step Increases
- 8.3. Officer Transition Schedule – elections next meeting?
- 8.4. Retreat Date
- 8.5. Resolution of Appreciation for Faye Gallant

[Constitution & Bylaws](#)

Attachment 3

9. Ongoing Business Topics

Attachment 4

- 9.1. UAF Resolution on Layoff Review
- 9.2. FY17 Budget
- 9.3. Transformation Team Reports
- 9.4. Strategic Pathways

[Website](#)

[Website](#)

10. Agenda Items for June 14 Meeting

11. Roundtable discussion

12. Adjourn



UNIVERSITY
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Minutes

Staff Alliance

Tuesday, April 12, 2016

10 a.m. – 12 p.m.

1. Call to Order and Roll Call

The meeting came to order at 10:05 a.m.

Voting Members:

Monique Musick, Vice Chair, Staff Alliance 2015-16; Vice President, SAA 2014-15

Nate Bauer, Vice President, UAF Staff Council 2015-2016

Kolene James, President, UAS Staff Council 2015-16

Tom Langdon, President, SAA 2015-16 *joined at 10:35*

Kathleen McCoy, Co-President, UAA Staff Council 2015-16

Gwenna Richardson, Vice President, UAS Staff Council 2015-16

Liz Winfree, Co-President, UAA Staff Council 2015-2016

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Ardith Lynch, Interim CHRO *joined at 11:20*

Members Absent:

Faye Gallant, Chair, Staff Alliance 2015-16; President, UAF Staff Council 2015-2016 *excused*

2. Adopt Agenda

Nate moved to adopt the agenda without amendment, and Gwenna seconded. There were no objections. The agenda adopted as presented.

3. Approve Minutes

3.1. March 8 Minutes

Gwenna moved to approve the minutes, and Nate seconded. There were no objections. Minutes were approved as presented.

4. Public and Guests Comment

None given.

5. Chair's Report

Faye was absent and Monique noted everything she wanted to discuss was already on the agenda.

6. Staff Alliance Committee Reports

Written Reports

- 6.1. Staff Health Care Committee – Erika Van Flein attended the SHCC meeting and noted that rates across the board are going up roughly 11% (there had been a miscalculation that changed the projected increase). JHCC is working to change the out-of-network payments from 125% to 200%.
- 6.2. Compensation Committee – Committee members discussed salary compression at UA. The committee would still like to pursue step increases rather than just across the board increases.
- 6.3. Governance Process Committee – Has not met.
- 6.4. Morale Committee – Members have been identified for a SW group and will be contacted to set up a meeting. Local Juneau members are meeting at 10am on Wednesday, April 13. Kolene noted she had met with her HR director to see what they can do to boost morale.

7. External Committees

Written Reports

- 7.1. System Governance Council – Monique gave a brief review of the SGC Strategic Pathways survey feedback that she presented to the Regents at their April meeting.
- 7.2. Student Services Council – Have not met recently.
- 7.3. Joint Health Care Committee – see above SHCC update

8. New Business

8.1. Revisions to R04.07.115 Employee Furlough

Ardith Lynch

Ardith provided the rationale for the proposed changes, which resulted from a recent meeting with President Johnsen and the chancellors. UAA is not likely to institute employee furloughs; UAF is looking at using furloughs on a department-by-department basis. When looking at the regulation, the feeling was that the involvement of governance in the process of reviewing an essentially budgetary decision was not well placed and leadership felt it was better for employees to hear it from them rather than from governance, and that it was overall an unusual role for governance to play in a furlough decision.

Monique noted there was resistance to the proposed change due largely in part to governance's involvement in drafting the original regulation; and it is the only form of representation that unrepresented staff have at UA. Ardith noted that in the CBAs the university is only required to inform the unions and provide them with basic information,

rather than ask their input on the decision. Ardith noted the rest of the regulation, which explains the furlough process, would remain the same. Administration felt governance's role in *developing* the regulation has been fulfilled but that governance does not need to actively remain in the process.

Nate stated he thought the language being stricken from the regulation was placed there originally because of anxiety over how indiscriminately the regulations would be applied and thinks that by removing that language employees who feel vulnerable increasingly do so. Ardith noted his comment and replied that department heads generally do not have authority to implement furlough plans without approval from their chancellor and the president. Monique suggested a compromise of inserting wording that states governance will be notified along with employees when a furlough plan has been approved.

Extended temporary employees – Ardith gave a short review of another regulation change that would shortly come up for review. By keeping sick leave in for extended temporary there were some unintended consequences and as such they would like to change the regulation to state that extended temporary employees working more than thirty (30) hours a week get sick leave but if you work less than that you are just regular temporary and do not earn sick leave. If sick leave was earned they would be allowed to keep it and use it. Ardith noted she would distribute to Staff Alliance later this week.

8.2. SB 208

Members discussed Senate Bills 207, 208, and 209. It was noted that SB 208 (eliminating the Alaska Performance Scholarship and Alaska education grants) was already withdrawn by the Senate Finance Committee. SB 209 relates to PERS/TERS retirement structure and could cost the university an additional \$5M. All bills seem to be stalled in legislative committee.

9. Ongoing Business Topics

9.1. SB 174

Members reviewed the current form of the bill and discussed support/opposition within the university and the legislature. It was noted, opposition was not 100 percent across the university. Monique noted that the national movement allowing weapons on campus had been started by a student group.

9.2. FY17 Budget

Monique reviewed with members the contingency budgets President Johnsen shared with Regents at their April meeting, including FTE reductions and tuition increases.

9.3. Transformation Team Reports

Monique noted she had shared with the group the report on staff feedback that the Statewide Administration Assembly had prepared for President Johnsen. Tom gave a brief review of SAA's feedback, which indicated their general support or non-support of

the recommendations. Roughly 83% of the recommendations were supported by SW staff as-is or with minor revisions. Alliance members noted they had not seen the report widely at their campuses.

9.4. Strategic Pathways

Monique reviewed with Alliance members the Strategic Pathways timeline and proposed phases. She noted that governance will likely be asked for input on the makeup of the review teams and the review/decision process.

10. Agenda Items for May 10 Meeting

10.1 Resolution of Appreciation for Faye Gallant

10.2 Calendar

10.3 Officer transition

10.4 Retreat dates

11. Roundtable discussion

Members continued the furlough regulation discussion.

12. Adjourn

Meeting adjourned at 12:00 p.m.

RATIONALE for proposed revisions to R04.01.050 and R04.06.130

When the definition was drafted last year, it was anticipated that, when temporary employees were offered health coverage based on the number of hours they had worked during the “look back” period, many would accept the offer. For ease of administration, it was determined that any employee who had been offered health coverage (whether they’d accepted the offer or not), would then be considered an “extended temporary” employee.

As you know, during its review of the revisions, Governance requested that sick leave for extended temporary employees be kept in the regulation. Thus, all employees who are offered health coverage after the “look back” period become eligible to accrue sick leave, even if they are not working enough hours (30 or more) to qualify as extended temporary employees.

Experience has shown that the vast majority of temporary employees who are offered University health coverage after the “look back” period do not accept the coverage. Currently these employees become eligible to accrue sick leave even if they are not working more than 30 hours per week or do not accept health coverage. Under the current regulation, they are considered “extended temporary” employees eligible for health coverage and sick leave, so the benefit rate charged to their departments is higher than the rate for temporary employees. These effects of the regulation were not intended.

The definition of extended temporary employees should be related only to the number of hours anticipated to be worked. The proposed revision to R04.01.050.G amends the definition of Extended Temporary Employees to do that.

If employees have accrued sick leave under the current regulation, they should be permitted to retain it while they remain employed by the University. The proposed revision to R04.06.130.B.2(b) will accomplish that.

R04.06.130. Sick Leave.

B. Leave Accrual

1. Eligible exempt and nonexempt employees accrue 4.62 hours sick leave per 80 paid hour pay period.
 - a. Exempt and nonexempt full-time and part-time employees accrue sick leave based on hours paid.
 - b. Overtime and premium paid hours do not qualify for sick leave accrual.
 - c. Extended temporary employees accrue sick leave based on hours paid.
2. At termination, all sick leave accumulations are lost, except as follows:-
 - a. ~~Employees who are rehired into- a leave- eligible- position- within- three years- after -layoff- will -have- their previous accrued sick leave reinstated.~~
 - b. Extended temporary employees who do not work 30 hours or more during a look back period will not continue to accrue sick leave, but will retain any accrued sick leave until they have a break in service of at least 10 working days.
3. Temporary employees and student employees earn no sick leave; however, appropriate sick leave credit, not to exceed 60 hours, is granted retroactively to ~~temporary- employees- employed -on- at- least -a -half-time- basis -who -change to regular status without a break in service.~~
4. Sick leave does not accrue during sabbatical leave, unpaid hours, terminal leave (leave taken during pay period(s) immediately prior to an identified termination date), special assignments, overload, summer appointments, additional assignments, contract extensions, or periods for which workers' compensation benefits are paid.
5. Sick leave will accrue on an hours paid basis when a continuing employee returns to a new fiscal year contract.
6. Full payment for accumulated unused sick leave will be made to the employee's estate if the death occurs while the employee is employed by the university.

R04.01.050. Types of Employment

G. Extended Temporary Employees

Extended temporary employees are employees who work in unbudgeted positions and

~~1. — are reasonably expected to work on average at least 30 hours per week; or~~

~~2. — have qualified for health coverage during the most recent look-back period.~~

An employee will not be employed for more than 18 months in extended temporary status. If employment continues beyond 18 months, without a break in University service, a term-funded or regular status job will be developed and a recruitment conducted. A break in service is a period of at least 120 days.

Adjunct faculty, seasonal employees and student employees are not eligible for extended temporary status.



Staff Alliance

Resolution 2016-03 In Appreciation of Faye Gallant

Whereas, Faye Gallant has provided exemplary service to staff at the University of Alaska Fairbanks (UAF) as a business analyst in the Office of Management and Budget; and

Whereas, Faye served as the president of the UAF Staff Council and chair of the University of Alaska (UA) Staff Alliance for Fiscal Year 2016; and

Whereas, Faye collaborated with faculty, staff, students, and alumni as a representative on the System Governance Council; and

Whereas, Faye was a valuable asset to the Alliance as a thoughtful, dedicated, and conscientious chair; and

Whereas, Faye advocated for staff across the state of Alaska by pursuing legislation in opposition of SB 174; and

Whereas, Faye was diligent in her review of policies and regulations with the potential to affect UA staff ; and

Now therefore be it resolved, that the UA Staff Alliance gives its utmost appreciation to Faye Gallant for her service to staff at the University of Alaska; and

Therefore be it further resolved, that over the course of Fiscal Year 2016, Faye Gallant distinguished herself as a staff member and as a leader; and

Therefore be it further resolved, that the Staff Alliance wishes Faye the absolute best in wherever her goals and ambitions take her.

Therefore be it further resolved, that a copy of this resolution will be sent to Faye Gallant and will be entered in to the official minutes of the Staff Alliance.

Adopted by the Staff Alliance the 10th DAY OF MAY 2016.

Faye Gallant, Chair

Voting members' results as attested by Morgan Dufseth, Executive Officer:

Yes:

No:

Abstained:

Absent:

SC 269

Resolution 2016-269-1

Attachment 269-4

**University of Alaska Fairbanks
Staff Council
Resolution 2016-269-1
Approved
March 7, 2016**

The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Meeting #269, on March 7, 2016:

Resolution 2016-269-1:

Resolution Proposing Modifications to the University of Alaska Regulation ‘04.07.110 I. Review of Layoff or Recall Decision’

Background

Through emergency action in 2015, UA President Gamble signed into regulation a series of changes to the layoff procedures and policies. Included in those changes were a number of modifications to the grievance process, effectively changing the process from a full grievance procedure to a review process. Due to the hurried turnaround of the emergency action, staff governance feedback wasn't included in the original drafting of these changes.

The lack of language clearly stating that the reviewer cannot be the same person who initiated the layoff is our chief concern. In addition, there is no length of time specified for the review, should an employee challenge their layoff. The employee has 10 days from the date notified of layoff to request the review, the reviewer has unlimited days to perform the review, once the review is completed, the reviewer must make a recommendation to the Chancellor in five days, the Chancellor has five days to make a final decision. The timeline does not delay the effective date of the planned layoff, so the 30 day notice period could easily expire during the process of the review, sending the employee into a lapse period.

SC 269

Resolution 2016-269-1

Attachment 269-4

Resolution 2016-269-1 (cont.):

Resolution to Modify the Grievance Review Layoff Regulations

WHEREAS, The regulations do not specify that the reviewer and the individual who made the layoff decision cannot be the same person. This opens the potential for a situation where the same person who made the layoff decision also reviews the layoff grievance — not ensuring fairness for the employee; and

WHEREAS, The maximum length of time for the review to occur after a review is requested is not stated in the existing regulations. This does not provide protection for the employee. The employee requesting the review has no assurance that the decision would be made within the 30 day notice period; and

WHEREAS, There is no specification of reinstatement protections if the grievance findings are in the staff member's favor and the layoff decision is reversed. If the review process finds in the employee's favor, that individual should have has the same protections as a recalled employee (described in 04.07.110 G); now

THEREFORE BE IT RESOLVED, UAF Staff Council proposes the following changes to University of Alaska 'Regulation 04.07.110 I. Review of Layoff or Recall Decision.'

DocuSigned by:
Faye Gallant
7ESC8458E641469...

Faye Gallant, President, UAF Staff Council

March 8, 2016

Date

**Resolution 2016-269-1 (cont.):
UAF Staff Council Suggested Revisions to University of Alaska 'Regulation 04.07.110 I.
Review of Layoff or Recall Decision**

I. Review of Layoff or Recall Decision

Any employee who disputes a layoff or recall decision may request review as set forth below.

1. To be valid, a written request for review must be filed with the chief human resources officer within 10 working days of the date notice of layoff or recall was given in accordance with sub-section H. above. The employee will submit a statement of all reasons for questioning the validity of or motivation for the layoff or recall decision, and such supporting evidence as the employee deems appropriate.

2. The scope of the review will be limited to whether the employee can establish that:

a. the procedures provided by the layoff, recall and release policy and this regulation have not been followed in deciding to layoff or not recall the employee;

b. the decision to lay off or not to recall the employee was based on a reason prohibited by law; or

c. the layoff of the employee or a decision not to recall the employee was not authorized under this regulation. Budget reallocations within or between any administrative units of the university are not within the scope of review.

3. The chief human resources officer or designee, or in appropriate cases a substitute, (hereafter referred to as reviewer) may decide the issues raised on the basis of the materials submitted by the employee and the administrator. **THE REVIEWER CANNOT BE THE SAME PERSON WHO MADE THE INITIAL DECISION FOR LAYOFF.** The reviewer is never obligated to provide for a different **REVIEW** procedure, **FOR EXAMPLE, ORAL TESTIMONY OR THIRD PARTY DOCUMENTATION,** but may elect to do so with respect to some or all of the issues raised, by creating a new **REVIEW** procedure, or by adopting or by modifying an existing procedure.

4. In the event that the matter is not decided on the basis of the materials submitted, the reviewer will inform the employee and administrator in writing of the **ADDITIONAL REVIEW procedure PROCEDURES** to be followed.

Resolution 2016-269-1 (cont.):

UAF Staff Council Suggested Revisions to University of Alaska 'Regulation 04.07.110 I.

Review of Layoff or Recall Decision (cont.):

5. The reviewer will make his/her recommendation on the matter within ~~five~~ 10 working days of the ~~conclusion of the~~ REQUEST FOR review. The reviewer will make his/her recommendation to the chancellor, or, in the case of Statewide Administration employees,

to the chief human resources officer. The chancellor, chief human resources officer, or designee, will render a decision within five working days.

6. Except in the case of a written agreement between the parties, the time limits provided hereunder will be extended only for compelling reasons as determined by the chancellor, the chief human resources officer, or designee, as appropriate.

7. IF THE REVIEW IS FOUND IN FAVOR OF THE EMPLOYEE, THEY ARE ENTITLED TO THE SAME PROTECTIONS AS RECALLED EMPLOYEES AS DESCRIBED IN 04.07.110 G.

An employee's failure to receive a final decision in a review proceeding will not delay the effective date of any planned layoff or recall.