

For Audioconferencing: Bridge #1-800-910-9610
Anchorage 561-9610

FOR MORE INFORMATION, CONTACT:
Kathy Mosca
Governance Office
312 Signers¹ Hall
474-7056 FYSTAFF

AGENDA
UAF STAFF COUNCIL MEETING #90
Wednesday, May 7, 1997
8:30 - 11:00 a.m.
Wood Center Ballroom

| Time | Item | Length of Time |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 8:30 | I Call to Order - P. Long A. Roll Call B. Approval of Minutes to Meeting #89 C. Adopt Agenda | 10 Min. |
| 8:40 | II Vice Chancellor for Administrative Services Remarks - M. Rice | 5 Min. |
| 8:45 | III Chancellor's Remarks - J. Wadlow | 5 Min. |
| 8:50 | IV President's Report - P. Long | 10 Min. |
| 9:00 | V Governance Reports A. Faculty Senate - J. Craven B. ASUAF - C. Wheeler | 5 Min. 5 Min. |
| 9:10 | VI Guest Speaker A. Patty Kastelic, Executive Director Statewide Human Resources | 20 Min. |
| 9:30 | VII Committee Reports A. Elections, Membership & Rules - L. Bender 15 Min. 1. Election of President-Elect (Handout) 2. Motion to amend Bylaws to include role of immediate past president, First Reading (Attachment 90/1) B. BREAK 5 Min. 1. The Council will take a five minute break and count ballots. The results will be announced after the break. C. Rural Affairs - B. Oleson 5 Min. 1. Resolution on Health Benefits Task Force (Attachment 90/2) D. Staff Affairs - B. Frey 10 Min. 1. Resolution on Paid Time Off (Attachment 90/3) 2. Committee Report (Attachment 90/4) D. Staff Training - D. Powell & E. Ritchie 10 Min. 1. Longevity Awards Program and future Supervisory Training Program (Attachment 90/5) E. System Governance Council - M. Scholle 10 Min. F. Task Force on Health Benefits - C. Plowman 5 Min. G. Picnic Committee - S. Jordan 10 Min. 1. Distribute raffle tickets (Attachment 90/6) | |
| 10:40 | VIII OTHER BUSINESS A. Resolution on a wellness program (Attachment 90/7) - M. Combellick | 10 Min. |

| | | | |
|-------|----|------------------------|--------|
| 10:50 | IX | Comments and Questions | 5 Min. |
| 10:55 | X | Announcements | 5 Min. |
| 11:00 | XI | Adjournment | |

ATTACHMENT 90/1
UAF STAFF COUNCIL #90
MAY 7, 1997
SUBMITTED BY ELECTIONS, MEMBERSHIP & RULES

FIRST READING

MOTION
=====

The UAF Staff Council moves to amend the Bylaws as follows:

Add = CAPS

Sect. 3 (Article V - Officers)

C. IMMEDIATE PAST PRESIDENT

1. THE DUTIES OF THE IMMEDIATE PAST PRESIDENT SHALL BE TO:
 - A. SERVE ON THE ADMINISTRATIVE COMMITTEE
 - B. SERVE ON THE SYSTEM GOVERNANCE COUNCIL
 - C. ACT IN AN ADVISORY CAPACITY TO THE PRESIDENT AND PRESIDENT-ELECT
 - D. VOTING MEMBER AT LARGE
2. TERM OF OFFICE SHALL BE FOR ONE YEAR, BEGINNING JUNE 1 AND ENDING MAY 31.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The current Bylaws of the Staff Council do not allow the past president to be a voting member during the year immediately following their presidential term. Consequently, the knowledge and expertise that they gained during their tenure is not being utilized to the fullest extent.

ATTACHMENT 90/2
UAF STAFF COUNCIL #90
MAY 7, 1997
SUBMITTED BY RURAL AFFAIRS

RESOLUTION
=====

WHEREAS, Local governance groups were asked to appoint staff to a Statewide Health Benefits Task Force; and

WHEREAS, The primary roles of the Task Force are to be a sounding board for plan design issues, assist in identification of effective communication methods, help assess benefits options, keep governance and the administration informed, and assist the University in identifying options that will slow the rate of increase in the cost of health care; and

WHEREAS, The Rural Affairs Committee members, as well as the rest of Staff Council, have listened to issues related to the review process of the benefits package; and

WHEREAS, The Rural Affairs Committee members have reiterated the issues associated with medical care in a rural area, i.e. availability and travel, etc.; and

WHEREAS, The Task Force members have expressed their frustration regarding providing input on taking a proactive instead of a re-active approach to curtailing health care costs; now

THEREFORE BE IT RESOLVED, That the Rural Affairs Committee

opposes the Benefit Task Force focus on proposing cuts to the current benefit package; and

BE IT FURTHER RESOLVED, That the Task Force focus their efforts on curtailing the health care costs without decreasing the level of benefits currently in place by focusing on the areas which are the most costly and develop ways to decrease these costs and implement a wellness program.

Dated this 7th day of May, 1997.

ATTACHMENT 90/3
UAF STAFF COUNCIL #90
MAY 7, 1997
SUBMITTED BY STAFF AFFAIRS

RESOLUTION
=====

WHEREAS, The University of Alaska Statewide Office of Human Resources has proposed changes from our current leave program to a combined sick leave/annual leave program; and

WHEREAS, the idea of Paid Time Off (PTO) is supported by the staff of the University of Alaska Fairbanks; and

WHEREAS, the current proposal presented to the staff of the University of Alaska Fairbanks is unacceptable; and

WHEREAS, this proposal directly affects the current working conditions of all the staff of the University of Alaska; and

WHEREAS, the staff of the University of Alaska Fairbanks believes that a communal and shared sick leave bank is of value to the University and its classified and APT employees; and

WHEREAS, the combining of sick and annual leave would eliminate the pressure placed on some staff to use sick leave to alleviate budget shortfalls in their department; and

WHEREAS, the staff of the University of Alaska Fairbanks believes staff input is vital to the process of changing contract benefits under which we were hired; now

THEREFORE BE IT RESOLVED, that the current leave program be replaced with a program which includes the elements outlined below:

A. LEAVE POLICY

1. The annual leave and sick leave benefits of the classified and APT employees of the University of Alaska will be combined into one Paid Time Off (PTO) benefit.

2. Said PTO would be available for employee use when the staff member experiences a sick event, or at time when the current annual leave would be used.

3. PTO leave accrual rates will be:
0-5 years' employment [22] hours per month
5-10 years' employment [24] hours per month
10+ years' employment [26] hours per month
These accrual rates are in line with other governmental units in the Fairbanks area (See Appendix A)

4. No caps will be placed on the amount of leave in which a staff member can accrue.

5. There will be no mandatory requirement for annual PTO leave usage.

6. A voluntary, shared, communal sick leave bank will be established based on the example of the North Star Borough and the North Star Borough School District (see Appendices B and C) which contains the following elements:

a: Participation in the bank will be open to all UA classified and APT employees, on a voluntary basis

b. A Sick Leave Bank Committee will be convened from within the University of Alaska Fairbanks, membership to include 2

classified staff members, 2 APT members and 2 representatives from the UA statewide office of Human Resources, to include one voting member and one non-voting member. No more than 3 members of the committee shall be of supervisory status.

c. Monthly contributions will be 2.5 hours, with the understanding that the rate is subject to increase if the bank falls below a number of hours determined by the Sick Leave Bank Committee.

d. Participating employees of the sick leave bank shall have access to leave hours in the bank following a 30 day initial waiting period. Following that period, granting of sick leave hours from this bank will be the decision of the Sick Leave Bank Committee.

e. All information regarding requests and the decisions of the Sick Leave Bank Committee are to remain confidential.

f. The policies and procedures for requesting sick leave from the bank will be determined by the initial Sick Leave Bank Committee, and will become effective pending acceptance of such policies and procedures by the UAF Staff Council.

B. LEAVE CONVERSION

1. Current leave balances will be converted at the following rates:

a. All annual leave will be converted into PTO on at a 1:1 ratio.

b. Sick leave will be converted at a 1:1 ratio up to a combined total of annual and sick leave which is not to exceed 160 hours

c. Any excess sick leave beyond the total PTO hours of 160 will be converted at the employees' discretion in one of 3 ways:

1. Excess sick leave hours will go into a personal sick leave bank. This personal bank will be available for use by the employee in the event of a sick event. Access to this sick leave bank will be governed by the rules currently in effect regarding sick leave usage. At the time of termination, this sick leave bank will disappear.

2. Employees may convert excess sick leave to PTO at a rate of 40%. That is, 40% of their excess sick leave will be converted to PTO. The remaining 60% will disappear.

3. Employees may convert excess sick leave into a cash-out option of 25%. That is, 25% of their excess sick leave will be cashed out by the university. The remaining 75% will disappear.

BE IT FURTHER RESOLVED that if any part of this proposal is unacceptable to the University of Alaska administration, the current leave system will remain intact, pending further discussion between the University of Alaska administration and the University of Alaska Fairbanks Staff Council.

Appendix A

For the sake of comparison to other governmental units, we present the following accrual rate information. It does not represent agreements between the particular unit and any collective bargaining unit. The first column represents the years the employee has been employed by the institution.

>From the State of Alaska Division of Personnel (which has a combined annual and sick leave benefit):

| | | |
|------------|-----------------|----------------|
| 0-2 years | 2 days/month | = 24 days/year |
| 2-5 years | 2.25 days/month | = 27 days/year |
| 5-10 years | 2.5 days/month | = 30 days/year |
| 10 + years | 3 days/month | = 36 days/year |

>From the Fairbanks North Star Borough Division of Personnel (which has a combined annual and sick leave benefit):

| | | |
|-----------|-----------------|----------------|
| 0-1 years | 2 days/month | = 24 days/year |
| 1-3 years | 2.25 days/month | = 27 days/year |
| 3-7 years | 2.75 days/month | = 33 days/year |
| 7 + years | 3 days/month | = 36 days/year |

>From the Fairbanks North Star Borough School District Department of Personnel: The School District does not have a combined leave program. Sick leave accrual is 1 1/3 days per month, which equals 15.6 days per year, a .6 increase over current University sick leave accrual. Annual Leave accrual is as follows:

0-2 years 1.5 days/month=18 days/year; combined=33.6 days/year
3 years 1.7 days/month=20.4 days/year; combined=36 days/year
4 years 1.9 days/month=22.8 days/year; combined=34.8 days/year
5 years 2.1 days/month=25.2 days/year; combined=40.8 days/year
6 years 2.3 days/month=27.6 days/year; combined=43.2 days/year
7+ years 2.5 days/month=30 days/year; combined=45.6 days/year

>From the City of Fairbanks Personnel Department:
Accrual rates are 20 hours per month of Personal leave. This equals 2.5 days per month, 30 days per year.

Appendix B

FAIRBANKS NORTH STAR BOROUGH SICK LEAVE BANK POLICY

ELIGIBILITY

Employees are eligible to become a member and contribute leave to the Sick Leave Bank when they have been employed by the Fairbanks North Star Borough in a permanent position for ninety (90) days.

Employees are eligible to request withdrawals from the Bank when they have been a member of the bank for ninety (90) days.

MEMBERSHIP

Membership in the Bank shall commence by submitting a completed membership form to the Personnel Division. Membership forms shall be distributed to employees by the Personnel Division upon request.

Employees wishing to discontinue membership shall submit a Notification of Withdrawal from Membership to the Personnel Division prior to November 1 of each year and shall become effective January 1.

LEAVE CONTRIBUTIONS

Contributions of leave to the Bank constitutes a minimum of four (4) hours at the time of membership and an additional four (4) hours each January thereafter.

During the January donation period, the Committee shall be empowered to delete members not authorizing sick leave donation within thirty (30) days from date of notice.

The Committee will inform all members of the Bank if the bank balance falls below a minimum amount (to be determined after the initial membership drive).

The Committee shall be authorized to require additional leave donations to bring the bank balance up to the designated level.

There is no limit as to maximum leave amount allowable to be contributed.

Leave contributions to the Sick Leave Bank cannot be reinstated to the employee's personal accrued leave balance.

WITHDRAWALS

All accrued or donated leave hours must be exhausted prior to utilization of Bank hours. Employees will continue to accrue leave while using leave donated from the Bank, but the employee's personal accrued leave during the pay period will be applied before bank hours are used.

Requests for withdrawals from the Bank shall be reviewed by the Sick Leave Bank Committee.

A Medical Certification Form must accompany the request, which will include the following information from the employee: name, patient's name, diagnosis, date condition commenced, probable duration of condition, and treatment to be prescribed. The following information will be required for a member of the immediate family: diagnosis, necessity of employee's attendance, and period of time needed.

While on leave, employees may be required to report periodically to the Committee regarding the status of the medical condition and their intent to return to work.

A maximum of 240 hours will be permitted for withdrawal per year per employee. The maximum number of hours granted per illness will be calculated by the Committee based on the illness, doctor's statement, and ability to perform essential duties. In no case shall the maximum withdrawal that can be drawn on any given illness or injury exceed 240 hours.

A maximum withdrawal per employment, per member, is 960 hours.

Request for withdrawal for parental leave is prohibited.

Death in the Immediate Family

The Intent of the Sick Leave Bank Guidelines is to provide members with the ability to use up to 120 hours of paid leave in the event of a death of an immediate family member. Withdrawal from the sick leave bank will be effective upon exhaustion of the three (3) day

e. Sick Leave Bank

1. There is hereby created a Sick Leave Bank which shall be administered by the ESSA. The ESSA shall indemnify and save the District harmless against any claim by any person or entity rising out of any use or claimed misuse or nonuse of the Sick Leave Bank. This provision shall not be subject to the grievance procedure.

2. Any employee is eligible to become a member of the Sick Leave Bank. An employee may elect to join the Sick Leave Bank by informing the ESSA in writing during the first thirty (30) days of initial employment for newly hired employees, or during the month of May for all other employees. An employee electing not to join the Sick Leave Bank shall not be eligible for Sick Leave Bank grant until the next annual enrollment, when the employee will again have the opportunity to become a member of the Sick Leave Bank. A member's election to join the Sick Leave Bank shall remain in effect until the next annual enrollment. The bank shall be administered through the same administrative channels and regulations as for sick leave except as noted in this Article.

3. Employees will be permitted to transfer a maximum of two (2) days of sick leave annually to the ESSA Sick Leave Bank. Following an employee's enrollment as a Sick Leave Bank member, one (1) day of sick leave shall be transferred from his/her sick leave account to the Sick Leave Bank. This shall occur by the first day of the fiscal year for current employees, or after the 30th calendar day of initial employment for newly hired employees. If, at the time of required contribution, an employee does not have a day to contribute, the next available day shall be transferred. All leave transferred to the Bank by an employee is final and not recoverable for recredit to his/her personal sick leave account.

If at the end of each fiscal year the remaining number of days in the Bank exceeds one hundred percent (100%) of the number of ESSA members now are members of the Sick Leave Bank, only newly hired employees will be permitted to transfer leave to the Bank after the 30th calendar day of initial employment. Employees will be permitted to transfer up to five (5) days of sick leave to the ESSA Sick Leave Bank upon retirement or resignation.

4. In any fiscal year, an employee will be permitted to withdraw up to twice the number of days of sick leave the employee had accrued before the onset of the illness, up to a maximum of forty (40) days. If an employee has accrued ten (10) or fewer days of sick leave before the onset of the illness, the employee would be eligible to withdraw up to twenty (20) days in any fiscal year.

5. Requests for withdrawal from the bank may be approved by the Committee when the following conditions have been satisfied:

- a. All of the employee's accrued sick leave has been exhausted
- b. The employee has been on leave without pay for at least five (5) working days. The five (5) days leave without pay may be reimbursed from hours granted by the Sick Leave Bank.
- c. A doctor's certificate is presented verifying the employee's need for leave.

The Committee shall not grant any requests for Sick Leave Bank hours in excess of the number of hours in the Bank. Should an employee who has received a grant from the Sick Leave Bank return to work prior to using all the hours authorized by the Bank, the remaining hours will be restored to the Sick Leave Bank from the employee's sick leave account.

6. Administration of the Sick Leave Bank shall be audited at the end of each school year by a representative of the Association and a representative of the Administration.

During the term of this agreement, if the District should agree to contract language with the Fairbanks Education Association (FEA) that includes the automatic transfer of a Sick Leave Bank members' hours to the Sick Leave Bank following initial enrollment until such time as the employee revokes his/her membership in the Sick Leave Bank, the District will make a comparable procedure available to ESSA.

f. Emergency Provision

In the event the Sick Leave Bank has exhausted its days available for use by employees, the ESSA shall notify the Employer in writing of its intention to conduct an emergency Sick Leave Bank drive. Any employee who may wish to contribute one (1) day of his/her accumulated sick leave to the Bank must do so in writing. Supplemental contributions may be made only once per fiscal year.

ATTACHMENT 90/4
UAF STAFF COUNCIL #90
MAY 7, 1997
SUBMITTED BY STAFF AFFAIRS

COMMITTEE REPORT:

In the February 10, 1997 Benefits Update information, rationale was presented for changing from the current system of leave to a combined Paid Time Off (PTO) system of leave. One of the reasons for the change is quoted below.

"Currently, all eligible full-time staff accrue 15 days of sick leave annually. This leave can only be used in specific circumstances and its accumulation serves as "income insurance" in cases of illness. The University funds this program based on past years' actual costs, not on the accrued amount. It is assumed that in any given year many employees, or dependents requiring care, will have short illnesses requiring the use of a few sick leave days while others will find themselves in circumstances which require more sick leave usage. The national average sick leave use varies by occupation and industry; however, most employees use 5 days of sick leave per year."

At the April 8 meeting, Staff Council directed Staff Affairs to get documentation which would back up the annual sick leave usage the annual Tble t

It is our opinion that such comparisons do not accurately portray how the University of Alaska ranks in benefit compensation in comparison to other universities with similar student populations, in similar locations, or providing similar services. A comparison of this type would be far more fruitful in determining if leave usage is out of line with other entities which are truly like us.

The only place I found any average for use of sick leave by people in governmental units was the USA Today article, which had a chart saying that the national average of sick leave use by government workers is 6.1 days per year. The information was taken from the CCH Survey, of which a copy was unavailable.

To find how uninformative this information by itself is, I go to the summary of the CCH survey provided. The summary states, "Industry sectors hardest hit by mean unscheduled absences and costs also were hardest hit in the number of sick days granted compared to the number of sick days used. Among all companies, 15 sick days is a common benefit for employees. The maximum number of sick days offered are by Universities with 24 days, Government with 21 days and Manufacturing with 20 days." Using this quote alone, one could surmise that the 15 days currently granted by the University is well below the maximums being offered by some Universities, Governmental units and Manufacturing. The article goes on to say, "These sectors also reported the highest number of sick days used by employees as well. Universities and Government employees each use 15 days annually in sick time (does not include approved vacations)." Unlike the graph presented by USA Today but referencing the same survey, the University of Alaska is well below average use by University and Government employees, as the data from the University of Alaska Office of Statewide Human Resources shows - 11.4 days for FY95 and 10.9 days for FY96.

If the benefits of University employees are to be changed in a reasonable and equitable manner based on what others are doing, we suggest that comparisons be made with other like entities, serving like student populations and offering like programs. If this is not possible, we suggest that the benefit programs be compared to other Fairbanks governmental units. When this is done, the benefits currently offered by the University are below the average of those offered to employees of the City of Fairbanks, The Fairbanks North Star Borough, The Fairbanks North Star Borough School District and the State of Alaska.

ATTACHMENT 90/5
UAF STAFF COUNCIL #90
MAY 7, 1997
SUBMITTED BY STAFF TRAINING

UAF STAFF COUNCIL #90

Units 5, 6, & 13 Desserts (cookies, cupcakes, brownies, etc.)

Units 15 Fruit

Units 14 Vegetable trays and dip

Units 18 Hot dog buns

ATTACHMENT 90/7

UAF STAFF COUNCIL #90

MAY 7, 1997

SUBMITTED BY HEALTH ISSUES COMMITTEE

RESOLUTION

=====

WHEREAS, University of Alaska Fairbanks employees are concerned over the rising cost of health benefits; and

WHEREAS, As early as 1988, employees concerned about rising health care costs asked UAF to investigate the possibility of implementing a wellness program which might help reduce costs and mitigate increases in health care costs to employees; and

WHEREAS, University of Alaska administration has taken a reactive measure in curtailing health care costs by charging a fee for dependent care, as well as looking at cuts to the current plan; and

WHEREAS, University of Alaska Fairbanks employees will once again be asked to pay for an increased proportion of their health care benefits; and

WHEREAS, There is ample evnkhila9w cos, As program which creas-0.923 TD [(dependent)-resultes