Financial Services

TO: Deans, Directors
   Unit fiscal officers and PPAs

FROM: Raaj Kurapati, Associate Vice Chancellor, Financial Services
       Anita Hartmann, Acting Director, Office of Human Resources

DATE: September 1, 2015

RE: Faculty time off (FTO) for contract extensions, & summer additional assignments

All:

When the University of Alaska negotiated the most recent collective bargaining agreements for represented faculty (UNAC and UAFT), those who supervise faculty requested that the management team clarify faculty time off language and institute a means for faculty supervisors to track faculty time off. These provisions are described in Article 16.6 (for UNAC faculty) and in Article 9.2 (for UAFT faculty) which include both faculty Unions’ agreements that: FTO has no cash value, FTO does not accrue from one fiscal year to the next, and FTO not taken is forfeited. Both collective bargaining agreements stipulate that two additional days of FTO will be provided for each additional month of full-time appointment each year and that FTO for appointments at less than full-time shall be pro-rated accordingly.

This is a UA-system issue and as such statewide Human Resources has taken the lead in its implementation FTO is not localized to one university, and the three universities need to adopt comparable procedures. The UA-system office loads FTO in mid-July for the 9-month base appointments of all faculty; the regional human resources offices manually key in (load) any additional FTO for faculty who receive contract extensions or summer additional appointments.

Loading FTO for full-time effort for one month or the entire summer is very straightforward, it’s the partial months, intermittent effort and less than full-time effort that pose the challenge of meeting the language in the CBA about "prorated accordingly." According to what or whom? Everyone seems to have their own schema for prorating.

After significant discussion, the UAF process will be for UAF Human Resources to manually key in one-half day (4 hours) of faculty time off for each full week of full-time appointment. Human Resources personnel do not monitor or track FTO; we rely on the substantive judgment of each supervisor of faculty to make an appropriate notation of the additional FTO to be provided that is commensurate with the additional effort being assigned to the faculty. This
additional FTO must be entered as a "special notation" on the job form that is sent to HR for faculty receiving contract extensions or summer appointments. Including the additional FTO as a special notation on the job form will ensure that the additional faculty time off is loaded at the start of the assignment as part of the job and payroll setup in Banner.

Unit PPAs are being instructed to include this special notation information on the job forms they prepare.

We recognize that this creates additional administrative burden for units but it is the least cumbersome option currently available to us. It would be ideal to have this process automated with Banner making the prorata leave accrual calculations when extensions are entered into the system. This will however require system programming and that effort will require SW support and action. We will bring this issue up with SW HR and push to automate this process to the extent practical.

Thank you for your patience and cooperation as we work out the technicalities of Faculty Time Off. If you have additional questions, or if something is not clear, please let us know.

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Cc:  Susan Henrichs, Provost and Executive Vice-Chancellor for Academic Affairs  
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Kari Burrell, Executive Officer and Vice Chancellor for Administrative Services