UAF Staff Council – Staff Affairs Committee
Committee Report for April 2013
Committee Chair – MaryAlice Short

Staff Affairs last met on April 19, 2013

Members Present: MaryAlice Short – Chair, Jennifer Youngberg, Juan Goula, Nicole Defour, Jarkko Toivanen, Brad Krick

Leave Share:
- The committee discussed the leave share program and reviewed the new FAQ that was created for the Staff Council blog site and the UAF Human resources page.
- Discussion over the Family Medical Leave Act (FMLA) was discussed again to understand the protocol for the leave share and to make sure all questions were answered in the FAQ (FAQ attached)

Telecommuting:
- Lesi Wall and Nicole provided the University of Alaska telecommuting contracts
- The committee agreed that following the progress of telecommuting program as it moves within the administration.
- The telecommuting agreements are on the payroll tab of the HR website. http://www.uaf.edu/uafhr/payroll/

Grievance Process:
- The grievance process was discussed and the committee agreed to table further discussions and wait for Human Resources to finish up their discussions and submit a resolution for review.

Employee Email:
- The committee was tasked with clarifying how long an employee’s email was active after they retire or terminate positions within the University of Alaska Fairbanks.
- There appears to be many reasons and conflicting information on how this process works.
- Jennifer Youngberg provided the website with sample emails that are processed when an employee leaves the university: http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/
- Employee email addresses may be continued uninterrupted by completion of OIT account extension: http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf
- Please remove the document attached Electronic Termination Workflow
Tasks:

- Jennifer Youngberg is going to make a few corrections to the Leave Share FAQ and then it will be submitted for review to Juella Sparks.
- Jarrkko Toivanen is going to follow up with OIT for their guidelines on employee email termination.
- Jennifer Youngberg and MaryAlice Short will continue to review the process and provide information within the group.

2 attachments follow:

Electronic Termination Workflow
Leave Share FAQ