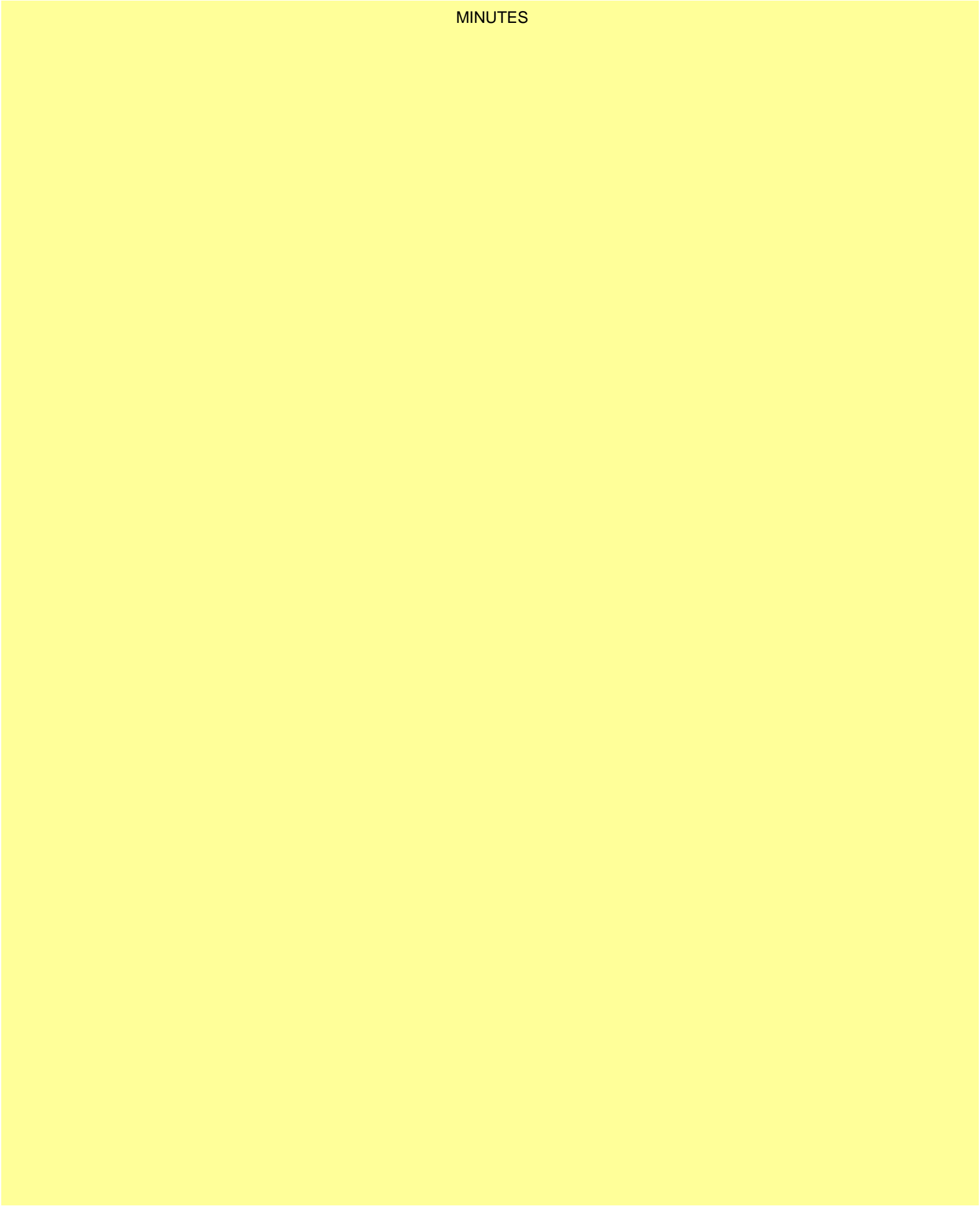


MINUTES



Staff Council moves that Staff Alliance acquire a copy of the internal audit report on the parking reserve account and forward this report to Staff Council.

EFFECTIVE: Immediately

Two Staff for Governance Coordinating Committee - This committee has been inactive in the last year and the Coordinating Committee is reviving this committee. Barb Oleson volunteered to serve on the committee.

Chancellor's Recognition Award - Staff Council selected two locations for this award for a plaque, the Great Hall and the Natural Science Facility. One plaque is already hung in the Chancellor's Office and the other already

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Unit 10 College of Science, Engineering & Mathematics, Institute of Northern Engineering, Arctic Region Super Computing, Water Research Center, UA Museum and will have 2 representatives and 2 alternates.

Unit 11 Facility Services, Planning & Project Services, Physical Plant, Utilities, and will have 2 representatives and 2 alternates.

Unit 12 Vice Chancellor for Administrative Services, Contract Services, Financial Services, Personnel Services, Safety Services and will have 3 representatives and 3 alternates.

Unit 13 Rasmuson Library and will have 2 representatives and 2 alternates.

B. Rural Affairs - B. Oleson

The committee addressed rural staff representation on

during open enrollment in November will commence January 1 of the following year.

Employees electing not to join the Sick Leave Bank during the initial membership drive will not be eligible for membership until the next open enrollment.

The Bank shall be administered through the same administrative channels and regulations as for sick leave except as noted in this Article.

LEAVE CONTRIBUTIONS

Contributions of leave to the Bank constitutes one (1) day of annual leave and one (1) day of sick leave at the time of membership and an additional one (1) day of sick leave each January thereafter as long as you remain a member.

The Sick Leave Bank Committee will consist of one (1) member from Personnel Services, one (1) member appointed by the Staff Council, and one (1) member at large from the Bank membership, to be appointed by the Staff Council President and one (1) alternate from each designated group. The Committee will inform all members of the Bank if the Bank balance falls below a minimum level (to be determined by the Staff Council Staff Affairs Committee after the initial membership drive). The Committee shall be authorized to require additional sick leave donations to bring the balance up to the designated level.

At the time of termination, an employee may contribute up to 80 hours of accrued sick leave to the Sick Leave Bank.

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

WITHDRAWALS

All accrued leave hours must be exhausted prior to utilization of Sick Leave 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 and approved or denied by the Sick Leave Bank Committee within 5 working days from the receipt of the application for withdrawal.

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

Applications will be accepted and reviewed at any time but will not take effect until all personal accrued leave has been used. A Physicians Medical Certification Form must accompany all requests, 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 additional information will be required for a member of the immediate family: necessity of employee's attendance, and the period of time needed. All information submitted will be kept confidential and retained with the employee's medical records.

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

A minimum of 520 hours, or until long-term disability takes effect, will be permitted for withdrawal. In no case shall the maximum withdrawal that can be drawn on any given illness or injury exceed 520 hours.

APPLICATION PROCEDURE FOR WITHDRAWAL

- 1.) Request withdrawal form with accompanying envelope from your PPA.
- 2.) Fill out the form and attach necessary documentation.
- 3.) Seal the request in the envelope and forward it to the Governance Office.

GENERAL GUIDELINES

Special circumstances can be brought before the Committee.

Yearly review of the Sick Leave Bank shall be conducted by members of the Staff Council Staff Affairs Committee and a statistical report will be published and made available upon request.

Approval or denial of Sick Leave Bank requests by the Committee shall be final and not subject to the grievance procedure.

The Sick Leave Bank Committee shall keep records of all actions taken by the Committee.

GUIDELINES FOR COMMITTEE USE IN DETERMINING ELIGIBILITY CRITERIA

committee, contact the Governance Office at
fystaff@uaf.edu.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to approve the change of Meeting #100
from June 5 to May 29, 1998.

EFFECTIVE: Immediately

RATIONALE: The Ad Hoc Picnic Committee has
selected May 29 for the staff picnic. Changing the
meeting date would ensure that rural
representatives traveling to Fairbanks for the
face-to-face meeting would also be able to attend
the picnic. The change in meeting dates would also
enable 9 month staff to attend the picnic prior to
being off contract.

VIII OTHER BUSINESS

- A. Motion to approve 1998-99 Staff Council meeting
calendar

The FY99 meeting calendar was presented for
ratification so that this information can be included in
the 1998 Staff Council calendar, which is being printed
and will be distributed at the December 5 meeting. A
friendly amendment was made to change the last meeting
date to May 28 to enable staff who are not on 12 month
contracts attend the staff picnic.

MOTION PASSED AS AMENDED (unanimous)

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The UAF Staff Council moves to adopt the following meeting

not be cost savings. He assured staff that they would not have to worry about their jobs. However, staff would have to reapply for the positions. A number of staff were insulted by the comment that they had to reapply for the positions. Staff Affairs was asked to address this issue. Written clarification was recommended regarding the reorganization and if staff will indeed have to reapply for the positions.

IX Comments and Questions

A. Time Sheets - Concerns were expressed regarding staff not getting paid on time when their time sheet is not submitted on time. Faculty do not have to submit a time sheet. Concerns were expressed that staff and students are not getting paid in a timely manner. Students and staff have contacted the Department of Labor regarding the stringent regulations regarding the time sheet due dates and not receiving their pay check in a timely manner. Extra payroll runs can be made. President Long directed the representative to contact Betty Hoch to identify the holdup in employees being paid in a timely manner. Concerns were also expressed regarding paperwork that comes up missing once it goes to Personnel on the campus level and from the rural sites.

B. Suggestions regarding the reorganization of the redesign of the system office - Representatives reminded everyone that the suggestions made go to everyone involved and should reflect this.

C. Representatives expressed positive comments from theents missct]TJ 06(positions.)-7sia to thatBu77(7(tothatO(system)-16
dueat the. ips, exC.7(up)-31sontacted reorganizatio manner. Studentshers remimely