

MINUTES
UAF STAFF COUNCIL MEETING #90
Wednesday, May 7, 1997
Wood Center Ballroom

I Paula Long called the meeting to order at 8:35 a.m.

MEMBERS PRESENT: MEMBERS ABSENT:

Banks, P.	Cushing, N.
Bender, L.	Kenworthy, M.
Carroll, P.	Harris, L.
Chapman, C.	Pederson, J.
Enochs, K.	Pierce, R.
Frey, B.	Trice, D.
Gieck, B.	Wilken, S.
Howald, C.	Underwood, S.
Johnson, J.	
Jordan, S.	OTHERS PRESENT:
Leavy, D.	Christensen, S.
Long, P.	Combellick, M.
Magee, P.	Harris, L.

is looking at a shortfall of \$4-7 million. When the Chancellor knows what the budget will be, she will let Staff Council know. President-Elect Long asked what vehicles are being utilized to alleviate this shortfall. The Chancellor stated that since January, the deans and directors have been asked to prioritize filling RIP positions, asked to identify funds to pay for salary increases internally, and asked to find additional funds through administrative cost reductions. Multiple tools are being used to alleviate the shortfall. All positions full-time permanent, RIP or otherwise, that become vacant have been frozen. The Chancellor encouraged everyone to become more politically active and advance the case of the University.

The Chancellor stated that she is looking forward to the staff longevity awards program on May 15.

A representative asked if programs, i.e. exercise science, that are going to be cut because of decreased funding will be reinstated in the future. The Chancellor stated that it depends on the level of funding from the legislature and the direction the Regents establish in their long range planning.

The Chancellor will be attending commencement ceremonies at Bethel, Bristol Bay, and Unalaska.

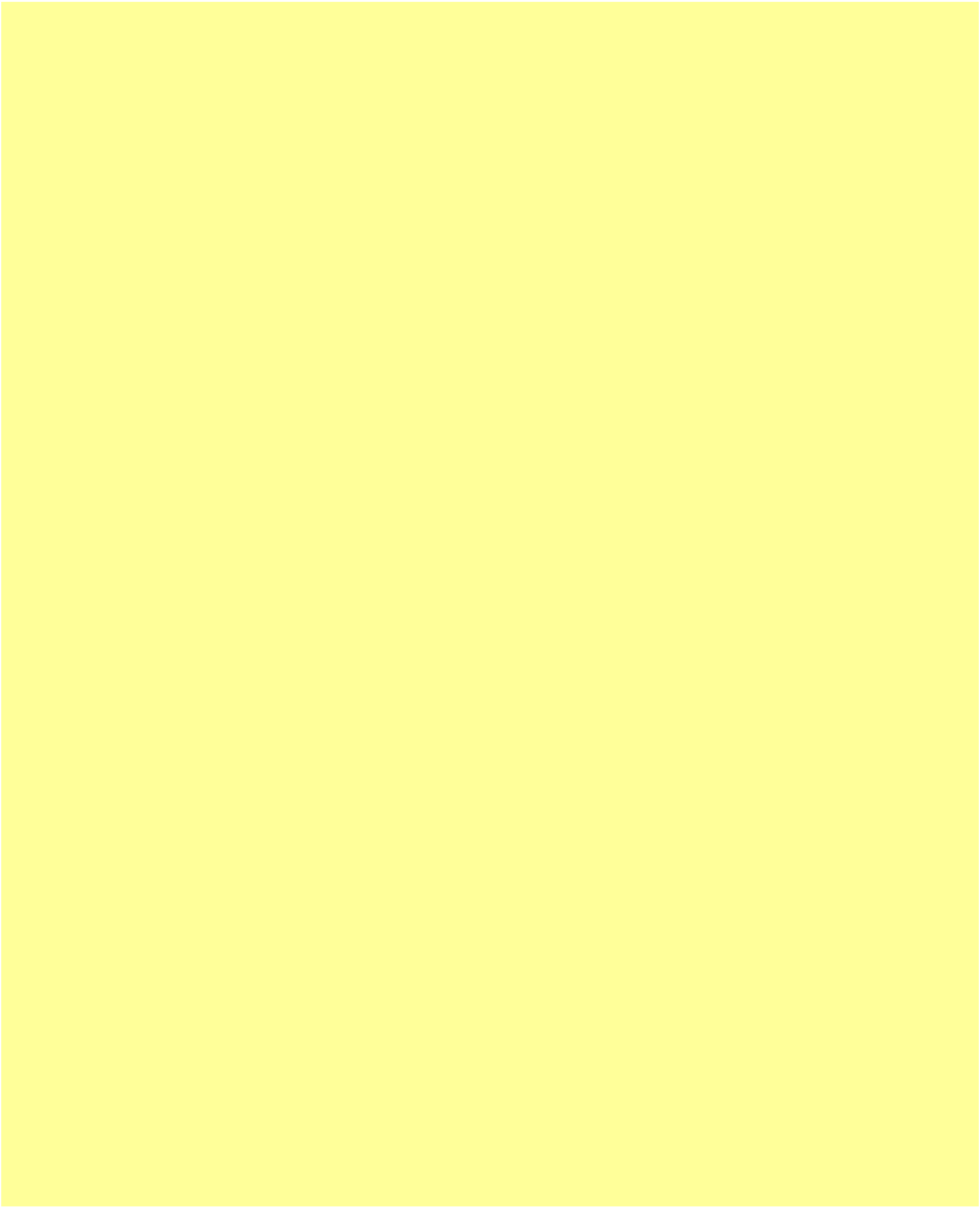
IV President's Report - P. Long

President Pierce is currently in the lower 48 participating in training.

The longevity awards ceremony will be on May 15 and President-Elect Long 1(and)-46(Unalaska.)-61()TJ 0 -1.8oksmTBox [5 779 t c\$oeet LongWr7(of)-31(funding)-31(from)s-77(to

Perkins from Northwest Campus will be the third member to the Faculty Alliance. This past year, the Chancellor has approved all the motions sent to her from

District and the Borough. Over the summer, Human Resources will be developing a few options regarding a sick leave bank for staff consideration. Representatives stated that a majority of their constituents are in favor of PTO and recommended that staff and administration continue dialogue on this issue and Patty Kastelic stated that she is willing to continue discussing this issue. Marie Scholle stated that Staff Alliance has been



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 Staeh

>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.

Withdrawals will not be approved if the Sick Leave Bank account falls below a minimum number of hours. The leave in the bank will be held until additional leave is donated.

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 arising 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

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.

2. 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 average of 5 days per year. The documentation provided by Mike Humphrey consisted of the following articles:

Employee Cost Indexes and Levels, 1975 - 1992, US Department of Labor, Bureau of Labor Statistics, November 1992, Bulletin 2413, pages 10-16, and page 101

Bureau of Labor Statistics Data from their web page found at <http://stats.bls.gov:80/datahome.htm>

Alaska Economic Trends, Alaska Department of Labor, October 1995, pages 1-6

Are Sick Days a Thing of the Past? Sixth Annual CCH Survey Shows Worker Absenteeism Costs Business Millions Annually, Illness Is No Longer Primary Reason for Unscheduled Absences, Pattie Schiele and Mary Dale Walters. A summary of Commerce Clearing House (CCH) Incorporated survey entitled 1996 Unscheduled Absence Survey

Firms take new look at sick days, USA Today Newspaper, Tuesday October 8, 1996, page 8B.

The bulk of the information regards private industry, not government jobs. The US Department of Labor believes that such a comparison is misleading. In the booklet Employment Cost Indexes and Levels, 1975 - 92, the difficulties associated with comparing private industry and government jobs is addressed on page 15.

"Aggregate compensation cost levels in State and local governments should not be compared directly with those in private industry. Differences between the two sectors stem from a number of factors, particularly the variation in work activities and occupation structures. Manufacturing and sales, for example, make up a large part of private industry work activities but are rarely found in State and local governments." Further down in the article it states, "Occupational categories in some cases contain a substantially different mix of occupations in private industry than in State and local governments. Service occupations in State and local governments (including police and firefighters) had compensation costs that averaged nearly twice as much as those in private industry (where occupations such as

waiters and waitresses, cooks, bartenders and janitors were prevalent) -- \$16.52 and hour compared with \$8.43."

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.

D. Staff Training - D. Powell & E. Ritchie

The staff longevity awards program will be on May 15 and there will be a media presentation honoring the staff members taking the RIP. Dean Gabrielli will be presenting rural staff their awards when he attends the commencement ceremonies at the rural sites. There will be three supervisory training sessions this summer. The first one will be on June 5 - Mentoring and Role Model presented by John Keating from 3-5 p.m.. The second session will be July 16 - How to Deal with Illegal Activities presented by Terry Vrabec from 11:30 a.m. - 1:30 p.m. The third session will be August 5 - Job Evaluation Form Process presented by Patty Kastelic. All training sessions will be in 202 Natural Science Facility.

E. System Governance Council - M. Scholle

The Board of Regents have gone to monthly meetings to address Board business. It is still wait and see for the University budget.

Marie Scholle stated that the University of Alaska is fortunate to have such a committed staff and thanked everyone on the Council for their support this past year.

President-Elect Long thanked Marie for all her hard work on the Staff Alliance and System Governance and stated that she would be appointed to these positions again next year.

F. Task Force on Health Benefits - C. Plowman

The Task Force met in April and May. The Task Force is working on a report and not recommendations regarding health benefits. A number of the Task Force members felt like they have wasted their time since they were under the impression that they were supposed to identify ways to slow down the rate of increase of health benefits and not make cuts. A survey will be distributed regarding possible changes to the health benefits and Task Force members encouraged everyone to fill out and return the survey.

G. Picnic Committee - S. Jordan

The UAF Staff Council will again be raffling off two Alaska Airline tickets to any US city served by Alaska Airlines outside of Alaska. Proceeds from the raffle will go to the Carolyn Sampson Memorial Scholarship, established by the UAF Staff Council. There will also be three runner-up prizes: two season tickets for Nanook hockey courtesy of UAF Athletics, two tickets on the Riverboat Discovery courtesy of the Binkley Family, and two tickets to El Dorado Gold Mine courtesy of the Binkley Family. Tickets are \$5 each or 5 for \$20 and are available from Staff Council representatives or the Governance Office, 312 Signers' Hall. The drawing will be on Friday, June 6 at the staff picnic. You need not be present to win. The airline vouchers must be redeemed by March 10, 1998.

The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF. The scholarship is designed 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. For more information, contact your Staff Council representative.

The Staff Picnic will be on Friday, June 6 at 4:00 p.m. next to the Student Recreation Center. Units are asked to bring the following items:

Units 4 & 7 Salads

Units 8 & 9 Baked beans and casseroles

Units 10 & 12 Condiments (mustard, pickles, ketchup, onions, lettuce and tomatoes.)
(Representative will be collecting \$1 from constituents to purchase economy size mustard, ketchup, etc.)

Units 11 & 16 Hamburger buns

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

Units 15 Fruit

Units 14 Vegetable trays and dip

Units 18 Hot dog buns

VIII OTHER BUSINESS

A. Resolution on a wellness program - M. Combellick

Michelle Combellick, chair of Health Issues Committee under the UAF Governance Coordinating Committee addressed the Council on the possible implementation of a wellness program. The Committee is looking at

implementing a program in the fall pending Chancellor's approval. The main component in implementing a wellness program will be flex time for staff to participate in activities at the Student Recreation Center. Liability has been an issue of concern and other universities are being contacted which have a wellness program to see how this is addressed. Representatives reiterated that a wellness program will assist in curtailing the rising costs of health care. A motion was made and seconded to approve the resolution. The vote was unanimous.

RESOLUTION PASSED (unanimous)

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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 evidence that a wellness program can result in significant savings and is being adopted by more business, government and educational organizations; now.

BE IT RESOLVED, That a wellness program be established at the University of Alaska Fairbanks for the purpose of reducing medical insurance costs and that Chancellor Wadlow use the full force of her office to support this program by allowing employees flex time to participate in a wellness program; and

BE IT FURTHER RESOLVED, That the University of Alaska Statewide Human Resources negotiate with Blue Cross of Washington and Alaska to provide incentive programs for healthy lifestyles for University of Alaska employees similar to those provided by Independence Blue Cross (Pennsylvania).
<http://www.ibx.com/hlthls00.html>

IX Comments and Questions

X Announcements

Walk America - Team UAF raised over \$350 for the March of Dimes.

Representatives expressed their dislike and offense regarding union information recently distributed that stated the union stopped the Paid Time Off (PTO) issue, since both Staff Affairs and Staff Alliance put in a great deal of time on this issue and continue to address concerns and be a strong voice for staff regarding PTO.

XI The meeting was adjourned at 11:37 a.m.

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers¹ Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, Staff Council Secretary.