

MINUTES
UAF STAFF COUNCIL #256
Wednesday, December 10, 2014
8:45 – 11:00 AM
Wood Center – Carol Brown Ballroom

I. CALL TO ORDER & ROLL CALL

A. Call to Order

- The meeting was called to order by Jeff Baxter, Staff Affairs Committee Chair, at 8:46 a.m.

B. Roll Call

Present:

Jesse Atencio
 David Bantz (Proxy for R.
 Machida)
 Nate Bauer
 Jeff Baxter
 Kim Eames (phone)
 Faye Gallant
 Jane Groseclose
 Brad Krick
 Jessica MacCallum
 Lawrence Murakami
 (phone)
 Evelyn Pensgard (phone)

Present (cont.):

Susan Sanborn
 Janine Smith
 Jarkko Toivanen
 Lesli Walls (phone)
 Jami Warrick (phone)
 Trish Winners

Excused:
 Richard Machida (Proxy D.
 Bantz)

Absent:

Jeannette Altman
 Celena Brown

Absent (cont.):

Jessica Desrochers
 Jan Kristenson
 Tom Langdon

Others Present:

Erika Van Flein, UA Director of
 Benefits (phone)
 Ronnie Houchin, UAF United
 Way Campaign
 Cody Rogers, UAF United Way
 Campaign
 Dean Ojala, Jr.
 Nicole Dufour, Staff Council Ex.
 Scty.

- Quorum was met.

C. Approval of Agenda for Staff Council Meeting #256

- The agenda was approved as presented

II. GUEST SPEAKER

A. Erika Van Flein, UA Director of Benefits (via teleconference)

- i. **Attachment 256-14: Patient Protection and Affordable Care Act (PPACA) - What does it mean to me?**
- ii. **Attachment 256-15: UA Healthyroads Introduction 2014-2015**
- iii. **Attachment 256-16: UA Wellness Program (Healthyroads) Phase 2 Q&A**
 - Erika was present to touch base with staff, to review some of the things her office has been working on, and

to answer questions on the UA Wellness Program.

Joint Health Care Committee

- JHCC meets later today.
- Although the specifics have yet to be determined, the Consumer Driven Health Plan, which has the health savings account, will be changing this coming year since the minimum deductible and the maximum out of pocket are tied to inflation indicators from the IRS. The Treasury Dept. issues new plan limits each year. For next year, the minimum deductible will be going up to thirteen hundred for individuals and twenty six hundred for families. JHCC must decide if we want to make small incremental changes each year tied to the inflation changes identified by the Treasury Dept., or if we want to make a more significant change and let the plan sit for a while. Letting the plan sit for a while would do two things. First, we would not have to change the plan every year. Secondly, it would differentiate this plan more from the High Deductible Health Plan (HDHP).
- Premera has proposed a lot of good initiatives for improving services and reducing costs. JHCC does not need to act on all of these, but it will need to act on some which have a price tied to them. We look forward to seeing what we can put in place in areas like telemedicine and enhanced high risk pregnancy care.
- The past two years, our high claims list has had very expensive premature babies. There were not a lot of them, but it just takes one to have a significant impact on the plan. One of the things that Premera has proposed is a new case management program for high risk pregnancies and newborn intensive care unit (NICU) case management. These components do have a cost but they could save us money with case management and oversight on the care that these very sick babies receive.

UA Wellness Program

- With the Wellness Program, we continue to move towards an outcomes based program. The first year was easy, all you had to do was the health assessment on the Healthyroads website and get a biometric screening. This year we again requiring the online health assessment and the biometric screening, as well as, additional things. For the purpose of our program we are interested in tracking improvements over time. This is why we are asking people to get biometric screening again this year.
- Starting in Jan., and starting at the rural campuses, we will begin holding on-site events. We will also have the patient service centers in Anchorage and Fairbanks.
- The physician form has been updated for this year's April 30th deadline. This is available on their website now. If you have your appointment with your doctor and you want to get your wellness exam and routine bloodwork, take the form to your doctor and have them complete it.
- People will need to do a few more things to qualify for the rebate next year and these are earning points or credits toward your program. JHCC wanted to, as much as possible, not have self-reported data. For the wellness exam, vision exam, dental exam, and adult immunizations, they are arranging a file feed from Premera and VSP to Healthyroads. Erika believes that the first file feed from VSP has occurred. Premera is wanting a few changes to the contract language before they will do the transfer, but this is set to go.
- Claims are looking back to July 1.
- Since people get flu shots from various sources and they may or may not file a claim for them, there is an attestation question for the flu shot. There is also an attestation question for smoking.
- Erika then answered questions submitted prior to the meeting regarding the wellness program.
- The information gets to Healthyroads by the file feed. You should make your appointments sooner rather than later as it takes time for the data to get updated by the deadline. We do have between April 30 and the time that the rebate starts on July 1 to complete the file feeds and reporting complete.
- In terms of reporting step or exercise, you can self-report on the Healthyroads website. After Jan. 1, the portal will look different as they are doing a lot of updates. Right now you can do manual step reporting through the Fitbit site to Healthyroads. After Jan. 1, you will be able to add it yourself directly.
- The fitness activity is done within a one month period, you can pick whatever month you want, keeping in

mind the April 30 deadline. You can do a couple of these, but to get the point you must complete the required amount of activity within a one month period.

- There will be another fitness challenge in the spring, probably in March. You can get your points for physical activity and get your points for the fitness challenge at the same time.
- JHCC wanted to reward people for what they should be doing anyway, like the dental exam, vision exam, annual wellness exam, and being a nonsmoker. You can get the five points by doing the things that you should be doing anyway. If you are someone who doesn't want to go to the eye doctor or dentist, you can also earn your points through other ways, such as coaching, e-classes on website, or challenges.
- The preventative benefit is unlimited. You get what is appropriate for your age and gender. You can do these every plan year. You get two dental cleanings a year, you can do them at any point in the plan year. VSP is also by plan year, the visits do not necessarily have to be twelve months apart.
- For spouses and FIPs who are having trouble logging into Healthyroads, they will need to login directly to healthyroads.com. Employees who have waived coverage and are covered under a spouse are reported to Healthyroads as a spouse and therefore they must login directly to healthyroads.com. This is because Healthyroads will not have their employee ID number and you will not be able to use the single sign to access Healthyroads as an employee, since you are considered a spouse in this instance.
- Employees really should use the single sign on which is designed to make it easier for employees, although some people are finding it easier to login with different devices, including phones.
- If you are having problems with the single sign on you need to contact OIT, do not contact Healthyroads. If you are a spouse who is having problems logging on, you will need to contact Healthyroads directly.
- You do have to give them some time to upload the information to the website, it is not immediate. They try to get it posted to your dashboard in five to seven days. If there is a problem getting information posted, please contact Timothy Armbruster or Erika Van Flein with Statewide Benefits.
- The fax number on the form should work, it is a secure fax. If anyone experiences problems with this, contact UA Benefits right away.
- You can check progress towards your incentives online with Healthyroads at any point. If you are wondering if you have reached your five credits, you can view your progress online. You can check your incentives program history online. There are now two options to choose from, since we now have two years of information.
- A question was asked as to whether there would be interest in people taking recreation classes with CTC, on main campus, and other campuses as part of the way to satisfy the criteria for the Healthyroads Incentive Program. This could be a way to point people back to resources that we already offer through the tuition waiver or other means. Erika explained the current way that the program is setup does not allow for this. One item that will be more available at some of the local health starting Jan. 1 is call the "Check-In App." There are some fitness centers here in Alaska that use this app, where when you check in, it credits your visit to Healthyroads. They offered this to us, but Erika didn't want to feature it too much, since there are not many fitness centers that offer it yet. They are currently working with the Alaska Club and the Student Rec Center to get this setup. They have also been in discussion with the Katy Miller from the Student Health Center Wellness Dept. and Healthyroads to promote events and combine forces. They are working on these things.
- Another big development in the wellness program is that Healthyroads offered an onsite program manager to help round out the program with these sort of events and with the wellness champions across campus. They have had a difficulty in recruiting and hiring this person. They do have someone starting Dec. 12 who will be taking over a lot of the management with the program and putting into place some of the other things that a good wellness program has including outreach to the other sites and having wellness champions in every building that take the challenge to their coworkers. Right now they are really doing everything that they can to get information out, but they really need the program manager to help leverage the things that we have available in our community and on campus. When this program manager gets up

and running Erika thinks that we will see a lot of these things come to life and take off.

- The Healthyroads Incentive Program information, which is included with the agenda, is being mailed out by Healthyroads. Erika hoped to have this in homes before Thanksgiving, but there was a delay and it is still in processing. It is being mailed to employee's HR addresses.

Affordable Care Act – Student Tracking

- Tracking student employees has been under discussion by all the HR offices and with systems. Every student except work study students have to have their hours tracked.
- We are using what is called a six-month measuring period when tracking hours. As a transition, the first time, we will use a three month look back period. This initial three month measuring period will start with the pay period beginning Jan. 25. The hours of adjuncts, temporary employees, graduate students, undergraduate students, and all employees will be tracked. If they are currently not in a benefit eligible position and they are deemed over this three month period to have worked 30 or more hours on average a week, then we will offer them health coverage starting July 1. This does not mean that they have to be covered, it means that we will offer them coverage similar to an open enrollment type of offer.
- If a student works twenty hours a week during the academic year and then forty hours a week between semesters and summers, their average over time will still likely be under thirty hours a week. Unless a student works excessive hours, they will probably not exceed the thirty hours per week average.
- Statewide Benefits is not limiting students to twenty nine hours per week in the summer, but individual departments are free to do so, if they choose. Statewide Benefits cannot control what happens at the department level, but they are tracking the hours and those working thirty or more hours per week average will be offered health coverage.
- The Affordable Care Act (ACA), and how to implement hour tracking has taken a lot of discussion, especially when it comes to graduate students, who are basically paid on a stipend, and adjuncts, especially noncredit adjuncts or anyone who gets a non-credit assignment for a set amount of dollars paid on a pay period basis or as a lump sum at the conclusion of a job or project. We do have something setup in Banner to track this and we have distributed information to the PPAs and cost center clerks to ask them to come up with a best estimate of the hours that this person is expected to work in a pay period. This information has been added on the job form and it is now in the job record in Banner. This is the mechanism through which we will be tracking these hours.
- The guidance that we have received from the Treasury Dept. said that since employers are having difficulty with this, the 90% target may be a bit high. Our goal is to identify and offer coverage to at least 70% of our full-time employees. This will be a transition year and it will be interesting to see how this will work out.
- The Affordable Care Act (ACA) is a very contentious issue in Congress. Now that the republicans have control of the senate and the house, it will be interesting to see what sort of changes come forward with the law. One of the things that may be targeted is the definition of a full-time employee from 30 hours to 40 hours. At this point this is just being discussed, nothing has been changed yet.
- We do still have the same administration in the White House who passed this law. There is not a big appetite to do a lot of change, but there is interest in cooperation and discussion on what we can do to make this better. Democrats in both houses are also interested in offering some changes to improve the law. This being said, nothing has changed yet. Everyone who has a Jan 1 plan will already have had to offer their employees coverage and their coverage starts Jan. 1.
- For us it is a plan year, which starts Jul. 1. This gives us a few months to see how this is working out for other institutions. We do have to start reporting on this in early 2016, just like the W2 process. We will just be reporting for six months.

Mailing Address – HR Address

- Make sure that you verify your 'HR Address' in UAOnline. This is the address that is used for benefits, payroll, and health plan information. You can update your mailing address through UAOnline, but this

does not update your ‘HR Address.’ You have to use a change form to update your HR Address with Human Resources. With the Healthyroads information going out and the upcoming Open Enrollment period, you need to have a correct ‘HR Address’ in the system.

Recent Flu Shot Clinics:

- The Student Health Center was exceedingly helpful in setting up and providing the flu shots. Erika appreciates the Student Health Center setting these clinics up. These flu shot clinics took place on the following dates:
 - Oct. 21st at MBS
 - Oct. 28th and Nov. 18th at Wood Center
 - Oct. 29, IARC Lobby
 - Oct. 30 in Butrovich

III. STATUS OF PENDING ACTIONS

A. Leave Share Resolution

- Staff Alliance did not have quorum yesterday. No action was taken. The officers will follow up on this item.

B. Emergency Leave Policy

- We will follow up on this until there is a firm policy. Currently the status is the same as we heard last month – you can use up to two days of sick leave if the chancellor declares weather related emergencies.

IV. PUBLIC COMMENT

A. Cody Rogers & Ronnie Houchin, United Way Campaign Chairs

- Cody and Ronnie work at Wood Center. They were present to introduce themselves as this year’s United Way Campaign Chairs, to provide information on ways to donate, and answer questions.
- The United Way Campaign is ongoing. PPA’s have received forms and these should have been distributed. There are payroll deduction forms available here today.
- You can give as little as \$5 pay period which comes out of around \$130 a year. They do not have a set goal this year since they are running an abbreviated campaign after a late start. You can also give by texting this year or you can give online. The deadline for this year’s drawing is this Friday. The drawing for the incentives will be at the Chancellor’s Holiday Party next Tues.
- United Way directly supports 21 member agencies. However, on your giving form, you can direct your contribution to any 501c organization in Alaska, including organizations on campus such as KUAC.
- If you text ‘uwtv’ to 41444 to begin a donation by text.
- They did not send forms to Rural Campuses.

V. GOVERNANCE REPORTS

A. Mathew Carrick, President, ASUAF (no report)

B. Debu Misra, President Elect – Faculty Senate (no report)

VI. STAFF ACHIEVEMENTS AND HIGHLIGHTS

- Ben Stacey was recently appointed by Governor Parnell to the State Water Commission. He will be able to help set state policy for water operators.

VII. BREAK

VIII. OFFICER REPORTS

A. Chris Beks, President

- President Beks was unable to attend today's meeting.

B. Faye Gallant, Vice President

- Chris and Faye were both unable to attend yesterday's Staff Alliance meeting.
- The Planning and Budget Committee (PBC) is still looking at the overall vision for the university in the event that we would have to cut for continued years. This is working to determine where we want to be as opposed to cutting haphazardly and ending up somewhere accidentally. Program reviews are continuing.

IX. CHANCELLOR'S REMARKS

- Chancellor Rogers was attending President's Cabinet and was unable to address Staff Council due to the scheduling conflict.

X. UNFINISHED BUSINESS

A. Fall 2014 Odd Numbered Unit and At-Large Representative Election

- Attachment 256-1: Motion 2014-256-1: Motion to Approve 2014 Fall Staff Council Election Results – Approved**
 - Voting has closed and the final results are in. We are just waiting on final supervisor approval forms to be signed before publicizing the results. As we have done in past years, we will still move forward with approving the election process.
 - A motion and second were made to approve the fall election results. There was no discussion. The motion was approved unanimously.

B. Smoke-Free Campus

- Attachment 256-12 Staff Council's Suggested Revisions to Draft Regulation R.02.09.040 'Smoke-Free/Tobacco-Free Campuses'**
 - The compiled feedback is included with the agenda as a point of information. This was Staff Council's response and suggested revisions to the draft Regulation on Smoke Free and Tobacco Free Campuses.
 - After meeting with Chancellor Rogers for PreStaff, the officers discussed making a few additional minor changes to the suggested revisions. For example, Chris and Faye noted that it is a lot easier to enforce or to say something to someone if you can point them to a location where they can smoke, as opposed to confronting someone you don't know and telling them that you cannot smoke, period. Chancellor Rogers thought this was fairly reasonable. They also discussed increased health concerns associated with smoking in a car as opposed to smoking outside.
 - They also included in the recommendation that Theatre and Film be granted an exemption for items that would be excluded under 'tobacco-like substances' that are used in performances. Chris and Faye also reiterated their support for designated areas. Chancellor Rogers asked the officers to suggest locations for such designated spaces. Chris and Faye have a few ideas. If you have any additional ideas, please forward them directly to the officers.
 - The officers will make these minor changes and then resubmit the document to Chancellor Rogers. The current document was likely taken, by Chancellor Rogers, to President's Cabinet today.
 - During the PreStaff discussion,
 - The Fresh Air Campus Challenge Committee (FACCC) recently discussed the implications of possibly having smoking huts and issues surrounding placing one smoking hut on upper campus and one on lower campus. They also discussed a suggestion of designating smoking areas in the corners of larger parking

lots. The officers suggested the lot across from the Patty Center, which is largely out of range of foot traffic, or one of the back parking lots on west ridge. Their main concern is that we don't want people to have to walk through clouds of smoke and they do not want it to be highly visible. These two locations may provide areas that address these concerns.

- There was also an article in yesterday's Sun Star - 'Students weigh in on Smoking Ban.' In the Student Government report they noted their remarks regarding the smoking ban.
- The Board of Regents (BOR) have a draft policy on their agenda for this week that would prohibit use of tobacco systemwide. The draft regulations that we have seen are also included with the agenda as general suggestions for what the regulations might look like, if the policy is approved.
- The BOR meeting is in Anchorage. You can submit written feedback to the board, but they will not see the feedback until after their meeting.
- Staff Alliance took a position on this issue that largely mirrored that taken by UAF Staff Council, which was more of a compromise proposal that banned smoking and tobacco use, except for in designated areas that could be determined by the campuses.
- It is unclear if students still support a complete ban.
- If you look at public comment at the last year and a half at BOR meetings, most of the comments have been in favor of the ban. This was a bigger push from UAA, which is documented in newsletters and papers over the past year and a half. One of the reasons for this may be that UAA is located right next to the Providence Medical and people come off of that campus and go onto UAA's campus to smoke.
- ASUAF did a smoke survey during their election, but their survey turnout was not high. It is therefore hard to say if this represents the entire student body or not.
- Now that it has gone to the board, it is more an issue of policy.

C. UA Staff Alliance's Proposed 'University of Alaska Core Values'

i. Attachment 256-11: Proposed 'UA Core Values'

ii. Attachment 256-13: UAF Core Values

- UA Summit Team was looking to set UA Core Values. They provided staff with the opportunity to start the process and be proactive in developing these values.
- Draft UA Core Values and UAF's Core Values from the Strategic Plan, are attached to today's agenda.
- The UA Core Values are up for discussion at this point. The UAF Core Values have already been put in place, however, it is unlikely that there will be conflict between the two.
- It was noted that the inclusion of "innovation" and "respect" were positive additions that were not include in the UAF Core Values. A suggestion was made to include 'respect of privacy.' This would be helpful at a university since we want to be able to freely discuss ideas that are debatable.
- An unofficial poll was taken to see if these draft Values are something that the officers should support at Staff Alliance. There was no opposition voiced.
- Feel free to share the draft UA Core Values with your constituents for feedback. Please submit any feedback that you have, or that you collect, to Chris and Faye prior to the holiday break.

D. 2015 Staff Council Meeting Schedule

i. Attachment 256-4: 2015 Staff Council Meeting Schedule – Approved

- This schedule was approved at the Nov. Staff Council meeting. It is included as an attachment as a point of information. Our meetings were scheduled to align with the Faculty Senate's meetings to save money.
- A point of clarification regarding 'Audio Conference' designation on the schedule – Staff Council meetings are almost always available both in person and by audio conference.
 - The designations of 'Audio Conference' and 'Face-to-Face' used to designate how rural representatives attended Staff Council meetings.
 - 'Audio Conference' means that, in addition to holding the meeting in person, the meeting will also be

- available by audio conference.
- ‘Face-to-Face’ was formerly used to designate meetings for which UAF Governance paid travel expenses for rural representatives to attend a Staff Council meeting in person, on main campus.
- Due to budget cuts, Governance is unfortunately, no longer able to cover travel expenses for rural representatives to attend meetings in person. The ‘Audio Conference’ designation was included on this year’s meeting schedule, since it marked a change from prior schedules. It will be removed from future schedules since it is no longer applicable.
- However, if any rural representatives are traveling to Fairbanks for other reasons and are you are able to attend a meeting in person, we would enjoy the opportunity for you to join use here in Fairbanks.

E. 2014 Staff Council Calendar Update

- We are waiting on a proof from Printing Services.
- The Staff Council calendar will be the last thing printed by Printing Services before their office closes.
- The delivery date for the 2015 calendar is not known at this time.
- The sunflower image was the one selected by representatives.

XI. NEW BUSINESS

A. Volunteer Day Proposal

i. Resolution 2014-256-1: Request for UAF Staff Volunteer Day - Draft

a. Attachment 256-3: Resolution 2014-256-1 - Draft

b. Attachment 256-10: UAF Staff Council Proposal for a Staff Volunteer Day

- The University Advocacy has been working on this proposal, for a Staff Volunteer Day, for the past few months. Today, the committee is looking to discuss the draft resolution and proposal. These are included as attachments to the agenda.
- The proposal from University Advocacy explains the day. The resolution is in support of the proposal.
- The committee is seeking an additional half day of annual leave to go along with half a day of annual leave donated by the staff member. These hours would form a single day of volunteer time each academic year.
- If we are able to concentrate volunteer time during a couple of weeks, one in the fall and one in the spring, this could make a major contribution to organizations in Fairbanks. Organizations repeatedly state that even an hour or two of volunteering would make a huge difference. Our volunteer service would help organizations and would be a major contribution that staff and administration could cite.
- Concerns were raised, anticipating pushback regarding the additional leave and whether the committee would be interested in pursuing this proposal if the additional half day of annual leave were not granted by the university. The committee noted that it would remain interested in pursuing it.
- Additional concerns were raised regarding possible backlash if people were to see it as ‘how do they have time for their employees to volunteer under such budget constraints.’ It was noted that half of the time would be the personal time of the employees. Additionally, the committee sees this as a positive opportunity for both the university and the community.
- Possible issues with finances due to the cost of the additional leave and how it is calculated were noted.
- People can use their annual leave right now for volunteering, some felt was adequate at this time.
- There were various factors discussed by the committee, but they felt that some of the more specific items could be worked on with HR and other university components. They did not view any of the concerns as warranting dropping the idea of a staff volunteer day.
- One reading of the proposal presents this as something that we are interested in doing and that we are willing to take the time to figure out how to do it. This would likely include figuring out if we can figure out if and how we can get the leave component to work.
- In past similar proposals, it was acknowledged that there would ostensibly be a list of university approved

- organizations in the community. It would be the responsibility of the university to approve the organizations that are sanctioned. Staff Council might have some role in this.
- When discussed in PreStaff, Chancellor Rogers seemed to favor the idea of a very short list of organizations as focused areas for which people could sign up, allowing us to have a visible impact in terms of partnerships. The list could rotate annually.
 - It was noted that in rural areas, people volunteer with various reasons because it is important to them. For the university to say where they can volunteer might create some animosity. It was explained that this list wouldn't be a list of organizations that you are allowed to volunteer for, but rather a list of organizations that we would like to focus on. This would be extremely important for rural areas.
 - This proposal says that this is something that we want to do. If the proposal is approved, we will spend the time figuring out how to do it; how to address the leave issue and other concerns.
 - Staff volunteering could also be framed to focus on a specific area or category, such as schools.
 - A few representatives had concerns about asking for additional leave for this proposal, when we have people being laid off and we are struggling to find any way to cut costs.
 - Regardless of whether the university decides to provide leave, in some offices, if all staff decide to individually take leave to volunteer at the same time, it may be difficult to get time off. If it is approved by the university, it may be easier for multiple people from the same office to volunteer at the same time.
 - At the Bristol Bay Campus, the director already allows even entire departments to take off an afternoon to volunteer to help with a community need in order to support their community.
 - It was suggested that calling this 'leave' may be a misnomer. The idea is not that you would get extra leave that you could use for anything. It is more in the sense that we are asking the university to say yes, you can volunteer a certain amount of your paid time. Departments can already do this, and this is paid time. If you put it in a volunteer leave category, then it has to be budgeted. If it is included in your current time, then it is easier to deal with administratively.
 - It was a focus on the committee's discussion that it would be important to identify certain times of year, when employees are not as overly burdened by work.
 - The reality that staff are sometimes doing the work of multiple positions at this time may mean that certain departments can volunteer at only certain times of the year. We would want to avoid those busy times. This is why we wanted to have multiple weeks in the year that would fit different departments' needs and would not assume that everyone can volunteer at the same time. There may also be some departments that wouldn't have any time to volunteer, this is why the volunteer work would not be mandatory. This is not as though you would be getting additional leave. If it fits within their mission, they are allowed to volunteer.
 - When it comes time for the legislature to make decisions on budget items, the legislature looks highly upon community input. Highlighting our connections to the community is extremely valuable.
 - The committee sees part of its charge as seeking to improve connections between UAF and the communities in which it exists. This is also part of the responsibility of the university. The committee believes that this is a way to strengthen these values and relationships.
 - It was noted that being able to utilize time to volunteer often provides stress release and makes you feel more positively about making a contribution to our community.
 - Student firefighters are very good examples of a members of the UAF community who volunteer while taking courses and working. The fire chief encourages students to volunteer for various activities. Volunteer is the key word. We may need this call for volunteering to come more from the director level. This would say, 'I support what the university is doing and I support your volunteering.'
 - A few representatives, who support volunteering, did not feel it should be associated with university leave.
 - The divisive issue on the proposal, for the most part, surrounded additional leave time. An informal poll was taken to determine how many people would be in favor of removing the four hours of additional leave. Seven representatives unofficially supported the removal of the additional university paid time.

- One possible workaround would be to remove the wording that states how the time would be covered.
- A decision was made to ask Advocacy to rework the proposal regarding how the time would be paid for or supported. It can then be taken up at our next meeting. The Advocacy Committee meets later today.

B. Staff Council Bylaws ‘Section 2.’ – Review

- The Membership and Rules Committee is currently reviewing the bylaws.
- Section 2 of the bylaws indicates the purposes of UAF Staff Council. The committee did not want to decide what these should be without input from the larger body.
- Options for reviewing this section of the bylaws included:
 - A subcommittee could be formed including interested representatives as members. The subcommittee would then bring this issue forward.
 - During orientation in February, we could have our current members review these items as part of a breakout session
 - The responsibilities could be discussed as an agenda item at a Staff Council meeting. However, unless there are no changes, this would take more time than is available in a normal meeting.
- The consensus was to hold a breakout session at orientation to discuss possible changes to this section of the bylaws, as long as the breakout session would be available to those at rural campuses. The session will be available electronically.
- A request was made to send out the section of the bylaws along with the relevant sections of UA Regulation so people could see the difference between the two ahead of time.
- Trish will upload this information in advance so that representatives can read the documentation before the breakout sessions and submit comments online.

C. Motion to Cancel January 2014 Staff Council Meeting #257

i. Attachment 256-2: Motion 2014-256-2 - Approved

- The Jan. Staff Council Meeting is scheduled for Jan. 5th, which is the first day back following the holiday break. It may be difficult to reach quorum. The timing would also result in few workdays between today’s meeting and the Jan. meeting.
- A motion and second were made to cancel the Jan. 5th Staff Council Meeting #257. The motion was unanimously approved. The Jan. meeting was cancelled.

D. 2015 Chancellor’s Cornerstone Award - Nominations Are Now Being Accepted

i. Attachment 256-7: 2015 Award Flyer

- Nominations are now being accepted for the Chancellor’s Cornerstone Award. Please encourage people to submit nominations. Those submitting nominations are highly encouraged to address the points indicated on the form to ensure full consideration. We would like to see a strong round of nominations.

COMMITTEE REPORTS

XII. INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair

i. Has not met

- Elections have closed. They are working to acquire the remaining few supervisor approval forms needed to finish the election. They will also be contacting those newly elected.

XII. INTERNAL COMMITTEE REPORTS (cont.)**B. Membership and Rules - Trish Winners, Chair**

- i. Attachment 256-8: December Committee Report

C. Rural Affairs – Jeannette Altman, Chair

- Yesterday's committee meeting was cancelled.

D. Staff Affairs – Jeff Baxter, Chair

- i. Attachment 256-6: December Committee Report

E. University Advocacy – Nate Bauer, Chair

- i. Attachment 256-9: Staff Council Mentoring Interest Survey
 - The committee will hold its next meeting later today.
 - Advocacy is interested in rolling out a new Staff Mentoring Survey. They are interested in receiving feedback from council, which will be discussed at today's committee meeting.

XIII. EXTERNAL STATEWIDE COMMITTEE REPORTS**A. Staff Alliance- Staff Health Care Committee – Lesli Walls, Rep; David Bantz (Alt); Kim Eames (Alt)**

- SHCC meets next Wed.

B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith

- The committee will meet again after the holiday break. They are still in the information gathering stage. They have not started to draft any new proposals yet. They plan to have Erik Seastedt, CHRO as a guest speaker at their next meeting.

C. UA Statewide Furlough Task Force – Chris Beks and Trish Winners

- i. Has not met
 - They will likely waiting for the Board of Regents to consider the new policy.

XIV. EXTERNAL UAF COMMITTEE REPORTS (WRITTEN ONLY)**A. Accreditation Steering Committee**

- i. Representative Needed

B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Jesse Atencio**C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus****D. Chancellor's Planning and Budget Committee - Chris Beks, Rep; Juella Sparks, Alt****E. Food for Thought Committee - Tom Langdon****F. Fresh Air Campus Challenge Committee – Brad Krick, Alt**

- i. Attachment 256-5: December Committee Report

G. Master Planning Committee (MPC) – Richard Machida, Rep; Brad Krick, Alt

- i. Has not met

XIV. EXTERNAL UAF COMMITTEE REPORTS (cont.)

H. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015

I. Parking Advisory Committee (PAC) – Tom Langdon

J. People’s Endowment Committee – Jessica MacCallum

i. Has not met

K. Research Program Review Task Force – Richard Machida & Marie Thoms

i. Has not met

L. RISE Board – Ian Olson

M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell

i. Has not met

N. Sustainability Master Planning Committee, Richard Machida

i. Has not met

XV. AD HOC COMMITTEE REPORTS (*WRITTEN ONLY*)

A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair

B. Training and Employee Development Working Group Update – Jessica MacCallum

- This working group is creating a single website that addresses all training available to staff. They are making progress on this task. They are also looking at models to provide updates to continue to help coordinate training.

XVI. ROUND TABLE DISCUSSION**XVII. ADJOURN**

- Vice President Faye Gallant adjourned the meeting at 10:55 AM.

University of Alaska Fairbanks

Staff Council

Motion 2014-256-1

Approved

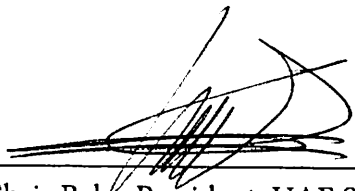
UAF Staff Council unanimously approved the following motion at Staff Council Meeting #256, on Dec. 10, 2014.

MOTION

The UAF Staff Council moves to ratify the Fall 2013 Staff Council Even Numbered Unit Election results.

EFFECTIVE: Immediately

RATIONALE: The Elections Committee has reviewed and certified these election results. Newly elected representatives officially begin their two-year terms on January 1, 2014.



Chris Beks, President, UAF Staff Council

12/19/14
Date

University of Alaska Fairbanks

Staff Council

Motion 2014-256-2 - Approved

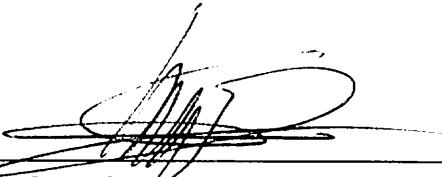
UAF Staff Council unanimously approved the following motion at Staff Council Meeting #256, on Dec. 10, 2014.

MOTION

UAF Staff Council moves to cancel Staff Council Meeting #257, scheduled for Jan. 5, 2014.

EFFECTIVE: Immediately

RATIONALE: Due to campus holidays and closures, there are very few working days between the scheduled Dec. and Jan. Staff Council meetings, making it difficult for the organization to productively conduct business.



Chris Beks, President, UAF Staff Council

12/19/14

Date

University of Alaska Fairbanks
Staff Council
Resolution 2014-256-1 – Draft

Resolution Requesting a UAF Staff Volunteer Day

WHEREAS, Staff Council’s University Advocacy Committee is committed to organizing “events and functions to help make the public aware of the value of University staff, as well as students and faculty;” and

WHEREAS, Staff Council observes the Fairbanks community’s great need for time and effort from the University’s wide array of smart and highly capable staff and potential volunteers; and

WHEREAS, we also recognize the need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community; and

WHEREAS, we also observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

WHEREAS, we are committed to UAF’s core themes, including its efforts to “engage Alaskans through Outreach for Continuing Education and Community and Economic Development;” now

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the proposal to found an Annual Staff Volunteer Day at UAF.

2015 Staff Council Meeting Schedule

Meeting Number	Date	Meeting Type
257	Monday, January 05, 2015	Audio Conference
258	Monday, February 02, 2015	Audio Conference
259	Monday, March 02, 2015	Audio Conference
260	Monday, April 06, 2015	Audio Conference
261	Monday, May 04, 2015	Audio Conference
262	Monday, June 01, 2015	Audio Conference
263	Monday, August 03, 2015	Audio Conference
264	Monday, September 14, 2015	Audio Conference
265	Monday, October 12, 2015	Audio Conference
266	Monday, November 09, 2015	Audio Conference
267	Monday, December 07, 2015	Audio Conference

Call-in number: 1-800-893-8850 PIN: 8244236

All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.

Approved 11/18/2014

Revised 12/2/2014

Fresh Air Campus Challenge (FACC) Committee
Report for Staff Council Meeting #256

Members: Jessica Desrochers, Brad Krick (alt)

The FACC committee met on Wednesday, November 26. Our next meeting is to be scheduled.

The group discussed some of the tobacco-related information from the previous day's Chancellor's Forum, including Chancellor Rogers' comments that we might need smoking and non-smoking sections of parking lots so that people would not walk through smoke to get to their cars.

UA CHRO Erik Seastedt attended the meeting and gave the group an overview of the proposed draft regulations and took questions.

There was discussion about the timeline and a general concern that a longer transition timeline would be more beneficial than a shorter one. The group also discussed the possibility of allowing for designated smoking areas (one on upper campus and one on lower campus). Committee co-chair Kris Racina noted that even if we assume that there will be no possibility for smoking areas, the time between now and December 1, 2015 could be used to implement some transition steps.

The group will invite someone from Fairbanks Memorial Hospital and Octavia Harris from the American Lung Association to the next meeting in order to get insight as to how best to transition to a tobacco-free campus.

A proposed revision to UA Policy, "Smoke-Free/Tobacco-Free Campuses", is on the agenda for the December 11 - 12 Board of Regents' meeting. This was not part of the FACC meeting, but is relevant to this topic.

Chief Human Resources Officer Seastedt will discuss and answer questions regarding the tobacco-free and smoke-free proposed policy revisions.

PROPOSED REVISIONS with TRACK CHANGES

P05.12.092. ~~Smoking in University of Alaska Buildings.~~ Smoke-Free/Tobacco-Free Campuses.

~~Smoking will be prohibited in all nonresidential university facilities open to the public and all public areas of all residential university facilities.~~ The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation. (06-20-97)

PROPOSED FINAL LANGUAGE

P05.12.092. Smoke-Free/Tobacco-Free Campuses.

The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. Implementation of this policy may be established in university regulation. (—-—-—)

Draft university regulations to show intent are attached.

The attached draft regulations are on the Board of Regents' boarddocs.com site and appear to be the same as the draft regs previously shared with Staff Council.

<http://www.boarddocs.com/ak/alaska/Board.nsf/Public>

STAFF AFFAIRS COMMITTEE

Summary of meeting on 12/3/2014

Attendance:

Jane Gloseclose Kim Ames (phone) Nicole Dufour (phone) Jeff Baxter

Discussion items:

1. From the previous meeting, some staff have complained that their supervisor is not providing the required evaluation each year. Current regulation states that if the supervisor does not provide the evaluation, there should be a note made in the supervisor's HR record. Also, the staff member is ineligible for any potential step increase due to the missing evaluation.

Jeff will follow-up with an email to Brad Lobland to see if this issue can be brought to light in order to increase awareness of the requirement.


2. Many staff are a bit uneasy due to the current program reviews that came about as a result of projected budget shortfalls. Not knowing if the program they are working on will 'make the cut' or not is causing the uneasiness. Staff Affairs will continue to monitor the progress of the program reviews and hopefully keep staff informed about progress.

The next Staff Council meeting is December 10, 2014 in the Wood Center Ballroom; the next Staff Affairs meeting will be January 7, 2015 in Murie 330.

Jeff Baxter


Chair, Staff Affairs Committee

CHANCELLOR'S CORNERSTONE AWARD



**Nominate
a staff member
who represents
the best of UAF.**

Reward who you value!



dependable
inspiring honest friendly
helpful supportive
creative committed

Reward who you value!

It takes just a few minutes to recognize employees who show commitment to the university throughout the year.

Nomination deadline is Feb. 20, 2015.

Complete criteria are available at www.uaf.edu/chancellor/awards/.



UAF is an
AA/EEO employer
and educational
institution. 12/2014

12/1/2014	Staff Council Membership & Rules Committee Report	Action Item Date/Owner
1	Roll Call - quorum is met; Members: Jessica MacCallum, Jessica Desrochers, Trish Winners; Guest: Nicole Dufour	
2	OLD BUSINESS - none	
3	Permanent Committee descriptions - results of feedback from Chairs (Still need Rural Affairs, University Advocacy; also - should non-permanent committees be in this section? To discuss during Section 5 review.)	T.Winners
4	Bylaws Section 2 Review completed, action items for follow up. Group agreed to wait to change "ATP" language until we can do all sections together; prefer to wait until BOR has updated wording, although BOR has already approved the change, they just missed fixing a couple places.	All
5	ParliaMinutes - Jessica Desrochers volunteered for 12/10 meeting; she will send to Trish to print for meeting. Jessica MacCallum will do the next one, in Jan or Feb, whichever is next.	J.Desrochers
6	Next Bylaws Review Section(s) - DEC: Section 3 A-C, JAN: Section 3 D-F	All
7	Changed date of next M&R meeting to Jan12. (Jan 5 is first day back from Christmas break and was too soon to meet and be ready.) All agreed.	
8	Set a goal of trying to recruit one new committee member by next meeting.	All / 1-12-15
	Action Items:	
	Add finalized motions to GoogleDrive M&R Folder when done. Update Motions Log.	T.Winners
	Finalize Constitutional Amendment motion after all Section reviews are done. See Motions Log.	J.MacCallum; T.Winners FEB2015 at latest.
	Add to SC Mtg Agenda Dec 10 discussion of Bylaws Section 2.C. - separate committee discussion? What are our functions as Staff Council? Compare against BOR Policy/Regs? What do the other campuses have in their bylaws? Write summary for SC Meeting.	T.Winners
	Find links to UAA/UAS, etc., SC bylaws and summarize.	J.Desrochers
	Important Dates:	
	Next SC Executive Board Meeting: 12/2	
	Committee Reports due: 12/4	
	Next Staff Council Meeting: #256 - 12/10	
	Next M&R Committee Meeting: 1/12/2015	
	Future Staff Council Meeting: #257 - February	

UAF Staff Council Mentoring Interest Survey

Name (optional) _____

Department at UAF _____

Have you participated in formal or informal mentored training at UAF (currently or in the past)?

_____ Neither _____ Informal Mentoring _____ Formal Mentoring _____ Both

What type(s) of mentoring roles have you held to this point?

_____ Mentor _____ Mentee _____ Both _____ Neither

Whether formal or informal, how effectively would you rate your mentored training experiences at UAF?

_____ 1 (least effective) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (most effective) _____ N/A

In general, how important do you consider mentoring to the success of staff members in new roles?

_____ 1 (not important) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very important)

If supported by your leadership/department, how willing would you be to accept a designated role as mentor to staff in new roles with which you're familiar?

_____ 1 (not at all willing) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very willing)

If supported by your leadership/department, how desirable would you consider the opportunity to be mentored by designated staff familiar with your current role?

_____ 1 (not at all desirable) _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 (very desirable)

If supported by your leadership/department, how many hours per month would you consider appropriate to devote to designated mentor/mentee participation?

_____ 1 (or fewer) _____ 2-4 _____ 4-6 _____ 6-10 _____ 10 or more

University of Alaska Fairbanks
Staff Council
Proposal for UAF Staff Volunteer Day

11/17/2014

UAF Staff Council seeks a full work day of volunteer time per staff member per year, to comprise four hours of existing Annual Leave, donated by the staff member, combined with four hours of additional “Volunteer Leave” newly offered by the University.

These volunteer efforts should be concentrated as full workdays by all staff willing, to also take place during one of two designated weeks per school year, which may also minimize any negative effect on UAF and its services to students. Initial weeks proposed for designation include a single week during the Fall semester of 2015 and one during Spring semester of 2016. These features present the need for the stringent organization, regulation, and oversight of such a proposed activity, with Staff Council looking forward to collaborating on these efforts with University Human Resources and Administration.

Therefore, UAF Staff Council proposes, in conjunction with UAF administration, the founding of an Annual Staff Volunteer Day, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of year when these efforts are most needed.

UA Staff Alliance Proposed 'University of Alaska Core Values' - DRAFT

The University of Alaska is committed to maintaining the highest ethical standards and to upholding the public's confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

Integrity: Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

Respect: We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

Service: We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

Innovation: We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.

UAF Staff Council

Proposed Changes to Draft Regulations for R.02.09.040 Smoke-Free/Tobacco-Free Campuses

UAF Staff Council would like to suggest the following changes to the draft regulations that were sent by Chief Human Resources Officer Erik Seastedt on November 11th, 2015.

R.02.09.040. Smoke-Free/Tobacco-Free Campuses

Addition to Section D. Exclusions:

11. University designated smoking and tobacco use area(s) on University of Alaska campuses.
12. Use of smoking or tobacco related items in the performance of a University licensed play, or filming of a motion picture.

Rationale:

1. In the past four years there have been at least two shows by the UAF Theatre/Film department, that had characters smoking on stage. In both cases, special "stage cigarettes" were used that don't contain any actual tobacco. (Would fall under Section B.2. "non-tobacco plant product.")
2. Designated smoking / tobacco use areas are highly preferred by UAF staff and faculty (see attached survey results and resolution)
3. Designated smoking and tobacco use areas would create social pressure on tobacco users to smoke and use tobacco in those designated areas, thereby assisting in enforcing the smoke-free / tobacco-free policy. The enforcement of the policy would be more a community effort.
4. Without designated use areas, personal vehicles are the only place people may smoke on campus (Section D.1. Exclusions). Employees without a personal vehicle on campus would have to go off campus grounds to use tobacco. On the Fairbanks campus this would require a lot of time away from their work for employees who use tobacco.

5. Current draft regulations designate personal vehicles the only physical location that allows smoking and tobacco use on a UA campus. Research has shown that smoking in cars exposes occupants to substantially higher levels of tobacco biomarkers. (Studies <http://tobaccocontrol.bmj.com/content/23/1/51.abstract> and <http://tobaccocontrol.bmj.com/content/21/6/578.abstract?sid=27de2fe5-847b-4aee-a56b-aab0ad9342b7> News article <http://www.bbc.com/news/health-19946656>



Strategic Plan



CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar North, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 10:57

The [University of Alaska Fairbanks](#) is an affirmative action/equal opportunity employer and educational institution and is a part of the [University of Alaska](#) system.
UAF photos by Todd Paris unless otherwise noted.
For questions or comments regarding this website, contact uaf.web@alaska.edu
This Site is Mobile Web Ready

Patient Protection and Affordable Care Act (PPACA)

What does it mean to me?

The healthcare reform law, also known as the Affordable Care Act, or ACA, that passed in 2010 has had gradual and increasing impacts on our plan at the University of Alaska. You may be aware of some changes, and others may have slipped by without your notice. Retaining dependent children on the plan until age 26, expanding the preventive services covered by the plan, removing annual and lifetime limits on most services, and removing pre-existing condition exclusions are all parts of the law that have affected our plan over the years.

If you are covered by an employer plan like *UA Choice*, you may not think the law will make much of a difference to you either personally or at work. And it's true that on a personal level, you may not notice much difference in health care coverage because of the law. But from a workplace standpoint, the law will have a large impact on how we do business at the university. Why? Because starting in 2015, the university is required to offer health care coverage to employees who up to now have not been considered eligible for benefits.

The way the law is currently written, employees who work an average of 30 hours or more a week will be eligible for health care benefits even if they are temporary, adjunct, or student employees. The way we will determine if these employees are eligible for health care coverage is by tracking their working hours over a period of time called the "measurement period." Tracking hours for employees who normally are paid by the class, stipend, unit, or "flat fee" obviously presents a challenge for us.

The tracking requirements outlined in this document apply to employees hired in FW, FT, GN and GT employee classes only. All other employee classes are already being tracked based on working hours, regardless of how the employee is paid.

For these types of employees, a reasonable estimation of working hours may be difficult to calculate. The IRS has given us guidance to convert credit hours taught to hours worked by multiplying the credits by 2.25 (so a 3 credit course is equivalent to 6.75 hours a week, or 13.5 hours bi-weekly). Added to this calculation are any hours worked outside of the classroom, such as required office hours and/or required meeting hours. In other words, we must carefully assess all *required* work outside of the classroom.

This assessment becomes more challenging when determining hours for non-credit assignments and the variety of graduate student stipends with or without an "on-call" status component.

The most recent guidance from the IRS for students employed as a Resident Assistant states, “It is not reasonable for an employer to fail to credit an employee with an hour of service for any on-call hour for which payment is made or due by the employer, (a) for which the employee is required to remain on-call on the employer’s premises, or (b) for which the employee’s activities while remaining on-call are subject to substantial restrictions that prevent the employee from using the time effectively for the employee’s own purposes.” The hiring department must make a reasonable assessment of the bi-weekly work hours of an employee for non-credit assignments and graduate student stipends, and provide the number of bi-weekly work hours on the employee’s appointment letter and job assignment form.

A reasonable calculation for someone performing a non-credit (non-represented) adjunct assignment may be to assess the number of prior semesters the employee has worked for the University, and equate the employee’s contract amount to a represented employee’s calculated work hours.

Example;

John has worked for the University for 2 prior semesters, and is now being employed in a non-credit assignment to develop the curriculum of a 3-credit class before the end of the semester.

- UA employees teaching a 3-credit class are paid a minimum of \$3,490.62 (\$1,163.54 per credit hour) with an estimated work hours of 13.50 per pay period based on 2.25 hours per credit per week, as listed above)
- John’s current non-credit assignment is contracted to pay \$1,500
- John’s assignment is being paid at 43% of the minimum amount compared to teaching a 3-credit course ($\$1,500 \text{ divided by } \$3,490.62 = .43$)
- Applying the same translation to work hours, use the estimated work hours for a 3-credit course and multiply by the percentage of difference in pay to determine the estimated work hours. ($13.5 \text{ work hours} \times .43 \text{ percentage difference in pay} = 5.81 \text{ estimated work hours}$)
- Work hours should be rounded to the nearest quarter hour making the estimated work hours for John’s assignment at 6 hours per pay period.

Special Note: If the department representative, hiring authority, or the employee are aware that the employee’s work hours will differ from the outcome of the calculation method in the above example, then the actual estimated work hours should be provided to the HR office on the employee’s assignment documentation.

Also, if the employee’s work hours differ for one or more pay periods from the work hours listed on their appointment letter or job assignment definition, then the employee will be required to submit a paper time sheet to adjust their work hours accordingly.

The number of bi-weekly (per pay period) work hours provided from either the contract letter or job assignment form will be recorded in the Banner Job Assignment form, NBAJOBS, and used to determine whether the employee must be offered UA Health Care coverage at the conclusion of the measurement period.

Any employee hired after July 1, 2015, who is expected to work a minimum of 30 hours every week of their assignment must be offered health care coverage immediately. All students hired in a Resident Assistant assignment should be offered health care coverage at the start of their assignment by nature of their “on-call” duties. New hires and Resident Assistants who meet the 30-hour minimum will still be subject to the 30-day wait period from their date of hire, before their health care coverage can begin.

The only exceptions to the 30-hour rule are for truly seasonal employees who are hired full-time for a period not to exceed six (6) months at the same time every year and students employed in work study jobs. Examples of a seasonal employee are summer laborers and groundskeepers who only work the summer season. These employees do not need to be offered health coverage because they are truly seasonal employees.

For questions related to ACA hours calculations, please refer to your campus Human Resources office; contact information for each office is available at <http://www.alaska.edu/hr/contact-us/>.



UNIVERSITY
of ALASKA
Many Traditions One Alaska

WELCOME

TO YOUR NEW HEALTHYROADS
WELLNESS® PROGRAM.

BENEFITS TO HELP YOU AND YOUR
FAMILY ACHIEVE BETTER HEALTH

Dear UA Choice Health Plan Participant:

A healthy organization cannot exist without healthy employees. The everyday choices we make can help us live happier and more fulfilling lives—both at work and at home. That's why the University of Alaska continues to team up with Healthyroads to offer a comprehensive wellness program.

The goals of this program are to:

1. Continue to provide you with information about your current health status.
2. Help you set realistic health improvement or lifestyle goals.
3. Give you health management tools and resources to help you reach your goals.
4. Lower health care costs—An effective wellness program can make a difference in these costs over time. Your participation will benefit your lifestyle and may help you save money on health care costs in the future.

Your participation in this effort is completely voluntary and will allow you to:

1. Access lifestyle coaching services to help you set, reach, and maintain your goals.
2. Complete an online Personal Health Assessment (PHA) to help you reach your personal health goals.
3. Use a variety of online services to keep tabs on your health and your goals.

The details of the program are outlined in this brochure. Please review this information carefully so you understand how it works and can take full advantage of the opportunities it offers. We will continue to provide additional information regarding our wellness initiatives throughout the year.

Each one of us can choose steps, even small ones, to improve our overall health and well-being. We hope you will join us by participating in this worthwhile effort. We are very pleased to offer a program that will focus on the well-being of UA's most valuable asset—YOU.

Yours in health,

Pat Gamble

President, University of Alaska

Abel Bult-Ito

Chair, Joint Health Care Committee



YOUR HEALTHYROADS JOURNEY: HEALTHYROADS CAN HELP YOU ON YOUR PERSONAL HEALTH PATH

Participation in the wellness incentive program is completely voluntary, but we encourage all eligible* employees and their spouses/FIPs (Financially Interdependent Partners) to take advantage of the program so that they can receive valuable information on their health status and risk factors—as well as have access to wellness-related resources, including online coaching, stress reduction suggestions, and more. Plus, you'll be making efforts that will pay off—both literally and figuratively!

*Only employees and their spouses/FIPs on the University of Alaska health plan are eligible to participate in the wellness program.



\$ EARN A REBATE ON YOUR 2016 HEALTH CARE CONTRIBUTIONS! HERE'S HOW:

Employees and spouses/FIPs enrolled in the UA Choice health plan are eligible to earn a rebate of up to **\$600** on their health plan contribution. Just follow the 3 steps outlined below! If your spouse or FIP is covered under our eligible plans, they must complete the required steps to earn the rebate.

To be eligible for the incentive, complete the following steps on or between **November 1, 2014**, and **April 30, 2015**:

1. Complete a Personal Health Assessment (PHA).
2. Get a biometric screening.
3. Earn 5 credits.

The wellness rebate of up to \$600 for you and \$600 for your spouse/FIP will be paid out in bi-weekly payments or “credits” on your paycheck, just like you pay for health insurance. If you’re a 12-month employee, you’ll get 26 credits on your paychecks. If you’re a 9-month employee, you’ll get 19 credits.

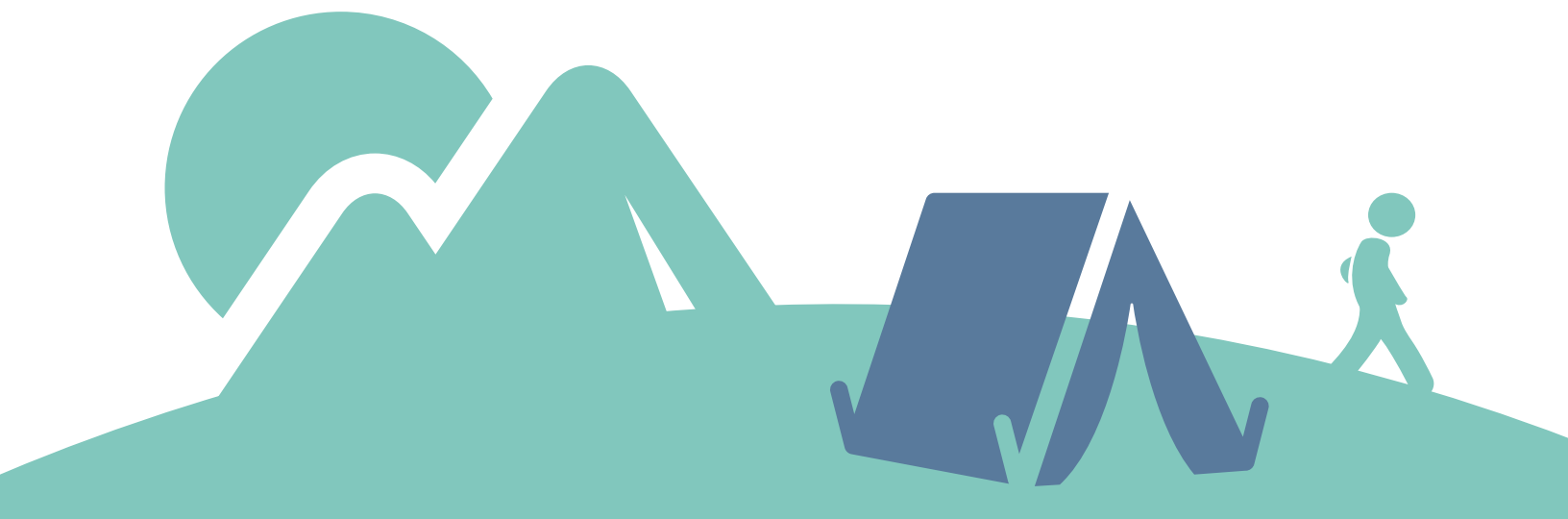
STEP 1: PERSONAL HEALTH ASSESSMENT (PHA)

The Personal Health Assessment is an online, private questionnaire about your health and lifestyle. Your answers will generate scores around different areas of your health. It is available on the Healthyroads portal. More information regarding the PHA can be found in this brochure.

STEP 2: BIOMETRIC SCREENING

You can fulfill your screening requirement in 3 ways. Visit the UA benefits page at www.alaska.edu/benefits for more information.

- 1. Have your biometric measurements completed as part of your annual physical or preventive screening.**
 - Visit Healthyroads to print the Healthyroads® Health Care Provider form or download a copy from the UA benefits page. Your form should be completed and submitted by your doctor directly to Healthyroads by **April 30, 2015**.
 - You are responsible for ensuring your form is completely filled out. You will not receive incentive credit if you submit an incomplete form.
- 2. Visit a Quest Diagnostics® Patient Service Center (PSC) at your convenience before April 30, 2015.**
 - To schedule your appointment, go to <https://my.blueprintforwellness.com>.
 - New participants use registration key: UOAreremote. Returning participants will use their existing username and password.
 - PSCs will be closed to participants December 15, 2014 – January 15, 2015. During this time, please use the Health Care Provider form.
- 3. Attend an onsite screening in 2015 offered at many work locations. Registration details and dates coming soon!**



STEP 3: EARN 5 CREDITS

Choose any combination of the following activities for a total of 5 credits.

Activity	Credits	Max
Get your annual wellness exam	1	1
Complete your dental and vision exams	1	2
Get adult immunizations (flu shot, shingles vaccine, etc.)	1	1
Attest to being tobacco free for at least 6 months prior to April 30, 2015	1	1
Complete 4 Healthyroads coaching sessions	2	6
Complete 8 online classes	1	2
Complete a Healthyroads challenge <ul style="list-style-type: none"> Information regarding Healthyroads challenges is coming soon! 	1	2
Coming January 2015: Earn points for physical activity!	1	5

Here are some examples of how to earn your incentive, but be sure to complete your PHA and get a biometric screening:

Scenario 1

- Complete 4 Healthyroads telephonic coaching sessions (2 credits)
- Complete a Healthyroads challenge (1 credit)
- Get your annual wellness exam (1 credit)
- Attest to being tobacco free (1 credit)

Scenario 2

- Complete 8 telephonic coaching sessions (4 credits)
- Complete a dental exam (1 credit)

Scenario 3

- Complete 8 online classes (1 credit)
- Complete your dental and vision exams (2 credits)
- Earn credit through physical activity (details coming soon)
- Attest to being tobacco free (1 credit)

Starting January 2015, participants will be able to choose from a list of devices to track activity. Check your Healthyroads page for more details!

Healthyroads may use and/or provide participation information to your plan sponsor/employer or its contracted entities that administer your plan for incentive fulfillment purposes. Healthyroads may also use this information to provide you with other services on behalf of your plan sponsor/employer. Your participation serves as your consent for Healthyroads to use and/or provide this information as stated above.



PLOT YOUR JOURNEY PLAN: GET STARTED WITH A PHA

COMPLETE YOUR PHA BY APRIL 30, 2015!

We are all at different points on a journey to better health. Some of us are just starting out. Others may be considered healthy, but perhaps we could use some encouragement to keep going. Wherever you are, it is important to keep traveling your path and learning more!

With the Healthyroads Personal Health Assessment (PHA), you can identify potential health issues related to daily nutrition, fitness, and lifestyle habits and see how to improve your health.

The PHA consists of a series of questions about your health-related activities and behaviors. After completing the voluntary questionnaire, you'll be able to identify areas of improvement that might be perfectly suited for a Healthyroads Coaching® program!

Fulfilling this requirement by **April 30, 2015**, will help you set your course and guide you to suggested engagement activities to achieve better health. You will be eligible to earn incentives as long as you take a PHA, get a biometric screening, and earn 5 points by April 30, 2015.

EMPLOYEES

Follow these easy steps to complete your PHA:

1. Go to **www.alaska.edu/benefits**.
2. Select the employee sign on link for **Healthyroads** and log on using your UA username and password.
3. From your Healthyroads home page, look for the **PHA link**. Allow about 10 minutes to complete it.
4. Once finished, you will receive a **personalized scorecard** with information regarding different areas of your health and can begin using other resources on Healthyroads to help you reach your health goals!

SPOUSES/FIPs

Follow these easy steps to complete your PHA:

1. Go to **www.Healthyroads.com**.
2. From your Healthyroads home page, look for the **PHA link**. Allow about 10 minutes to complete it.
3. Once finished, you will receive a **personalized scorecard** with information regarding different areas of your health and can begin using other resources on Healthyroads to help you reach your health goals!





GET YOUR BEARINGS WITH A BIOMETRIC SCREENING

GET
REWARDED

KNOWING YOUR NUMBERS is the first step to knowing your risk areas and creating an action plan with your health care providers to decrease your risk.

WATCH FOR BIOMETRIC SCREENING EVENTS to be held at the University of Alaska's sites—or you can complete a biometric screening at a Quest Diagnostics Patient Service Center (PSC) or through your doctor's office using a Health Care Provider form. Visit UA's benefits website for additional details.

Biometric screenings are available at no cost and provide useful results in the following areas:

- **CHOLESTEROL** – Cholesterol is a fatty substance that is made by the body. Cholesterol is made in the liver and is also found in animal-based foods you eat. Plant-based foods do not have cholesterol. You need some cholesterol to help build cells, produce hormones, and support nerve function. Cholesterol is a problem only when levels in the blood get too high. Then the cholesterol starts to form waxy plaque. This can clog your arteries and cause heart disease. **A total cholesterol level of less than 200 mg/dL is desirable.**
- **BLOOD PRESSURE** – Blood pressure measures the force of blood against the blood vessel walls. A healthy blood pressure level is important. High blood pressure can lead to many health problems including hardened arteries, stroke, congestive heart failure, kidney failure, and heart attack. The good news is that there are many things you can do to help keep your blood pressure normal. **A normal blood pressure is below 120/80 mmHg.**
- **BMI** – Body Mass Index (BMI) looks at your weight in relation to your height to find out if you weigh more than is healthy for you. Many health problems are linked to being overweight or obese. **The normal range is between 18.5 and 25.**
- **GLUCOSE** – This is the level of blood sugar in your bloodstream. Diabetes is a health problem in which blood sugar (glucose) is too high. This occurs because people with diabetes have a hard time moving glucose into their cells where it can be used as energy. Over time, high blood glucose levels can increase your risk of developing diabetes complications including heart attack, stroke, and kidney failure, among others. **Normal levels for a fasting blood glucose test are between 70 and 99 mg/dL.**





THE HEALTHYROADS COACHING PROGRAM

We want you to have the tools you need to change or continue your path to better health. If your biometric numbers aren't where you want them to be, the Healthyroads Coaching program can help you decrease your risks or manage a health condition. Employees and spouses/FIPs are eligible to participate in the Healthyroads Coaching program at no cost!

Whether your goal is to manage your weight, quit smoking, exercise more, or stress less, Healthyroads Coaching programs give you the motivation and information you need to change your everyday habits and reduce the risks of serious health conditions that can result from obesity, smoking, and other unhealthy behaviors.

Healthyroads Coaching is offered by health coaches who are experienced and able to provide the education, motivation, and support for your unique personal health goals.

Visit the Healthyroads site to enroll today! Or, contact customer service to get connected with a Healthyroads Coach.®

Participation in a coaching program is completely voluntary, but it's a convenient way to earn credits toward your incentive. YOU choose the Healthyroads Coaching program that best suits your needs. When you participate in the coaching program and complete a progress review session with a coach, you can choose one of 8 Milestone Kits, which feature exercise, weight management, or stress management products that can help you reach your health goals.

COACHING HOURS:

Monday – Friday 5 a.m. – 6 p.m. (Alaska)

Saturday 6 a.m. – 2:30 p.m. (Alaska)



Aquatic Exercise Kit



Exercise Kit



Pilates Kit



Stress Management Kit



Tai Chi Kit



Walking Kit



Weight Kit



Yoga Kit



A LIFELONG JOURNEY

Use these tools to take stock in your health and continue on your path today, tomorrow, and forever. The way to a healthier you is at your fingertips! Log on to **Healthyroads**, email **service@ashn.com**, or call **877.330.2746**, Monday through Friday, from 5 a.m. to 5 p.m. (Alaska), and travel to total health today.



Your employer is committed to helping you achieve your best health status. Rewards for participating in a wellness program are available to all employees/spouses/FIPs enrolled in the health plan. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Healthyroads will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

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University of Alaska Wellness Program Phase 2: Q & A



The second phase of the University of Alaska's wellness program began November 1. This year, in addition to taking the online Personal Health Assessment (PHA) at Healthyroads.com and having a biometric screening done, participants will need to also earn up to 5 credits by completing their choice of a range of healthy activities. We've developed this Q&A based on questions we've received from employees about the program.

Why do we have to do more things this year?

The first phase of the program focused on getting baseline data and increasing members' awareness of the state of their health. Some people who hadn't had bloodwork done in years were surprised to see how high their cholesterol was. Many found out they had higher blood pressure than is considered normal.

This second phase of the program builds on that base and promotes important regular health maintenance activities: a regular dental exam, vision exam, flu shot or other adult immunization (like shingles or pneumococcal pneumonia), and an annual wellness exam. Members can also get credit for being tobacco free, or participating in coaching programs or online classes offered by Healthyroads. Systemwide Wellness Challenges will give members more opportunities to earn credit.

Employees and spouses/FIPs are encouraged to earn credits however it works best for them. The plan is flexible, offering choice while still encouraging healthy behaviors.

How do I sign up and what about my spouse?

An employee link on the benefits web site provides single-sign-on access to Healthyroads.com using employees' username and password.

Spouses/FIPs (including employees who have waived coverage but are enrolled as a spouse or FIP of another employee) sign up directly at Healthyroads.com.

Do my children have to do this, too?

Only employees and spouses/FIPs enrolled on the UA Choice health plan are eligible for the wellness plan.

I just took the PHA a few months ago, why do I have to do it again?

The Personal Health Assessment (PHA) gives you a picture of your state of health and an action plan for how to address risks you may have. Ideally, your score will increase each year as you learn about and address impacts to your health, such as getting enough sleep or taking steps to reduce stress and increase physical activity.

How do we get credit for exams and immunizations?

We've arranged for a claims file feed directly from Premiera and VSP to Healthyroads. The first file feed will capture claims data going back to July 1, 2014 and monthly file feeds will send ongoing claims information. Please be aware, it could take up to 90 days to see your exam credit appear on the Healthyroads portal. Be sure to get your exam as early as possible!

How do I get credit for my dental or vision exam I had this past summer?

The claims file feed from Premiera and VSP will pull claims from July 1, 2014 forward.

How do I get credit for my flu shot? I got it at work and didn't file a claim.

The Healthyroads portal will allow you to attest to getting your shot. This went live on the portal on November 15.

How do I have my biometric screening done and sent to Healthyroads?

We're giving employees/spouses three options:

1. You can have routine blood work (a key part of the biometric screening) done as part of a regular preventive health visit with your health care provider. Your doctor will send orders to a lab for the bloodwork. Give your doctor the Health Care Provider Form (found on our web site, here: <http://www.alaska.edu/benefits/>) and ask them to fax the results to Healthyroads. The lab work should be covered as any other routine preventive exam, and the plan picks up 100% of allowable charges.
2. Alternatively, you can go to a Quest Patient Service Center (PSC) and have your biometric screening done there. It will be covered by the wellness program (not the health plan), at no cost to the participant. Just go to my.blueprintforwellness.com, and use the university's registration key of **UOAreMOTE**. Follow the prompts to register for your screening at a time that works for you. (The PSCs will be closed from December 15 to January 15.)
3. Any on-site screenings will be covered through the wellness program (not the health plan), at no cost to the participant. We'll be scheduling those, starting at the rural sites, beginning in January.

How can I check my progress and see if I did everything I need to do?

When you're logged in to your Healthyroads portal, you can see your Incentives on the right side of the page. You can also go to the "Incentives" tab along the top of the screen to see your current program, what you've completed so far, and a history link to see your information for this year and last year.

How long do I have to do this?

You have until April 30 to complete the requirements. Some of the things reported by claims file feed (wellness exam, dental and vision exams) might have a delay of up to 90 days based on how long it

takes for your provider to submit your claim, so you should schedule these items soon. These exams are renewed every plan year so you don't have to wait twelve months since your last visit.

When will I get the rebate?

The wellness incentive program we're doing this year (through April 30) is for rebates on the FY16 health plan deductions. The first rebate will show up on your July 10, 2015 paycheck if you have a healthcare deduction on that check. The rebate will be paid out in FY16 just like the health care charges are taken from your pay: in bi-weekly increments.

How will the rebate be paid?

The rebate will be paid out in FY16 just like the health care charges are taken from your pay: in bi-weekly increments. 12 month employees will get up to 26 "rebates," and less than 12 month employees will get up to 19. The rebate will be on any check that has a health plan deduction. Employees who join the plan mid-year or leave before year end will have their rebate prorated for the time they're on the plan.

What are the Worksite Health Challenges? Are those the same as the Daily Challenge or Competitions?

Worksite Health Challenges are system-wide challenges we offer where you have an enrollment period, and activity period and an end. We'll be offering two challenges for this incentive program: the "Maintain Without Gain" challenge to help you get through the holidays without gaining more than three pounds, and a physical activity challenge in March where you can get credit for logging minutes or steps of exercise. The "Time to Move" challenge we did in July will *not* count for this incentive program.

Starting January 2015, you will be able to create your own challenge and invite others to join, as well! Although you cannot earn credit for these challenges, they are a great way to get started on your path to a healthier you! Also, the "Daily Challenges" are not included in the incentive program, but are a fun way to get a little extra daily motivation for your personal efforts.

What happens to my personal information after Healthyroads gets it? Is it shared with UA?

The results of your Personal Health Assessment and biometric screenings are kept on the Healthyroads portal. This is a secure site for your use that you can access whenever you want to. Healthyroads only shares aggregate data with the university, such as how many employees and spouses completed each step, how many are in what risk category, what our top risk factors are as a population, etc. This information helps us gauge the success of our program, and what areas we might need to focus on to improve.