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University of Alaska Fairbanks
Staff Council
Resolution 2016-277-2
§ S S U R Y H G

Resolution 2016-277-2

Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D.1. to

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RESOLUTION 2016-277-2 - \$ 3 3 5 2 9 (cont.)

Proposed Changes:

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R04.07.115. Employee Furlough.

D. Employee benefits during a furlough will be affected as follows:

~~1. Accrual of annual and sick leave will be reduced by a furlough.~~

~~1.2.~~ Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

~~2.3.~~ Health care and life insurance benefits will not be reduced by a furlough. However, health and life insurance may be suspended in the case of an unpaid leave of absence of 30 days or more resulting from a state budget impasse.

~~3.4.~~ Pay deductions authorized by an employee will not be reduced during a furlough, though voluntary deductions may be altered. The employee remains responsible for making all employee contributions during a furlough period, including health coverage. In the case of a state budget impasse resulting in an unpaid leave of absence, the university may but is not required to withhold unpaid deductions or contributions from pay when the furlough ends.

~~4.5.~~ Retirement contributions by both the employee and the university will be reduced by a furlough. Service credit may also be reduced.

Furlough FAQ for Exempt (salaried) University Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president. Furlough plans for exempt employees will be a temporary reduction in pay during the fiscal year.

As a salaried employee, how will my pay be affected by a furlough?

When an exempt employee is furloughed, their salary during the furlough period is reduced by a percentage commensurate to the number of furlough days assigned. If, for example, there is a 10-day furlough in FY16, your annual gross earnings would be reduced by 3.8%, and you would receive 10 furlough days to be used between July 1, 2015 and June 30, 2016. Regardless of when an exempt employee uses the furlough days, the reduction salary will begin the first full pay period in July.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. The FY16 systemwide leadership furlough will be “floating” furlough days. Furlough days can be taken during the holiday closure or before or after a holiday.

When can I start using my furlough days?

Employees can use any of their floating furlough days beginning on July 1 of the affected fiscal year. Furlough days must be used on or before June 30 of the fiscal year end. They do not carry over to the next fiscal year.

How does a furlough affect PERS service credit?

A reduction in annual pay will not affect PERS service credit.

How does a furlough affect my PERS retirement benefit?

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Contact your regional HR office for more information if you think you might be in one of your high three or five salary years.

How does a furlough affect my ORP retirement?

July 1, 2015, to keep track of the furlough days you take.

Furlough FAQs – Exempt Employees 4-24-15 2

Furlough FAQ for Non-Exempt (Hourly) Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

As an hourly employee, how will my pay be affected?

Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department.

Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

When can I start taking my furlough days?

Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

How does a furlough affect my PERS service credit?

PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the

SC 277

Resolution 2016-277-2 § 3 3 5 2 9 ('
Attachment 277-11

University of Alaska Fairbanks
Staff Council
Proposal for UAF Staff Volunteer Days

Revised 12/2/2016

In partnership with our university's administration. UAF Staff Council seeks to promote and strengthen UAF's core themes, including its efforts to engage Alaskans through Outreach for Continuing Education and Community and Economic Development, as well as UA System efforts to demonstrate accountability to the people of Alaska. We also highlight our own organization's commitment, through Staff Council's University Advocacy Committee, to establish events and functions to help make the public aware of the value of University staff as well as students and faculty.

We further observe our communities' increased need for time and effort from UAF's wide variety of skilled and highly capable staff and potential volunteers, as well as the opportunity to bridge cultural and connotative gaps between UAF and our larger community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when the efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals that staff members can use from ½ to one full work day of volunteer time per staff member from their existing annual leave or leave without pay. This proposal also allows the University to donate additional administrative leave time for staff volunteerism, if and when it is financially able to do so.

We propose that these volunteer efforts be concentrated as full workdays during one or two designated weeks per school year, which may also minimize any adverse effect to UAF and its service to students. Tentative proposals for these weeklong designations include a single week during the Fall semester and one during Spring semester. Other smaller volunteer efforts could be arranged within the campus that would not require leave time such as food drives, etc. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of Annual Staff Volunteer Days, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of the year when these efforts are most needed by our community.

University of Alaska Fairbanks

Staff Council

Resolution 2016-277-3

\$ S S U R Y H G

Revised 12/2/2016

Resolution 2017-277-3:

A.

B.

C.

UA Foundation Agreement Report

80586 Carolyn Sampson - UAF Staff Council Memorial Award

Purpose: To provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors.

Campus: UAF

College: Financial Aid Office

Department: Financial Aid

Fund Classification: Scholarship

Fund Details

Expenditure Details: None

Expenditure Stipulations/Process: None

Project Endowment Date: None

Return Spending to Principal: None

Stewardship: None

Criteria

Qualifications:

- | Primary consideration will be on the basis of need.
- | Recipient must be in good academic standing.
- | Recipient shall demonstrate motivation, and academic and leadership potential.
- | Recipients should be seeking new career paths or retraining to re-enter the job market.

Enrollment Status: Full Time

Class Standing: Any

Minimum GPA: Minimum 2.0 cumulative

Must be born in AK: No

Alaska Resident: No

Gender:

Preferences: None

Awarding Processes

Apply to: UAF Financial Aid

UA Foundation Agreement Report

Selection Process: The Scholarship Coordinator shall send a pool of qualified applications to academic departments in need, or the Leveraging Committee (LC), who shall make the final selection or appoint a committee to do so.
The Department or LC shall forward notification of final selections to the SC for approval, student notification, and award dispersal.

Award Amount: Minimum \$500 per academic year

Living/Contactable Fund Contacts

Brackets "[]" indicate an org contact, Parenthesis "()" indicate the relationship type.

Internal Fund Contacts

134772 - UAF -I f

University of Alaska Foundation
Fund Agreement
Revised Form

Fund Name: **Coroyn Simpson - UAF Staff Council Memorial Award**

Acct. Fund Type: **Endowment**
 Endowment - Restricted
 Endowment - Unrestricted
 Restricted - Other
 Unrestricted - Other

"The fund shall be used for the purpose of providing an annual award to the staff member of the University of Alaska Foundation who has demonstrated exceptional service to the Foundation and the University of Alaska."
The award shall be given annually to the staff member who has demonstrated exceptional service to the Foundation and the University of Alaska. The award shall be given to the staff member who has demonstrated exceptional service to the Foundation and the University of Alaska.

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Committee: UAF Gender Inclusive Work Group

Submitted By: Mathew Mund

Committee Chair(s):

Meeting Date: 1/19/2017

Present:

Excused:

Absent:

Guests:

Report:

Meeting Notes:

If employees get information requests concerning gender inclusive policies or process please ensure that the outside entity knows that this program has only been in place for a year or two and is being updated regularly. Please ensure any policies they reference as vetted by their legal offices.

The group needs to determine when and what Elutian will be updating in Banner in relation to gender inclusive initiatives to move forward on updating forms and processes. This will determine what needs to be updated. If Eluti does not plan updates soon, OIT may need to update Banner themselves.

The new UA non-discrimination statement will be ready to be approved by the BOR. They will most likely do this at their next meeting. A truncated version of this statement will need to be updated on all public UAF documents.

The Deans and Directors have asked what term, Gender Inclusive, Gender Neutral, etc., is the official term.

There has been some pushback on a bed policy for the Skuliak. The group will have to work with the Deans to public

Committee: Membership & Rules Committee

Submitted By: Mathew Mund

Committee Chair(s): Mathew Mund

Committee: Master

SubmittedBy: AmandaWall

Committee: UniversityAdvocacyCommittee

SubmittedBy: KaraAxx

CommitteeChair(s):

MeetingDate:

Present: JamiWarrick,KaraAxx

Excused:

Absent:

Guests:

Report:

TheUniversityAdvocacyCommittee(UAC) is Permanentcommitteeof UAFStaffCouncilfocusedaround three main guidelines.

1. Organizeeventsandfunctionsto help makethe publicawareof the valueof Universitystaff, aswell as studentsand faculty
2. Organizeeventsandfunctionsthat increasestaff moraleandawarenessof the University
3. Focuson on boarding,mentoring,and communicationswithin StaffCouncilandpublicrelationswith the UAF community

Currentlythere are twoprimaryprojectswith theUAC r establishingand outlininga StaffVolunteerDayand on8

Committee: EmployeeEngagemenCommittee

SubmittedBy: KaraAxx

CommitteeChair(s): N/A

MeetingDate: 11/22/2016

Present: CarlaBrowning,CarrieSantoro,DebuMisra,JamiWarrick,KaraAxx,MichaelDaku,WendyCroskey

Excused: ChristinaThompson,LesliWalls,SydoniaBret Harte

Absent:

Guests:

Report:

EmployeeEngagemenCommitteehasdrafted a memoto the Chancellor forreviewand iscurrentlywaiting for feedback.Thecommitteecreated a long termgoalof developing a culture of respect,valueand appreciationwithin the Universityof AlaskaFairbanksFivestrategieswere developedby the committeefor leadershipto considerincludingmultiple suggestedtacticsto help achievethe goal.

ActionItems / FollowUp:

NextMeeting Date: **Time:**

Location:

MeetingMedia