2012 Proposed Election Timelines

Timeline Notes based off of SC Bylaws

- There can only be 4 representative per Unit.
- The Elections, Membership, and Rules Committee shall be responsible for conducting elections. - *Bylaws Section 3 E I*
- Elections will be conducted in the fall. The voting time frame will be a minimum of 30 days. - *Bylaws Section 3 E II A*
- The election results will be reported during the December meeting - *Bylaws Section 3 E II B*
- January 1, newly elected representative take office. - *Bylaws Section 3 E II C*
- All election decisions need to be approved through EMR.
- Proposed timeline are base off receiving the HR feed of staff within a week of the request.
- The minimum 30 day rule for elections to be open predates the electronic mechanism. This could be modified to a shorter time frame, as all is done electronically now.

Proposed Timeline 1

Classic Schedule:

- First Week of September - Request staff listing from HR.
- September 17, 2012 - DB/Web-Site Ready with HR Feed loaded
- October 1, 2012 - Nominations Open (Monday)
- October 19, 2012 - Nominations Close - (Friday, open for 3 business weeks.)
- October 22, 2012 - Elections Open (Monday)
- November 26, 2012 - Elections Close (Monday, 5 full weeks, could end on Fri Nov 26 )
- EMR discuses the same or following week, and prepares statement for SC meeting.
- December 19th, 2012 - Staff Council Meeting, Election Results presented

Proposed Timeline 2

The second timeline being proposed could be executed as a way to introduce the election results in the November meeting with the caveat that the Bylaws have to be changed (Bylaws Section 3 E II B). The benefit to this modification is for determining the membership prior to the SC Calendar going to print, and to be able to invite newly elected members to sit and observe the December meeting.

- First Week of September - Request staff listing from HR.
- September 17, 2012 - DB/Web-Site Ready with HR Feed loaded
- September 24, 2012 - Nominations Open (Monday)
- October 12, 2012 - Nominations Close - (Friday, open for 3 business weeks.)
- October 15, 2012 - Elections Open (Monday)
- November 15, 2012 - Elections Close (Thursday 30 days later. )
- EMR discusses the same or following week, and prepares statement for SC meeting.
- November 20, 2012 - Staff Council Meeting, Election Results presented.

Staff Count Feed from HR Notes

For the purpose of running the election, a feed is needed from both Statewide and UAF HR. The contact for UAF HR has been Flor Banks <fmbanks@alaska.edu> (ext. 6955). The OIT for Statewide HR contact is TBD.

The feed requires the following fields names:

- Last Name - Last name of employee.
- First Name - First name of the employee.
- MI - Middle Initial of employee if it exists.
- ID# - The employees University Identification number (30 million)
- TKL - The current Time Keeping Location code for the employee.
- Earnings Class Desc. (ECLS Desc) - Employees ECLS.
  - eg. NonExempt Staff - Temporary
  - eg. Exempt Staff - Regular
  - eg. NonExempt Staff - Regular
- Home Dept. (TITLE) - Name of Department
  - SFOS MAP
  - GI Seismology
- Dept Title 4 (TITLE4)- Name of Parent Department
  - School of Fisheries & Ocean Science
  - Geophysical Institute