

# UNIVERSITY of ALASKA

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## Staff Alliance

### Draft Agenda

Friday, August 11, 2011, Noon – 3:30pm

Room 109 AB Butrovich Building, Fairbanks, with video link to 205 BOB in Anchorage  
and by audio to certain participants

Bridge: 1-800-893-8850 Pin: 4236369

1. Call to Order and Roll Call

Voting Members:

Maria Russell, Chair, Staff Alliance and 2010-2011 President, UAF Staff Council

Melodee Monson, President, UAA APT Council

Craig Mead, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Juella Sparks, Vice President, UAF Staff Council

Mary McRae Miller, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Monique Musick, President, Statewide Administration Assembly

Erica Kurowski, Vice President, Statewide Administration Assembly

Invited Guests:

Russell Pressley, Vice Chair, Staff Alliance 2010-2011 and President, UAA APT Council

Megan Carlson, 2010-2011 President, UAA Classified Council

Margo Griffith, 2010-2011 Vice President, UAF Staff Council

Lisa Sporleder, 2010-2011 President, Statewide Administration Assembly

Dana Platta, 2010-2011 Vice President, Statewide Administration Assembly

2. Adopt Agenda

3. Approve July 12, 2011 Minutes Attachment 3.

4. 2010-2011 Chair's Final Report

5. Guest and Public Comments

6. Human Resources Reports, Review

Ongoing:

6.1 Employee Tuition Waivers Attachment 6.1

6.2 Performance Evaluation Update

6.3 HR Projects, Priorities and Updates

6.4 Tobacco Surcharge Attachment 6.4

- 6.5 Employee E-Learning Attachment 6.5
- New:
- 6.6 Out of Class Proposal - Heads Up Attachment 6.6
- 6.7 Holiday Pay Proposal - Heads Up Attachment 6.7
- 6.8 Telework draft agreement, guidelines, regulations Attachment 6.8
  
- 7. Election of Officers for 2011-2012
  - 7.1 Overview of Duties and Time Commitment for Chair and Vice Chair
  - 7.2 Elect Chair
  - 7.3 Elect Vice Chair
  
- 8. External Administration Committee/Council Reports and Liaison/Alternate Appointments
  - 8.1 Human Resources Council Attachment 8.1  
 2010-2011: *Margo Griffith; Alternates Lisa Sporleder, Maria Russell*  
 2011-2012: Liaison \_\_\_\_\_  
 Alternate \_\_\_\_\_  
 Alternate \_\_\_\_\_
  - 8.2 Business Council  
*Lisa Sporleder; Alternates Dana Platta, Maria Russell*  
 2011-2012: Liaison \_\_\_\_\_  
 Alternate \_\_\_\_\_  
 Alternate \_\_\_\_\_
  - 8.3 Student Services Council  
*Russell Pressley; Alternate Gwenna Richardson*  
 2011-2012: Liaison \_\_\_\_\_  
 Alternate \_\_\_\_\_  
 Alternate \_\_\_\_\_
  - 8.4 IT Executive Council - ITEC  
*Dana Platta; Alternates Margo Griffith, Gwenna Richardson*  
 2011-2012: Liaison \_\_\_\_\_  
 Alternate \_\_\_\_\_  
 Alternate \_\_\_\_\_
  - 8.5 Joint Health Care Committee and Wellness Program Attachment 8.5  
*Gwenna Richardson; 1<sup>st</sup> alternate Lisa Sporleder, 2<sup>nd</sup> alternate Megan Carlson*  
<http://www.alaska.edu/benefits/joint-health-care-committ/>  
 2011-2012: Voting Member \_\_\_\_\_  
 1<sup>st</sup> Alternate \_\_\_\_\_  
 2<sup>nd</sup> Alternate \_\_\_\_\_
  - 8.6 Staff Health Care Committee Attachment 8.6  
 2010-2011 Chair: *Megan Carlson*  
 2011-2012 Chair: \_\_\_\_\_

- 8.7 Retirement committee  
*Russell Pressley; Alternate Dana Platta*  
 2011-2012: Liaison \_\_\_\_\_  
                   Alternate \_\_\_\_\_  
                   Alternate \_\_\_\_\_
- 8.8 Tuition Task Force  
*Gwenna Richardson, Maria Russell*  
 2011-2012: Liaison \_\_\_\_\_  
                   Alternate \_\_\_\_\_  
                   Alternate \_\_\_\_\_
- 8.9 Other External Committees/Reports/Assignments
- 9. Staff Alliance Working Groups, Reports
  - 9.1 Staff Alliance Compensation Working Group; Next Steps  
 Current Chair: *Maria Russell*  
 2011-2012: \_\_\_\_\_
  - 9.2 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*  
 2011-2012 \_\_\_\_\_
- 10. Staff Governance Reports and Outlook 2011-2012:
  - 10.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*
  - 10.2 UAA Classified Council, APT Council: *Melody Munson and Craig Mead*
  - 10.3 UAF Staff Council: *Pips Veazey and Juella Sparks*
  - 10.4 Statewide Administration Assembly: *Monique Musick and Erica Kurowski*
- 11. 2011-2012 Goals and Objectives:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 12. Other Items of Concern
- 13. Agenda Items for Next Meeting September 13, 2011, 10:00am-12:00 Noon
- 14. Comments
- 15. Adjourn

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### Draft Minutes

Tuesday, July 12, 2011, 10:00am-12:00 Noon

Bridge: 1-800-893-8850 Pin: 4236369

Fairbanks site: 204 Butrovich Building

Anchorage sites: 204 BOB and ADM 201

1. Call to Order and Roll Call

Voting Members present:

Maria Russell, Chair, Staff Alliance and 2010-2011 President, UAF Staff Council

Melodee Monson, President, UAA APT Council

Craig Mead, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Juella Sparks, Vice President, UAF Staff Council

Mary McRae Miller, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Monique Musick, President, Statewide Administration Assembly

Erica Kurowski, Vice President, Statewide Administration Assembly

2010-2011 Members:

Megan Carlson, President, UAA Classified Council

Lisa Sporleder, President, Statewide Administration Assembly

Pat Ivey, Executive Officer, System Governane

Others present:

Beth Behner, Chief Human Resources Officer

Anne Sakumoto, Director, Faculty and Staff Training

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the July 12, 2011 as amended. This action is effective July 12, 2011.”

3. Approve June 21, 2011 Minutes

MOTION: passed

“The Staff Alliance moves to approve the minutes for the June 21, 2011 meeting. This action is effective July 12, 2011.”

4. Chair’s Report

4.1 JHCC Criteria and SHCC Criteria Attachment 4.1

Megan Carlson described the Staff Health Care Committee Mission and Criteria and Staff Alliance representation on the Joint Health Care Committee. The president of the local staff council determines who sits on the Staff Health Care Committee. JHCC is an advisory body.

Members suggested changes to the document and those changes were approved by the Alliance with one abstention. See revised document on line at <http://gov.alaska.edu/staff/SHCC/SHCCPurposeandMembershipCriteria.pdf>.

Maria Russell read the criteria for Staff Alliance representation on JHCC. The Alliance voted on two options relating to recourse for failure to provide written reports within a time certain. See revised document at <http://gov.alaska.edu/staff/SHCC/JHCCApprovedCriteriaJuly2011.pdf>.

4.2 President’s Retreat August 12, 2011, Fairbanks

The members discussed the schedule. Agenda items will include election of chair, vice chair and committee liaisons. Sparks encouraged the 2010-2011 members of the Staff Alliance to attend, to hear the speakers—especially the UA president-- and to provide their perspectives to the new members during the business meeting.

4.3 Alternates from the MAUs to the Staff Alliance

Maria Russell encouraged the MAU staff councils to identify alternates and submit those names and contact information to Pat Ivey so they can be added to the Staff Alliance listserv and may listen in Staff Alliance meetings and participate in the absence of the Staff Alliance voting member.

5. Guest and Public Comments

6. Planning and Recognition

6.1 Staff Make Students Count Awards Process and Form Revisions

Revisions were made to the new draft. Megan Carlson will revise the draft form for Staff Alliance action at the August meeting.

6.2 Sending Governance Actions to the President; Draft

Changes were discussed. A revised draft will be placed on the August Alliance agenda for information.

Revisions included: “Actions relating to issues with systemwide implication should be sent to the system governance office for placement on the appropriate system governance group for action and to the president and appropriate executives for information.”

MOTION: passed

“The Staff Alliance moves to adopt the guidelines for sending governance actions to the president. This action is effective July 12, 2011.”

6.3 Staff Alliance Action Form, Revised Draft

MOTION: passed

“The Staff Alliance moves to approve the Staff Alliance action form as presented. This action is effective July 12, 2011.”

7. Staff Alliance Communications Tools – System Governance Staff – moved to August

7.1 Web Site Improvements

Improvements include adding a direct link to JHCC and updating the SHCC site.

7.2 Replacement for [ML-staff@email.alaska.edu](mailto:ML-staff@email.alaska.edu) listserve – Google groups

7.3 Other communications items - none

8. Human Resources Reports, Review

8.1 Employee Tuition Waivers

Proposed regulations and forms were distributed yesterday. There is no hurry to provide input. Beth Behner anticipates having a meeting in September to receive input. A communication will go out to that effect.

Still looking at six months after date of hire before the benefits eligible employee would be eligible for the education benefit. There is no move to raise the age limit for dependent tuition waivers to age 26 but this was not included because it would not be well received by the legislature. Regents Policy 05.10.020 defines dependent.

There may be a separate section for benefits eligible term employees so that even though there is a specific term of employment and the employee is rehired year after year without a break in service, that employee should not have to wait six months every year before being eligible.

Other recommendations include spreading repayment for failed course over several pay periods through a payroll deduction, and clear procedures for reinstating eligibility for tuition waivers after failed courses and/or dropping below minimums for satisfactory academic progress.

Another suggested that a statement should be included on the tuition waiver form to the effect that “I agree that failure to complete a course or a failed course will require me to reimburse the university for the value of the tuition waiver.”

The UAA evaluation team has the ability to change a grade from failure to withdrawn or incomplete. How would this effect reimbursement for a failed course. Information will be gathered from the MAUs about this.

Saichi Oba will be invited to discuss satisfactory academic progress standards as they would apply to dependent tuition waivers.

#### 8.2 Performance Evaluation Training Seminars

Performance evaluation training seminars for Statewide employees and supervisors have been scheduled. While anyone may attend, statewide did not want to interfere with any trainings the MAU HR offices may offer. This will be a work in progress for some time. There is no mandate to use this particular form.

#### 8.3 HR Projects, Priorities and Updates

This is an old list of automation projects from the HR web site and it will be updated. Anne Sakumoto said the Skillsoft demonstration will be moved to a later date.

### 9. External Administration Committee/Council Reports

#### 9.1 Human Resources Council

*liaison Margo Griffith; Alternates Lisa Sporleder, Maria Russell*

HRC meets next July 28 from 1-4pm.

#### 9.2 Business Council

*Lisa Sporleder; Alternates Dana Platta, Maria Russell*

No meeting was held.

#### 9.3 Student Services Council

*Russell Pressley; Alternate Gwenna Richardson*

No meeting was held in June

#### 9.4 IT Executive Council - ITEC

*Dana Platta; Alternates Margo Griffith, Gwenna Richardson*

No report was given.

- 9.5 Joint Health Care Committee and Wellness Program  
*Gwenna Richardson; 1<sup>st</sup> alternate Lisa Sporleder, 2<sup>nd</sup> alternate Megan Carlson*  
<http://www.alaska.edu/benefits/joint-health-care-committ/>

Next meeting is

- 9.6 Staff Health Care Committee  
*Megan Carlson*

Gwenna Richardson will chair the next committee meeting and prepare the minutes.

- 9.7 Retirement committee  
*Russell Pressley; Alternate Dana Platta*

- 9.8 Tuition Task Force  
*Gwenna Richardson, Maria Russell*

Tuition task force meets next week.

- 9.9 Other External Committees/Reports/Assignments

10. Staff Alliance Working Groups, Reports  
10.1 Staff Alliance Performance Evaluation Working Group  
10.2 Staff Alliance Compensation Working Group; Next Steps  
10.3 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*

11. Staff Governance Reports:  
11.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*

Staff Council had a successful retreat.

- 11.2 UAA Classified Council, APT Council: *Megan Carlson and Russell Pressley*

No reports were given as the groups have not met.

- 11.3 UAF Staff Council: *Maria Russell and Margo Griffith*

Last month Pips Veazey was elected president and Juella Sparks was elected Vice President.

- 11.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*



Statewide Administration Assembly meets Thursday.

12. Other Items of Concern

There were no other items of concern.

13. Agenda Items for Next Meeting August 11-12, 2011

Invite Saichi Oba and get an update on HR projects.

14. Comments

Send additional information to Pat Ivey

15. Adjourn – The meeting was adjourned at 12:07pm.

**UNIVERSITY REGULATION  
PART IV - HUMAN RESOURCES  
Chapter 04.06 – Benefits and Leave**

**R04.06.010. Employee Education Benefits.**

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. After six months from initial date of hire into a benefits eligible position, a regular employee of the university will be eligible to have graduate and/or undergraduate course credit hour charges waived for up to six credits per semester. A regular employee will have course charges waived for up to three non-credit courses from a UA-approved list per semester, with prior approval by the employee's supervisor. Course charges may be waived for a maximum of 12 credit hours and 6 non-credit courses per academic year, beginning with the fall semester and ending with the summer term. Prior to the start of each academic term, the list of UA-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- B. A regular employee eligible for the education benefit who will be employed by the university for the following academic year but who is off contract during the summer will have graduate and/or undergraduate course credit hour charges waived for up to 12 credits and for up to 6 non-credit courses from a UA-approved list per summer session within the 12 credit and 6 non-credit course limitation in each academic year.
- C. An employee eligible for the education benefit may take up to three credit hours during working hours, with prior approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university. An employee may take UA-approved non-credit courses during working hours with prior approval by the supervisor. Employees are not required to make up the time for their attendance at UA-approved non-credit courses.
- D. An employee may attend credit courses that do not directly benefit the university during working hours, provided that it is approved in advance by the supervisor and does not impede the work to be performed. The employee will be responsible for making up lost work time through a flexible work schedule requested through and approved by the supervisor.
- E. Spouses and dependent children under the age of 24 as of the first day of class of employees eligible for the education benefit ~~in benefits-eligible positions~~ will have course credit hour charges waived. Course charges for non-credit courses will not be waived for spouses and dependents of employees.

- F. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- G. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- H. An employee will be required to repay the University for the full cost of the education benefit for any course taken by the employee for which a failing grade or "no basis" (NB) grade is received. The Education Benefit form signed by the employee will contain an authorization for payroll deduction of the amount of the education benefit, should the employee receive a failing or NB grade.
- I. An employee's dependent who uses the education benefit will be subject to the University's requirements and policies governing student financial aid, including maintaining satisfactory academic progress (SAP) as a condition of receiving the benefit.
- J. Education benefits cease upon termination of employment except for those courses in which the employee or dependent is currently enrolled and classes are in session at the time of termination.
- K. Education benefits provided by this section apply to the total number of credit hours in which the employee, spouse, and/or dependent enrolls.
- L. An employee is responsible for any tax liability generated from employee education benefits.
- M. With the exception of non-credit UA-approved courses, self-support course charges are not eligible to be waived under this benefit.
- N. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.
- O. A "dependent child" as referenced in this section means an unmarried "child" who is under the age of 24, and who is primarily dependent upon the University employee for support. A "dependent child" is a natural offspring of either or both the employee and spouse, or a legally adopted child of either or both the employee and spouse. Statewide Human Resources will maintain guidelines for determining the eligibility of dependents for the education benefit.

(Revised Date)(08-13-08)



Attachment 6.4

# Tobacco Surcharge Effective FY13

## Recommendations by University of Alaska to the Joint Health Care Committee 7/20/11



- ❖ As earlier decided, there will be a differential employee charge (\$600 annual amount) to employees if they or their covered dependents are tobacco users.
- ❖ UA recommends this be in the form of a Tobacco Surcharge.
- ❖ UA recommends that individuals need to be tobacco-free 6 months prior to open enrollment of April 15, 2012 to not be assessed the surcharge. The assessment will also not apply if the tobacco using employee or dependent has completed a tobacco cessation program by April 15, 2012 and remains tobacco free.
  - Affidavit and tobacco cessation documentation need to be returned by May 15, 2012 to avoid the assessment. (Positive enrollment required.)

- ❖ Tobacco Cessation program – UA Recommends the following programs to qualify an employee or dependent to avoid the assessment:
  - Alere Wellbeing (“Quit for Life”) - UA has contracted with Alere to provide a UA Tobacco Cessation program at no cost for employees and covered dependents. This includes Nicotine Replacement Therapy.
  - EAP tobacco cessation program thru ComPsych
  - State of Alaska Tobacco Quit Line – 800-QUIT-NOW
  - Tobacco class or support group sponsored by local hospital
  - Nicotine Replacement Therapy monitored by physician
  - Alternative Therapy (e.g. Hypnosis, Acupuncture) monitored by a Licensed Practitioner
- ❖ Successful completion of the program must be demonstrated.
- ❖ Mid-year Status Change – Employees may request review in November 2012, e.g. tobacco cessation documentation, for removal of surcharge in January 2013
- ❖ UA will develop affidavit and language for JHCC input

# Tobacco Surcharge – Decision & Implementation Action Items

Category	Action Item	UA Recommendation to JHCC
Employee Charge	\$600 Differential in Employee Charge: Surcharge or Credit?	Tobacco Surcharge of \$600 a year
Tobacco Free Status	How long Tobacco Free?	6 months before Affidavit Signed
Determination of Status	Timing of Review?	Open Enrollment & Mid-Year Review (July & January effective dates)
Development of Affidavit	Affidavit Language & date due back to University?	UA to prepare draft for JHCC input before approval
Tobacco Cessation Program	Date for completion of Tobacco Cessation Program to avoid surcharge?	Must have completed tobacco cessation within last 6 months prior to review deadline to be eligible; must have remained tobacco free.

## Our Mission

To be the worldwide value and service leader in insurance brokerage, employee benefits, and risk management

## Our Goal

To be the best place to do business and to work



[www.lockton.com](http://www.lockton.com)





## UA Employee E-Learning

**Free** to University of Alaska Employees  
 Unlimited Access to Thousands of Online Courses Anytime, Anywhere  
 Includes Online and Audio Books24x7®

Prepare for Certification Exams Without the Expense  
 Use as Recertification Credits (CPE, PDU, HRCI, etc.)



An updated look - Attend an online demonstration, view a video clip or navigate the site on your own

- Demonstration dates posted on the Statewide Human Resources Training Calendar and may be scheduled upon request
- Course Catalog at: [www.alaska.edu/hrtraining/e-learning/skillsoft](http://www.alaska.edu/hrtraining/e-learning/skillsoft)

To access, log in at <https://uaonline.alaska.edu/>

UAOnline  Employee Services  Employee E-Learning  SkillSoft



### Plan for Success

Learn new skills on your own time or communicate with your supervisor to take job-related courses at work. *A few examples include:*

- Environmental, Safety & Health**  
Office Safety, Back Safety  
Defensive Driving Techniques
- DeskTop (IT End User)**  
MS Office 2007 & 2010 - Word, Excel, etc.
- Business Skills**  
Management & Leadership  
Customer Service & Communication
- Information Technology**  
Networking, Security  
ITIL (Information Technology Infrastructure Library)
- Workplace/Legal Compliance**  
Equal Employment Opportunity  
Sexual Harassment
- Recertification Credits**
- Prepare for Certification Exams**  
NASBA (Nat'l Assoc of State Boards of Accountancy)  
HRCI (Human Resources Certification Institute)  
PMI (Project Management Institute)

University of Alaska  
Statewide Office of Human Resources  
3211 Providence Drive  
Anchorage, Alaska 99508-4614

Non-Profit  
Organization  
U.S. Postage  
**PAID**  
Permit #107  
Anchorage.

## Out-of-Class Pay – Proposed rule change

### **Current rule:**

The Regulation for out-of-class pay is silent regarding dates to apply the out-of-class payment.

### **Proposed rule:**

The WTE Team is proposing that out-of-class pay be applied for full pay periods only.

### **Reason for the change:**

The web timesheet does not accommodate the out-of-class pay if it occurs mid pay period. Upon discussion with MAU payroll offices, most but not all out-of-class pay was for full pay periods. If we change the rule, we can prevent the additional workload that will come from monitoring for and correcting mid pay period pay. If out-of-class pay is allowed to be applied mid pay period, the payroll offices will have to manually monitor for mid pay period change and re-enter the employee's time information into Banner, splitting the out-of-class and regular pay time. If not changed, the rule will lend itself to errors and over/under payments.

## Holiday Pay – Proposal to Change Eligibility Rule.

### **Current holiday eligibility rule:**

Employee with an active job in an eligible ECLS on the date of the holiday must also be in pay status the day before and the day after the holiday, with exception for the campus closure period.

### **Proposed holiday eligibility rule:**

Employee with an active job in an eligible ECLS on the date of the holiday must also be in pay status during the pay period of the holiday, with exception for the campus closure period.

### **Reason for the change:**

The current rule is requires significant time for PPAs and Payroll staff to manually monitor every employee's timesheet to determine if they were in pay status the day before and after the holiday to receive the holiday with very little benefit.

The main purpose of the current rule was to prevent employees on long term leave of absences without pay from also receiving the holiday pay, as well as prevent departments from hiring/terminating employees on the holiday date to pay the holiday as incentive.

The current rule is successful in preventing long term absences without pay from receiving holiday pay. However, it has not been successful in truly preventing the hiring/termination holiday pay. The reality is that departments know the rule and simply hire the employee 1 day before the holiday or terminate them the day after the holiday so that they get the holiday. Most current employees know to record at least a fraction of their work time or annual leave time on the day before or after the holiday to get the holiday so employees that have a few days of LWOP along with the holiday usually still get the holiday.

Ultimately, due to department workarounds, the current rule is only preventing long term absences without pay from receiving the holiday and a few folks that take a few days of LWOP around a holiday. PPAs and Payroll staff are spending a lot of time manually reviewing each timesheet to comply with the rule. This rule will continue to be administratively burdensome to monitor even in a web timesheet environment.

The proposed rule would continue to prevent employees on long term leave of absences without pay from receiving the holiday and it would be more efficient and cost effective to monitor on a pay period basis.



**University of Alaska  
Telework Agreement**

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Employee Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Department: \_\_\_\_\_

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The following and any attachments constitutes an agreement between University of Alaska and [insert employee name], Employee.

Employee agrees to adhere to the applicable telework regulations, guidelines and policies as amended from time to time.

**Terms and conditions.** The telework agreement is subject to the following terms and conditions:

1. **Duration.** This agreement will be valid for a period of [specify term] beginning on [start date] and ending on [end date].
2. **Work hours.** Employee’s work hours and alternate work location(s) are specified in the Attachment at the end of this agreement. Notwithstanding such work hours and alternate work location(s), Employee shall be on-site at the department to attend meetings and training sessions, and to perform work as requested by the supervisor.
3. **Rate of Pay.** Compensation will be based on the position’s university-provided workplace. Geographic differentials will not be paid if Employee’s university-provided workplace is in a location for which a geographic differential does not apply.
4. **Attendance and Leave Usage.** Employee’s time and attendance will be recorded as performing official duties at the university-provided workplace.

Employee acknowledges his/her responsibility to and agrees to follow established procedures for requesting and obtaining approval of leave.

5. **Travel.** Travel entitlement will be based on the position’s university-provided workplace.
6. **Overtime for non-exempt employees.** Non-exempt employees may only work overtime that has been pre-approved by the supervisor in writing. Employee understands that University of Alaska may take corrective action if overtime work is engaged in by a non-exempt employee without prior request and approval.

- 7. Work assignment.** Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate. Employee will complete all assigned work according to work procedures mutually agreed upon by Employee and the supervisor according to guidelines and standards stated in Employee's position description and/or performance plan. Employee agrees to provide regular reports if required by the supervisor.
- 8. Performance location.** Employee agrees to limit performance of assigned duties to the employer provided work place or to the approved alternate work location(s). Employee may not conduct in-person business meetings of any nature or host university or non-university visitors for business purposes or during business hours at the alternate work location(s). All in-person meetings will take place at a university building or the facility or building of the third party.
- 9. Equipment.** Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own core equipment (computer system, software, printer, phone, and furnishings). Any equipment provided by Employee will be at no cost to University of Alaska, and will be maintained by Employee. The University is not liable for loss, damage, or wear to employee-owned equipment.
- 10. University-owned equipment.** In order to effectively perform assigned tasks, Employee may use University of Alaska equipment at the alternate work location with the approval of University of Alaska. University of Alaska owned equipment will be serviced and maintained by University of Alaska. Employee shall not use, or allow others to use, university equipment for purposes other than university business. Employee is responsible for properly securing and protecting the equipment from unauthorized use, damage, theft and/or loss. Employee will only use software that has been properly acquired for such use by the copyright holder. Employee shall not disable the security mechanisms enabled on University owned equipment and shall ensure that security updates are maintained on such equipment.
- 11. Records.** Employee will apply approved safeguards to protect University of Alaska records from unauthorized use, disclosure, loss or damage. Work done at the alternate work location is considered University of Alaska business. All records, papers, computer files, and correspondence must be safeguarded for their return to the university-provided workplace. The University may take possession of any work related documents and copy any disks or hard drives containing University related files.
- 12. Liability.** University of Alaska is not liable for damages to Employee's property that result from participation in a telework arrangement. Employee is liable for any injuries sustained by visitors to the alternate work location(s).

- 13. Reimbursement.** University of Alaska is not responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) whatsoever, associated with the alternate work location. Employee does not relinquish any entitlement to reimbursement for other expenses authorized, in advance, while conducting business for the University of Alaska.
- 14. Workers' Compensation.** Employee is covered under the Workers' Compensation Law if injured in the course and scope of performing official duties during approved worked hours.
- 15. Termination of the Telework Agreement.** The university or Employee may suspend or terminate the telework arrangement at any time for any reason or no reason.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Title:** \_\_\_\_\_

**Dean/Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Regional HR Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*HR approval required for telework performed outside the State of Alaska*

Attachments: University Regulation \_\_\_\_\_  
 Telework Agreement Attachment - Location & Hours  
 Employee Work Activity Outside of Alaska – *if applicable*

Distribution: Original – Personnel file  
 Copy – Supervisor  
 Copy - Employee

**Telework Agreement Attachment – Location and Hours**

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Employee Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Department: \_\_\_\_\_

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The following location(s) and work schedule are agreed to in support of the Telecommuting Agreement.

**Location:**

- University Provided Work Location: \_\_\_\_\_
- Alternate Work Location(s): \_\_\_\_\_

**NOTE:** If alternate work location is outside of the state of Alaska, employee must also complete and submit the Payroll form: Employee Work Activity Outside of Alaska. This form is available at: <http://www.alaska.edu/hr/forms/>.

**General Work Hours:**

<b>Day</b>	<b>Hours</b>	<b>Location (home, office, other)</b>
Monday :	____ - ____	_____
Tuesday:	____ - ____	_____
Wednesday:	____ - ____	_____
Thursday:	____ - ____	_____
Friday:	____ - ____	_____
Saturday:	____ - ____	_____
Sunday:	____ - ____	_____

**Comments (Schedule flexibility, etc.):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original – Personnel file  
 Copy – Supervisor  
 Copy - Employee





In addition to the provisions in University Regulation \_\_\_\_\_, the following guidelines may assist employees and supervisors in determining the suitability of telework for a particular position and employee.

***SUITABILITY OF WORK TYPE:***

When considering whether a position is suitable for telework, it is important to consider job content rather than job title, appointment or work schedule.

Examples of appropriate telework would include but are not limited to:

- thinking and writing: data analysis, reviewing grants or cases, writing reports
- computer oriented tasks: programming, data entry and word processing
- telephone intensive tasks: conference scheduling, obtaining information

Examples of work not suitable for telework would include but are not limited to:

- the employee needs to have extensive face-to-face contact with the supervisor, other employees, clients, or the general public;
- the employee needs frequent access to material, r equipment or confidential records that are not feasible to move from the regular office;
- work that requires special facilities or equipment;
- it would be costly for the University to duplicate the same level of security at the alternative workplace.

***SUITABILITY OF EMPLOYEE AND SUPERVISOR:***

When considering an employee for a telework arrangement, certain characteristics are particularly important to success:

- organized, highly disciplined and self motivated;
- requires minimal supervision and ability to produce results comparable to what they would produce within the employer provided work place;
- Exemplary etiquette, particularly using remote communication methods;
- current performance level must be at least “fully successful” so as to ensure thorough comprehension of job requirements;
- ability to maintain a comparable level of communication and communication effectiveness with their university customers their supervisors

Employees not suitable for telework arrangements include, but are not limited to those who:

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RE: Telework Guidelines

- need to be in the office to learn the organization;
- require on-the-job training;
- need close supervision on a consistent basis;
- thrive on interaction with co-workers;
- do not have an appropriate alternative work location (one that is safe, secure, and free from distraction).

Employees must make arrangements for dependent care while teleworking at the alternate work place. A telework arrangement is not an alternative means by which a teleworking employee can fulfill dependent care obligations.

Supervisors need to demonstrate the following characteristics to ensure the continued success of their telework employee:

- willingness to try out the new arrangements and take appropriate steps to ensure its success;
- comfortable managing by results without actually viewing the process to achieve the results;
- ability to evaluate and determine what, if any, changes in the arrangement need to occur or when to discontinue the arrangement;
- ability to transition an employee back into the workplace should the telework arrangement be deemed inappropriate to continue.

### ***SUITABILITY OF WORK ENVIRONMENT***

The employee must have a safe and adequate place to work off-site that is free from inordinate interruptions and that provides the necessary level of security and protection for University of Alaska property at no additional cost to the university.

- Telework employees may not use regularly scheduled work time for providing dependent care or any purpose other than duties assigned per their University of Alaska job requirements.

### ***RELATED DOCUMENTS***

- University Regulation \_\_\_\_\_
- Telework Agreement
- Employee Work Activity Outside of Alaska form

**R. \_\_\_\_\_ . Telework**

This regulation applies to work outside of the university-provided workplace for one or more days a week on a routine basis.

- A. Telework is an arrangement in which the university permits an employee to work at a location that is remote from the university-provided workplace at which he or she is employed. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of computer, Internet, and other communication technology.
1. Telework arrangements are at the discretion of the university and require approval of the supervisor and the department dean/director, in consultation with appropriate Human Resources personnel. An arrangement for telework to be performed outside the State of Alaska also requires advance written approval of the regional human resources office.
  2. Considerations for approval of a telework arrangement include the following:
    - a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable for telework, such as writing, editing, reading, analysis, design work, and computer programming.
    - b. Telework must be compatible with the operational and customer service needs of the department.
    - c. The overall impact of the employee's total time out of the university-provided workplace must not adversely affect the department's mission.
    - d. Telework must not subject confidential records to unauthorized disclosure.
    - e. The need for specialized material or equipment must either be minimal or flexible.
    - f. Telework must not adversely affect customer service delivery or employee productivity.
    - g. Tax, insurance, and administrative costs incurred to maintain employees who are not legal residents of the state of Alaska must be identified and budgeted by the department.
    - h. The employee must have an established record of excellent performance, productivity, and work habits, including the ability to be self motivated and have minimal face to face daily supervision, and must maintain the expected quantity and quality of work while teleworking.
    - i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.
- B. Telework Requests. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit their request to the affirmative action officer in accordance with Regents Policy 04.02.033.

C. Work hours and Scheduling

1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.
2. The employee shall be on-site at their department to attend meetings and training sessions, and to perform work as requested by the supervisor.
3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.
4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.

D. Telework Location and Safety

1. The employee shall maintain an appropriate alternate work place that is separate from food preparation areas and sources of water. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee's home. The responsibility for understanding and fulfilling all such obligations shall rest solely with the employee.
2. The university retains the right to make an on-site inspection of the alternate work place.
3. The employee shall immediately report to the supervisor any job related injuries.
4. The university does not assume responsibility for injury to any other person. The employee shall not hold business visits or meetings at an alternate work place. The employee shall hold the university harmless for injuries to others at the alternate work place.
5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate work place.

E. Equipment

1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own core equipment (computer system, software, printer, phone, and furnishings). Employees are responsible for maintenance and

repair of their equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.

2. Temporary or occasional use of university equipment may be approved on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.
3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.

#### F. Information Security

1. Telework employees shall comply with all laws, rules and procedures applicable to University employment, including Regents Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.
2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned equipment if used for University business, and shall ensure that security updates are maintained on such equipment.
3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.
4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The University shall follow the procedures applicable to University-owned equipment in Regents' Policy and University Regulation 02.07.

G. Compensation will be based on the position's university-provided workplace. Geographic differentials will not be paid if the employee's university-provided workplace is in a location for which a geographic differential does not apply.

H. Dependent Care. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.

I. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.

**HUMAN RESOURCES COUNCIL AGENDA**  
**July 28, 2011, 1:00 p.m.**

Video Locations: Fairbanks-Butro 212B, Anchorage-Admin 201, Juneau-Egan 116

**Special Topics**

Associate General Counsel Ardith Lynch will join the HRC **at 1:00 p.m.** to discuss Telecommuting Issues

Employee Education Benefit – Associate VP Saichi Oba will join the HRC **at 2:00 p.m.** to discuss Satisfactory Academic Progress, related to the proposed changes to R04.06.010.

**I. HR Operations**

- A. Web Time Entry Update; Plans for Non-Exempt Pilot in August
- B. Eligibility for Holiday Pay
- C. Annual Leave Cash-In; Review of Leave Taken
- D. Out of Class Pay; Full Pay Period

**II. Campus and Governance**

- A. Updates and Future Agenda Item Suggestions

**III. Compensation/Classification**

- A. Updates

**IV. Benefits**

- A. Status of Dependent Audit
- B. Update on Health Care Committee meetings (JHCC and SHCC)
- C. Pharmacy Changes
- D. FY12 Enrollment; Preliminary Statistics

**V. Training and Development**

- A. SkillSoft Update – Upgrade 7.0 Implementation  
Postcard Draft
- B. MAU Request for Administrator Access
- C. Offering: Ethics Laws and UA Employment – August 17, 2011
- D. ComPsych Webinars 7/1/11 – 12/31/11  
<http://www.alaska.edu/hrtraining/e-learning/compsych-learning-events/>

**VI. Labor and Employee Relations**

- A. Staffing and Organizational Changes

**Next HRC mtg: August 25, 2011 1:00 p.m.**

### **Staff Alliance Joint Health Care Committee Membership Criteria**

Staff Alliance (*hereafter referred to as **the Alliance***) will have two voting members and one alternate member on the Joint Health Care Committee (*hereafter referred to as **the JHCC***), as defined herein. These positions represent all UA staff not covered by collective bargaining.

Staff governance membership on the JHCC will be decided by the Staff Alliance, with preference given to current Alliance members. At least one JHCC voting member should be a member of Staff Alliance. In the event that the staff governance seats on the JHCC are not filled by Alliance members, the opportunity to serve will be opened up to members of each MAU's staff governance council. Staff governance members outside of Staff Alliance may submit formal written requests if they desire membership on this committee. The final determination of staff governance membership on the JHCC will lie with the Staff Alliance.

All staff governance representatives of the JHCC (voting members and alternate member) are required to maintain membership in at least one staff governance group. In cases where a JHCC member is no longer a member of a staff governance council, Staff Alliance will have up to three months to find a replacement for the JHCC seat. If the voting member is no longer a member of staff governance, the alternate will assume the role of voting member.

The terms for the voting members will run for two years while the alternate's term will be for one year. The terms will be staggered and will run from August through July.

### **Requirements**

- Show intention of remaining in governance throughout the full term and maintain membership in at least one staff governance group during the full term.
- Be able to travel as needed; inform other voting member, alternate, System Governance office, and the Staff Alliance if unable to travel for a particular trip.
- The voting members must submit a written report before each monthly Staff Alliance Meeting or within three business days of the last meeting and upon request of the Alliance Chair. Failure to regularly submit reports may lead to removal from committee.

The voting members and alternate must serve on the Staff Health Care Committee to provide a conduit for feedback between MAU staff governance representatives and the JHCC. Written reports to the Alliance will be shared with the SHCC as well.

### **Travel**

This membership may require travel, and when this is the case, and regardless of funding source, the voting members have first priority for travel funding, followed by the alternate. The voting members usually travel in-state several times a year and to Seattle at least once a year. When travel funds are available they generally are provided by Statewide HR, in coordination with the System Governance Office. Statewide HR will be notified by the Alliance and/or the System Governance Office in the event of any membership changes or inability to travel on the part of the voting member.

### **Voting Rights**

Should a voting member be unable to attend a JHCC meeting, the alternate will assume voting privileges.

# UA Staff Health Care Committee

## Purpose and Membership Criteria

### 1. History

- a. The Staff Health Care Committee (SHCC) was established in FY08. The SHCC was created to give non-represented staff a voice in decision-making regarding the University of Alaska health care plan. Approximately 67% of benefits eligible employees are non-represented staff.
- b. The Joint Health Care Committee (JHCC) is the other primary health care advisory body. The JHCC is comprised of union and management representatives. In 2008, Statewide HR (SW HR) allocated one management voting seat to a non-represented staff representative. In 2011, collective bargaining resulted in a second voting seat for non-represented staff. An additional non-represented staff member serves as an alternate on the JHCC; this alternate only votes if a voting member cannot.
- c. Beyond the increased engagement of all non-represented staff, the creation of the SHCC and the designation of seats on the JHCC were intended to increase the involvement of staff governance in health care decisions. To properly serve its function, the SHCC must have a strong connection to staff governance with regular communication.

### 2. Purpose

- a. The Staff Health Care Committee engages non-represented staff in decisions regarding their health care benefits. In addition to serving as an advisory body to SW HR and the Staff Alliance, the committee also advises the JHCC non-represented staff members to inform their votes on that body.

### 3. Activities

- a. In support of the SHCC's advisory role, the committee:
  - i. Becomes well acquainted with the health care plan, including how expenses and revenues impact total plan costs
  - ii. Hears regular updates on the health care plan, including usage trends and comparisons between projections and actual costs
  - iii. Requests further information regarding the health care plan, including approaches used by other institutions
  - iv. Evaluates proposals (e.g. plan design changes, wellness program enhancements)
  - v. Consults with staff governance groups (Staff Alliance, MAU staff councils) and constituents (all non-represented staff) regarding proposals
  - vi. Reports final recommendations to the Staff Alliance regarding proposals
  - vii. Makes final recommendations to the UA administration regarding proposals
  - viii. Makes recommendations to the non-represented staff members (voting and alternate) of the JHCC to support their representation in that committee's discussions
- b. Statewide Human Resources has the primary authority of communicating with employees regarding the health care plan. SHCC members are encouraged to help facilitate this communication wherever possible. Some examples include:



- i. Bringing proposed changes to MAU staff councils and staff constituents for feedback
- ii. Bringing forward ideas from campuses to the SHCC
- iii. Assisting in promoting benefits forums and opportunities for information and participation on campuses
- iv. Assisting in the dissemination of information about the health care plan
- v. Directing questions from staff regarding the health care plan to the appropriate party (generally SW HR or the local HR office)

#### 4. Principles

- a. The SHCC takes seriously the responsibility to protect the best interests of the thousands of staff we represent. The committee is careful to consider the overall effect of proposed changes, when multiple changes may compound in a given year.
- b. The SHCC aims to approach discussions with open minds. Where possible, we seek to identify reasonable compromises that we can stand behind.
- c. The SHCC aims to support continued options for the staff we represent. For example, in 2011 the SHCC supported a pharmacy co-pay increase, but did not support excluding drug classes that had previously been covered by the plan.
- d. The SHCC values the relationship between the doctor and patient, who should be the primary individuals making health care decisions. Employees should be empowered through communication to have informed discussions with their practitioners regarding treatment options.
- e. The SHCC represents staff at every campus within the University of Alaska System. Each proposal being considered should take staff at rural sites into account, to ensure they are not unfairly disadvantaged.
- f. The SHCC supports incentives over penalties wherever possible, particularly where the potential for penalties may create a disincentive to participate. For example, employees may be less likely to use the Individual Health Planning program if there was a potential penalty for being unable to complete the program.
- g. The SHCC places great importance on data, and is unlikely to support a recommendation where data do not exist to support it.

#### 5. Membership

- a. Each MAU will have two voting members on the SHCC. Authority to designate these members is delegated to the president of each MAU's staff council.

Staff Council	Voting Members
Statewide Administration Assembly	2
UAA APT Council*	1
UAA Classified Council*	1
UAF Staff Council	2
UAS Staff Council	2

*\*Since UAA has two staff councils, the total voting members are shared between the councils.*

- b. **Membership Criteria**
  - i. At least one voting member from each MAU should also be a member of a local staff governance council. The other voting member is not required to be a member of a governance group.
  - ii. A minimum of two SHCC members must also serve on the Staff Alliance. Each MAU is encouraged to have a Staff Alliance member on the SHCC.
- c. **Joint Health Care Committee Members**
  - i. To facilitate communication between the SHCC and the JHCC, non-represented staff members serving on the JHCC also serve on the SHCC.
  - ii. JHCC voting representatives also have full rights as voting members on the SHCC.
  - iii. The JHCC alternate will only have SHCC voting rights if he or she (a) represents his/her MAU as a voting member, or (b) is voting on behalf of an absent JHCC voting member.
  - iv. It is up to the discretion of the MAU staff council president whether the JHCC member counts as one of their MAU's two voting members on the SHCC.
- d. **Alternates**
  - i. Each MAU may have up to two alternates. Providing the voting member criteria have already been met, the alternates are not required to be members of a governance group.
  - ii. In the event a voting member is unable to attend a meeting, an alternate from the member's MAU may vote in their place.
  - iii. Alternates are encouraged to attend every meeting to be well-informed in the event their vote is necessary.
- e. The Statewide Benefits Office has one non-voting ex-officio seat on the SHCC.

## 6. **Membership Responsibilities**

- a. Each member of the SHCC is expected to regularly attend meetings, and to report on committee activities to their respective staff councils, and to the staff on their campuses.
- b. The SHCC chair is expected to report to the Staff Alliance on the committee's activities. This should include a written report, and a verbal report at the Staff Alliance monthly meeting. In the event the SHCC chair is not an Alliance member, the chair may be excused from the Alliance meeting following his or her report.
- c. The SHCC chair is responsible for setting the agenda, in partnership with the JHCC members and the Statewide Benefits representative.

## 7. **Decision Making Criteria**

- a. A quorum is defined as a simple majority of the voting members, with at least one member from each MAU.
- b. Decisions shall be approved or denied by a simple majority of the voting members present. An alternate filling in for an absent voting member will be considered a voting member for that meeting.

- c. For recommendations that appear unanimous, the committee may be asked whether a vote is necessary. A recommendation may be adopted by consensus if no vote is requested by any member.
- d. The chair will only vote in the event of a tie.

**8. Terms**

- a. For JHCC members, terms on the Staff Health Care Committee are determined by their terms on the JHCC.
- b. For all other members, terms are at the discretion of the MAU Staff Council President. Due to the complexity of the subject matter, terms of at least one academic year are strongly encouraged.
- c. To aid in transition, departing members are encouraged to overlap in attendance with newly appointed members from their MAU for at least 1-2 meetings whenever possible.

**9. Meeting Schedule**

- a. The Staff Health Care Committee meets monthly on the fourth Thursday of each month. Due to decision timelines, the committee meets on second and fourth Thursdays from October through December.
- b. The committee meets by audio conference. Wherever possible, meetings are also available by video conference to designated sites.

Approved by the Staff Alliance, effective 7/12/11