MINUTES
UAF STAFF COUNCIL #260
Monday, April 6, 2015
8:45 – 11:00 a.m.
Wood Center – Carol Brown Ballroom
Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

I. CALL TO ORDER & ROLL CALL

A. Call to Order
  - The meeting was called to order by President Chris Bek at 8:50 a.m.

B. Roll Call

<table>
<thead>
<tr>
<th>Present:</th>
<th>Present (cont.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(P) = Phone</td>
<td></td>
</tr>
<tr>
<td>Mercedes Anderson</td>
<td>Phil Jacobs</td>
</tr>
<tr>
<td>Jesse Atencio</td>
<td>Jim Jones (P)</td>
</tr>
<tr>
<td>Jeff Baxter</td>
<td>Brad Krick (P)</td>
</tr>
<tr>
<td>Chris Bek</td>
<td>Jessica MacCallum</td>
</tr>
<tr>
<td>Chris Brooks (P)</td>
<td>Richard Machida</td>
</tr>
<tr>
<td>Celena Brown (P)</td>
<td>Brandy Marrero</td>
</tr>
<tr>
<td>Susie Carson</td>
<td>Jenell Merrifield</td>
</tr>
<tr>
<td>Kim Eames (P)</td>
<td>Mathew Mund</td>
</tr>
<tr>
<td>Aly Englert</td>
<td>Dean Ojala</td>
</tr>
<tr>
<td>Faye Gallant</td>
<td>Chad Oleson (P)</td>
</tr>
<tr>
<td>Jane Groseclose</td>
<td>Evelyn Pensgard (P)</td>
</tr>
<tr>
<td>Stacey Howdeshell</td>
<td>Lesli Walls (P)</td>
</tr>
<tr>
<td>Melody Hughes (P)</td>
<td>Jami Warrick (P)</td>
</tr>
<tr>
<td></td>
<td>Trish Winners</td>
</tr>
<tr>
<td></td>
<td>Leon Wu</td>
</tr>
</tbody>
</table>

- Quorum was met

C. Approval of Agenda for Staff Council Meeting #260
  - The agenda was approved as presented.

D. Approval of Minutes from Meeting #259
  - The minutes were approved as amended.

E. Approval of Minutes for Meeting #258
  - The minutes were approved as presented.

II. STATUS OF PENDING ACTIONS

A. Leave Share Resolution
  - This resolution was sent to the statewide administration; we are awaiting a response. Hopefully they will approve the resolution or provide feedback to which we can respond. This item will remain on the agenda until we receive a response.
B. Emergency Leave Policy

III. PUBLIC COMMENT (no public comment)

IV. OFFICERS REPORTS
   A. Chris Bek, President
      - The chancellor is on the agenda later in the meeting, at which time he will likely provide a budget update.
      - You are encouraged to read Chris Christensen’s ‘Capital Report,’ which is distributed a few times a week. His reports contain updates on legislative work in Juneau on the state budget, including the UAF and UA budgets
      - If you have any budget questions send them to either Chris (chris.beks@alaska.edu), Faye (fgallant@alaska.edu), or the Staff Council Office (uaf-staff-council@alaska.edu).
      - The budget significantly changed last week in the Senate Finance Committee, which voted to do away with all pay raises for state employees, including UA staff. This was approved in committee. It will then go to the full Senate and then to conference committee. This is something to watch.
      - There is a new UAF Safety Policy attached to today’s agenda. This policy was signed. A previous request for feedback was overlooked in email. However, we can still submit feedback. Please look this policy over and submit any feedback, concerns, or questions that you might have to the Staff Council Office.
      - There is additional information on the recent changes to UA Layoff Regulations. Jeff will discuss a resolution, composed by Staff Affairs, regarding these changes later in the meeting.
      - Draft rates for the FY16 health care plan are attached to the agenda. Rates are going up significantly from the FY15 rates. These are not the final numbers, but they should be within cents of the final costs.
      - At the last meeting we discussed the Staff Alliance’s draft ‘UA Core Values’ statements and the possibility of passing a resolution in support of these. Carla Browning, with Marketing and Communications, would like to see if she can get more feedback from UAF and the UAF community on these. She asked that we wait a little before approving a resolution. Chris informed her that we can wait on the resolution for now. He will be in touch with Carla later this week to see where things stand.
      - The Planning and Budget committee has not met. Based on rapid changes in the budget it is difficult to do any planning. PBC will likely meet again later this month.

   B. Faye Gallant, Vice President
      - The Staff Alliance Compensation Committee met a few weeks ago to discuss the committees FY17 staff compensation request. This was before the Senate Finance Committee made the decision to not fund any compensation increases this year for state employees, including UA employees. Even though the committee is looking at FY17, if this is the approach taken this year and this remains final, it would probably impact next year. If this remains the case, the committee will look at other non-monetary options that could be put forth to the administration that meet the legislative mandate. These would be options that would not add to the monetary amount paid to staff, but options that would make a difference to staff. The committee is in the information gathering stage. If you have any ideas, please send them to Faye.
      - The Staff Alliance response to the changes in Furlough Regulations is attached to today’s agenda. This will be discussed later in the meeting.

V. STAFF ACHIEVEMENTS AND HIGHLIGHTS
   A. Nate Bauer, Finalist for Midnight Sun Festival Logo Contest
      - Representative Nate Bauer was a finalist for the 2015 Fairbanks Midnight Sun Festival Logo Contest.

VI. GUEST SPEAKERS
   A. Mark Oldmixon and Kaydee Miller, Department of Recreation, Adventure, and Wellness (DRAW)
- Mark Oldmixon is the director of DRAW. He has been in this position for a few years, prior to this he was a graduate student with Outdoor Adventures. DRAW combined the SRC and Outdoor Adventures into one department. They have since added the ice arena, pool, climbing tower, and terrain park. Mark also chairs the north campus subcommittee trail system subcommittee, under the Master Planning Committee.
- Kaydee Miller, the Assistant Director of Wellness for DRAW. She came to UAF three years ago, just out of grad school, when the DRAW Dept. was first established.
- Mark and Kaydee were excited to speak to Staff Council members. They would like to see more staff in the SRC and other DRAW facilities. The SRC is at the department’s heart.

**LIFE Program**
- LIFE Program was originally entitled *Lets Include Fitness Every Day*. It is now a discounted membership for faculty and staff. This is an opportunity to provide employees with the opportunity to use the facilities and programs while trying to address budgetary constraints. The LIFE membership allows members to enter the facilities at busier times. One of the drawbacks is that there are more people at these times.
- LIFE hours are Mon.-Fri. 5:30 a.m. – 8:00 a.m. There is another offering at noon and the final evening offering begins at around 4:30 p.m. There are many things available during these times. They have group programs available during some of these times. The pools rec time and lap swim also coincide with LIFE hours. Intramurals start during the evening times. They try to provide you with as much of the SRC as possible during the LIFE times. Full memberships can be purchased at the SRC.
- The pools lap swims and rec times also overlap with LIFE times. Day passes and punch passes for the pool can be purchased at the pool. The morning lap swim is functional with the life program. There is an afternoon swim during the lunch hour, which LIFE hours do not cover completely. In the evenings, lap swim starts at 6 pm, and LIFE hours start at 4:30 p.m. There is one lap swim on Thurs. that is not part of the LIFE program and weekend swim times are not part of the LIFE program.
- Right now the pool has been really busy. They had to change the pool schedule to a 5 a.m. lap swim since the swimming team changed their swim hours and they have priority in the pool. It does get busy, but there is room in the pool.
- DRAW is a new department. They are willing to try new things. If you have ideas that would tap into the needs of staff, please bring these forward to Mark or Kaydee.
- They can coordinate with departments to structure team building exercises. This is a really flexible program. This can be either a high risk type exercise or a table top exercise.
- CTC has all academic recreation classes, these are not DRAW. Kaydee offers the group fitness classes through DRAW. These are typically taught by their students. Contact Kaydee if you are interested in the group fitness classes. Typically DRAW offers two group fitness classes early in the morning, starting at 6 a.m. The majority of their scheduling starts at 4:30 p.m. The latest classes start at 6 p.m. They also have some weekend fitness classes, which are not included in the LIFE membership. However, you can purchase a fitness punch card for access to these weekend classes.
- DRAW has attempted to work with Healthyroads to setup opportunities for employees, but they have had difficulty getting Healthyroads onboard since Healthyroads has to offer things to the entire UA System. Healthyroads will not provide funding for something at only one campus. They are working to make the SRC an official gym with Healthyroads so you can check in electronically. They are addressing a few tech problems to get this up and running.
- When you fill out the DRAW survey at the end of the year and indicate any classes you would like to see. If there is enough demand or interest from faculty or staff only classes they can setup additional classes.
- For more information, visit www.uaf.edu/draw – or their Facebook site: ‘UAF DRAW’
- SRC is really an auxiliary in terms of funding. Students pay a $75 fee each semester, if they are taking 9 or more credits. This fee goes entirely to pay the bond on the building and towards the R & R fund for bigger expansions and renovations. They did two of these over the Christmas holiday. They updated the climbing
wall and updated the cardio floor substructure to allow us to be able to run more equipment. The only direct general support funding that they get is from for the Outdoor Adventure Program, which was carried over from the time that Outdoor Adventures was part of the Wood Center. Everything else comes from memberships and sponsorships. The Hubert Nanook Terrain Park was paid for by a private funding donation. This money was given specifically for this purpose. They are transitioning to being a complete auxiliary program within the next 12 months, where they will have no university support.

- The current locker rooms are small and less than ideal. There is no short term solution to this, given the state’s budget situation. In terms of possible plans to remodel the locker rooms in the SRC, they have plans, they could gut them and start fresh for about 250k, but this doesn’t provide much. It provides a few extra showers and a little more privacy. These plans would result in a lot of money being spent with little gain. The SRC needs to be expanded. It is also more difficult to get to the women’s locker room; people either having to walk through the weight room or next to the basketball court. Historically when the building was built, the locker rooms were supposed to be larger. They were downsized in order add the weight room.

VII. UNFINISHED BUSINESS

A. 2015 Staff Council Officer Election - Nominations Open
   - Nominations are open and will remain open until the time of the election at the May Staff Council meeting.
   - Currently, five people have been nominated for office. Most candidates are nominated for both offices.
   - Historically, Staff Council has elected the office of President first. If someone ran for president and was not elected, they still had the opportunity to run for vice president. The Elections Committee will discuss the election process at their next meeting. They will decide on year’s process prior to the May meeting.

B. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
   - This survey was recently distributed to all UAF staff. You are encouraged to fill this survey out.

C. UA Staff Alliance’s Proposed ‘University of Alaska Core Values’
   - Carla Browning with Marketing has requested additional time to publicize this document throughout the UAF community in order to get more feedback and better coverage. Staff Council will wait until a later date to pass a resolution of support for the draft UA Core Values.

D. Changes to UA Layoff Regulations
   i. Attachment 260-1: New UA Regulations R04.07.010 & R04.08.060.G.
   ii. Attachment 260-2: Response from Eric Seastedt, CHRO Regarding Layoff and Grievance Changes
   iii. Attachment 260-8:
        Resolution 2015-260-1: Resolution to Oppose Emergency Changes to the UA System Layoff Policy - APPROVED
   - The new UA Regulations and Erik Seastedt, CHRO, are attached.
   - There were two major changes to Layoff Regulations, one involved the shortening of the notification period for Exempt Staff. The second involved the elimination of a grievance process for those employees who have been notified of layoffs and substituted, in its place, a review process. This was very concerning as a review process is dissimilar to a grievance process in that there is no formal procedure to follow. In the new regulation you can see lined out what a review involves, and essentially, it makes the reviewing official look at the layoff or the layoff in question and they have to decide if there was a procedural issue involved that was not right, or if there was an illegal cause for the layoff. For example age discrimination. Lastly the procedure was not followed accordance with regulation.
   - The highest concern with the review process, aside from taking away the formality of a grievance process, which sets off a legal process, which provides a committee to review the layoff to ensure that there is no
inappropriate action, that no one was targeted for the layoff. Instead, that it is a department reorganization, strictly budgetary, or something along these lines. The review process is much less intense. There is no cause for looking at the logic for the layoff. The highest objection to the replacement of the grievance process with a review process, means that the decision for a layoff could be at the unit level. For example, a dean could make the decision for a layoff. Under the review process, that was written, and to which we objected, was if the person who was notified of the layoff wants a review, the reviewing official could be the same person who made the layoff. There is no appealing this, it is a done deal, and this is the end of the process. The main issue addressed in the resolution was that it permitted too much flexibility in the process. The final regulation does say that the Chief Human Resources Officer, or designee is the reviewer of this case. It does not prohibit the designee and the person reviewing the layoff from being the same.

- In this resolution, Staff Affairs also wanted to highlight that these changes were presented as emergency changes. Because of the system of shared governance, non-emergency changes require the process to include governance review and feedback on the draft. Emergency regulations can be made by the president without shared governance review. This proposal and change was presented as an emergency because they wanted to shorten the notification period for exempt staff from six months to three months. This change was budgetary and made sense as an emergency change due to the current budget climate.

- However, they also included, as emergency changes, the elimination of the grievance process and the substitution of the review process. We don’t feel these qualified as emergencies.

The resolution before you addresses the removal of the grievance process and the ignoring of the shared governance system that exists at the university.

- The changes to the regulations were made permanently. If we were to ever move back to a more stable budget climate, but these changes were permanent. The committee chose not to include this in the

- The committee feels that this is a permanent change to a temporary situation.

- If the proposed resolution is approved by Staff Council today, it would be forwarded to Staff Alliance since it affects all UA staff, with the hope of getting a resolution of support from Staff Alliance. From there it would be forwarded to the president and chief human resources officer.

- Whether or not the change is made, it is important to highlight that the process was not followed.

- A motion and second were made to approve the resolution. Resolution 2015-260-1 was unanimously approved as presented.

E. Mobile Device Security Policy & Proposed Regulation

- This UA Policy and the Regulations have been approved and signed. We have yet to see the final document. Staff Alliance supported this policy and regulation as well.

F. Furlough Policy & Regulation

i. Attachment 260-4: UA Furlough Regulation

ii. Attachment 260-6: Staff Alliance Response to Furlough Regulation Changes

- We provided feedback on the draft document and we had staff representatives on the committee which composed the regulations. They fought hard for some important provisions. These provisions were in the document when we were asked to provide feedback and in when it was in committee. However, when the final document was signed, the limit on the number of days someone could be furloughed had been removed. The chancellor was supportive of the limit on the number of days as well. It is unclear why this was removed. There was no notification from HR when this was going through. Staff Alliance drafted a response to Erik Seastedt, CHRO, and President Gamble stating that we have serious concerns. Specifically, there was a problem with the process. This should not have been passed without a limit, and the manner in which the regulations were processed was not shared governance. This is another example of the frustrating processes we have faced regarding shared governance and staff’s voice in the process.

- A lot of our other feedback was included. Particularly if you take a voluntary reduction in contract or
hours, this would count towards any mandatory furlough time. This was included in the final regulation. The major concern remains the removal of the limit on the number of furlough days.
- Staff Alliance’s response was posted on their blog and you can submit comments on the blog.
- Once a formal response is received from the administration, it will be shared.
- They are still working on the implementation pieces for furloughs, including how to implement a furlough for salaried employees. The officers have provided some feedback on the issue to Chancellor Rogers. Governance hopes to be able to provide feedback on the implementation process.
- Staff Alliance had a survey with questions on reduced hours and contracts. They are compiling the final numbers, but UAF responded well. If you do take any reductions, make sure that you have it in writing.
- Furloughs are not a done deal. It is still up in the air as to whether we will have a furlough next year.
- Right now we are looking at a lot of reductions – potential furloughs, higher health care costs, and possibly no salary increase. This has a significant impact on the same group of people. This has not gone unnoticed and we will fight to ensure this doesn’t all fall on staff. The chancellor acknowledged this concern during PreStaff. He is opposed to having a furlough if there are no salary increases. However, this is a system issue and we don’t know exactly how things will turn out. Details on a possible furlough remain up in the air.
- A furlough is not the individual staff member’s decision. If you are told that you will be working less and given an amount, then it is a furlough.
- Furloughs, even if they are happening at a department level, would still have to be approved by the chancellor and then the president. We don’t know, if a furlough is implemented, if it will be by department or for the entire UA System. A unit or department would have to exhaust every other potential cut or measure other than layoffs before they could move to furloughs.
- Furloughs are a last measure, they should not be the first thing you go to as a department or as a university.
- With a voluntary contract reduction, it may or may not be permanent, you would want this in writing. A furlough is temporary, this is different from a contract reduction.
- If you hear of situations where you are seeing an involuntary contract reductions across a department, please let Staff Council know, but right now, this seems to be a hypothetical situation.

G. Committee Representatives
   i. ASUAF Food for Thought Committee - Representative needed
      - There were no volunteers to serve on this committee.

   ii. UAF Dining Committee - Representative needed
        - Jane Groselrose volunteered and was appointed to serve on this committee.

   iii. Staff Health Care Committee (SHCC) – Alternate Needed
        - Stacey Howdeshell volunteered and was appointed to serve as an alternate to this committee

VIII. BREAK

IX. NEW BUSINESS

A. UAF Safety Policy
   i. Attachment 260-3: UAF Safety Policy
      - This policy was signed by Chancellor Rogers. However, the chancellor is still open to receiving feedback.
      - Safety is a big deal. There are not a lot of big changes in the policy, but please look it over. Please send any comments or questions that you might have to uaf-staff-council@alaska.edu.

B. UAF Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) Draft Policy
i. Attachment 260-14: Draft Policy – For Review
   - Right now there is no centralized collection of these policies and we have a lot of these. There is currently no way to search for these. These exist in different places all over the university. Chancellor Rogers asked a team to compose policies and procedures for this, so that they could all be searched in one location. This is a pretty simple policy. It should not have much impact on staff, except for those who would work directly with the policies and agreements. All existing agreements will be entered into the database. The policy of who has to sign and the process for approval would apply to any new agreements.
   - This is expected to go to Chancellor’s Cabinet in early May. If you have any questions or comments, send them to uaf-staff-council@alaska.edu.

X. INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair
   - This Elections Committee met in March as an introduction for new members. The committee will meet again this coming Monday, April 13. Anyone interested in the committee is welcome to attend.
   - A request was made to review the process for electing President and Vice President. This procedural question needs to be resolved prior to the May election.

B. Membership and Rules - Trish Winners, Chair
   - Membership and Rules is thoroughly going through a detailed review of the bylaws and constitution and composing motions to amend the bylaws takes a considerable amount of time. Therefore, the committee will review half of the bylaws each year. This means that the bylaws will be reviewed every two years.
   - The unit reviews will be postponed until summer.
   - Samara Taber will be the communications officer for the committee. She will draft communications to keep everyone informed.

C. Rural Affairs - Chris Brooks, Chair
   i. Attachment 260-12: April Committee Report
      - The committee met March 11. The committee meets the second Wed. of the month from 2:00 – 3:00 p.m. They started out with a meet and greet for members. They are in the process of identifying the specific campuses that fall under the Rural Affairs Committee and identifying contacts for each campus.
      - The committee is looking at addressing concerns about possibly not having a Cost of Living Adjustment (COLA) in the current budget climate. Additionally, video conferencing is making quite a few changes and this is important to rural campuses.
      - In terms of the no smoking policy on rural campuses. Most of these campuses already have a policy in place. The lack of feedback probably indicates that this is currently not a big concern with rural campuses.

D. Staff Affairs – Jeff Baxter, Chair
   i. Attachment 260-9: Staff Affairs Report
      - The committee meets the first Wed. of the month in the Murie Bldg. If you have any concerns or issues you would like the committee to address, please submit them to Jeff, Faye, Chris or the Staff Council Office.

E. University Advocacy – Nate Bauer, Chair

XI. GOVERNANCE REPORTS

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

B. Debu Misra, President Elect – Faculty Senate
• He knows this is a tough time. He requested governance group work together to help the university. Faculty Alliance and local Faculty Senates are working on the calendar alignment. There is more work to do than the nine alliance members can do. There is also confusion at the senate level as to where we stand today and where we are going in terms of what needs to be done to further the university. He is not sure if they will be using additional or fewer adjuncts in the coming year. There are many faculty who are looking for jobs at other universities. He feels it is important to keep up the morale at the university.

XII. CHANCELLOR’S REMARKS

• The universities operating budget will be on the senate floor again tomorrow. Chancellor Rogers does not expect any significant change from what passed on Fri. The two houses are not in agreement on the budget. The state house cut 25 million from the base budget. In addition to this, the university would cover fixed, including salaries and utilities, and others, bringing the total challenge systemwide challenge to between 55-60 million dollars, with about half of this being UAF’s cut. In the Senate the cut is roughly 31 million, but they have disallowed all pay increases. With utilities and fixed costs, the total systemwide challenge is around 45-50 million with about half of this being UAF. The House and Senate will negotiate differences in conference committee sometime this week. Essentially what happens in conference committee is that they can go anywhere between the two numbers. What happens to pay is anyone’s guess at this point.

• The Senate did add 1.8 million for unmanned aircraft work. This is the one programmatic change that they made. The Senate also removed all of the intent from the house, leaving it up to the university to determine where the cuts would be.

• The President’s Cabinet meets on Wed., this week. The Board of Regents (BOR) meets Thurs and Fri. Final budget decisions are not expected until after the legislature adjourns on April 19.

Program Reviews

• There were about 46 academic programs up for review. A decision will soon be made on which programs will be eliminated, those which we suspend admission, but do not eliminate, and those that we call for major changes to the program that would yield more students or more private revenue.

Voluntary Contract Reductions, Possible Furloughs, and Layoffs

• They have put out a call for any voluntary contract reductions. There could be furloughs, but this remains up in the air. Chancellor Rogers generally opposes furloughs if there are no pay increases. If there is a pay raise, he expects there to be furloughs. If there are furloughs, any voluntary contract reductions would count against the furlough.

• He expects there to be a limited number of layoffs, but where we are at now, it will be in the dozens at most.

UA System Layoff Policy

• The UA System Layoff Policy and Regulations went into effect on March 2nd. Staff who, as of March 2, had a 6 months’ noticed requirement, the earliest date of termination, regardless of when notice was given, would be Sept. 2. Any notice after Jun. 2 will require 3 months’ notice. Between now and Jun. 2, while the 3 months’ notice is in effect, essentially everyone is grandfathered up to 6 months of the date of the change.

Budget

• These are challenging times for us, we all feel this. If there were things we did not think we should be doing, we have already stopped doing them. Whatever we do to address the budget shortfall will be things that we all think we should be doing and these are difficult decisions. This is taking a personal toll on Chancellor Rogers and he is sure that this is also having an impact on others. The uncertainty of the last month and the next three weeks is also challenging. We don’t’ know what the legislature will do and the swing is in the tens of millions of dollars. He hopes we all hang in there. We have done well in the last year where we have made reductions and where peoples’ jobs are affected we have tried to find alternatives, we will keep doing this. We will continue to look for savings that do not affect people, but a university is a people business, so any kind of reduction affects all of us who are in support roles. Chancellor Rogers has been through this a couple of times in the past, he
knows that we will make it through. He knows that the university is an important part of the future of Alaska and people will come to recognize this again.

- Chancellor Rogers opened the floor for questions.
- Question: If the budget passes and pay increases are not included, would supervisors still be able to do their regulation discretionary increases if their budgets allow? Chancellor Rogers has not seen the final language from the legislature or the associated restrictions. They have not had a discussion at the Summit Team of what rules may be set by the system office. In terms of discretionary increases within a unit, Chancellor Rogers does not know what restrictions can be in place.
- The proposal we sent to the legislature was for a Cost of Living Adjustment (COLA) that would have raised the entire grid. We have not had step increases for a couple of years. The questions of doing a step increase of some sort remains an open question.
- In a perfect compensation package, you have four components, longevity, cost of living, performance, and one for market; we have never been able to address more than two of these at any one time. Part of this depends on what the legislature is willing to fund at any time and part of it is when you look the fiscal impact on the university systemwide.
- Question: If the legislature does not fund cost of living increases, but they do not specifically bar us from implementing our half, would the university still put in our half of pay increases? The university would not likely put in the university half. The majority of the raise money, if you look at the state government, is in collective bargaining agreements and you wouldn’t do a half on these. Failure to fund the half of pay increases essentially zeros it.
- The way it is portrayed in the budget shows both a general fund for us, systemwide, for 9.5 million and a non-general fund, which is essentially the university’s half, of 9.5 million. The senate version removes both the university’s half and the legislative half from the budget.

**Chancellor’s Day Proposal**

- The proposal for a Chancellor’s Day started out was to change the spring break holiday and call it Chancellor’s Day, since it varied by campus. Because the Summit Team is proceeding with a unified calendar, it would be the same day for everyone, so they did not need to go forward with this proposal.
- The concern that drove the original question was that spring break at the different universities did not necessarily align with the local school districts. When the academic calendars are aligned, it is likely that to the extent that Fairbanks and Anchorage maintain different weeks in the school district they would alternate spring breaks. Yet, it also came down to, when we have an aligned academic calendar, having staff off at a time when classes are in session does not work very well. The leading candidate for how we address the alignment of class schedules, is likely that, to the extent that Fairbanks and Anchorage maintain different spring break weeks in the school districts, that we will alternate between the two. It is also possible that we will see the two school districts unify as well.
- The schedules are being aligned primarily to make life simpler for those students taking courses at multiple campuses. They currently have different spring breaks, enrollment deadlines, drop / add deadlines, etc., this is to simplify things for our students as customers.
- Beginning this fall we have aligned one of the dates, possibly deadline for fee payment, but for classes and other factors, the changes will be in place by Fall 2016.
- The Heart Walk is going well, with more teams than in years past. Chancellor Rogers and Sherrie Modrow are chairing this year’s event. Doug Schrage is leading the effort. UAF’s goal is to beat FMH this year.
- The fundraising part of this is nice, but the healthy impact of this in terms of changing how people approach their health has much bigger benefits than the dollars we raise.

**Emergency Weather Closure:**

- Beginning next fiscal year, in negotiations with the federal government, we have addressed the issue of administrative leave for weather related emergencies. We had an interim process for this year. Next year and
following years, we think we have addressed the fiscal challenges. We still have the challenge of wildly different circumstances for people living in different places, but they will be able to provide paid leave for those who cannot come to campus in a declared weather emergency. Those who can come to campus are encouraged to do so. Announcements will differ depending upon the circumstances of the weather closure.

- On days with possible weather related closures, the Chancellor and others meet at about 5:15 a.m. We have someone out driving. we check with the school district, the police, DOT, and Facilities staff who have been working on campus. They try to make a decision by about 5:45 a.m. in order to roll it out about 6 - 6:15 a.m. so it can be posted on Facebook, UAF Alerts, and other available media. Now that we know that we are more likely to have rain in the winter, we are better prepared.

- Chancellor Rogers thanked Staff Council for their service. He understands some members are feeling pressure from supervisors as offices shrink. He continues to support staff in their willingness to serve on Staff Council. He also thanked the officers for their commitments.

XIII. INTERNAL AD HOC COMMITTEE REPORTS

A. Chancellor’s Cornerstone Award UA Staff Make Students Count Award Ad Hoc - Jane Groseclose, Chair
   i. Attachment 260-5: April Committee Report
      - The committee will meet tomorrow.

XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)

A. Staff Alliance- Staff Health Care Committee – Lesli Walls; Kim Eames; David Bantz (Alt); Susan Sanborn (Alt)
   i. Attachment 260-15: Draft FY16 Benefit Rates
      - Open Enrollment begins on April 15. It will be for one month only. Please review the information and make and educated decision.
      - Blue Cross data breach – spouses and children are eligible to enroll in their credit protection. This is a separate login for the website for that information. You should receive something by mail regarding this.
      - You are encouraged to take advantage of the employee assistance program, which has a variety of resources for employees.

B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith, Mike Cox
   i. Attachment 260-13: April Committee Report
      - If you have questions or suggestions for this group, please send them to Faye (fsgallant@alaska.edu).

XV. EXTERNAL UAF COMMITTEE REPORTS (written only)

A. Accreditation Steering Committee - On Hiatus

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 Bek, Rep; Juella Sparks, Alt
   i. Has not met

E. Dining Committee
   i. Representative Needed
F. Food for Thought Committee
   i. Representative Needed

G. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt
   i. Attachment 260-11: April Committee Report
   ii. Attachment 260-7: UAF Tobacco Free Campus FAQ
      · You should begin seeing notices on campus regarding the upcoming changes making UAF tobacco and
        smoke free as of Dec. 31, 2015.

H. Master Planning Committee (MPC) – Richard Machida, Rep; Brad Krick, Alt
   i. Attachment 260-10: March Committee Report

I. Meritorious Service Award Committee – Faye Gallant

J. Parking Advisory Committee (PAC)

K. People’s Endowment Committee – Jessica MacCallum


M. RISE Board – Ian Olson

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

O. Sustainability Master Planning Committee, Richard Machida

XVI. AD HOC COMMITTEE REPORTS (written only)
   A. Training & Employee Development Working Group Update - Jessica MacCallum
      · Staff Council members were thanked for their feedback on the pilot staff training survey. This upcoming
        survey is a campus wide needs analysis for training for staff, faculty, and student workers. Please
        encourage everyone to take the survey. Survey results will be used to identify career development plans for
        employees. The survey takes from 10-20 minutes, but it is very important to complete it.

XVII. ROUND TABLE DISCUSSION

XVIII. ADJOURN
      · President Chris Bekx adjourned the meeting at 11:09 a.m.
Emergency Revisions to R04.07.110
Layoff, Recall and Release
And
R04.08.060.G.

The revisions apply to notices of layoff issued after the date of promulgation, except that the notice period in R04.07.110.D.2 for exempt staff employed as of the date of promulgation will be six months after the date of promulgation, or three months after notice of layoff, whichever is later.

R04.07.110. Layoff, Recall, and Release

The University may elect to discontinue an existing employment relationship through layoff. Layoff does not reflect discredit on the employee's performance. The provisions of this section do not apply to terminations of employment pursuant to other provisions of Regents' Policy or University Regulation.

A. Definitions

1. "Administrative unit" means any identifiable component of the university at any level of organization that has an annual budget for the operation of such component.

2. "Authorized administrator" means a senior administrator or officer as defined in university policy with responsibility for the affected administrative unit.

3. "Potential layoff employee" means an employee who has been selected for layoff from employment by the authorized administrator and the regional human resources director in accordance with subsection C.2.

4. "Notified layoff employee" means an employee who has been given notice of layoff from university employment in accordance with subsection H. and has not accepted an alternative to layoff.

5. "Employee in layoff status" means an individual who has received notice of layoff from employment, has not accepted an alternative to layoff, and is within one year of the effective date of layoff. The effective date of the layoff is the last day the employee is actually at work.

B. Reasons for Layoff

Layoff may be used when there exists within the employing administrative unit either:

1. a lack of or reduction in available work;

2. a lack of sufficient available funds, either current or anticipated;

3. a good faith reorganization; or
4. another reason, not reflecting discredit upon the affected employee(s), which has been approved in the particular circumstances by the chancellor or president of the university, as appropriate; or

5. Any combination of the preceding reasons.

Administrators and their designees will coordinate all layoff actions through the regional human resources office prior to selection or notification of any employees.

C. Selection for Layoffs

1. The selection of the individual employees to be laid off will take into consideration the following factors in comparison to other affected employees in the administrative unit:

   a. employee length of service;

   b. employee ability to do the work remaining in the administrative unit affected by the layoff;

   c. employee status as temporary, probationary or regular, with preference being given to the regular over the others, and preference being given to probationary over temporary;

   d. previously documented employee performance;

   e. source and specific nature of funding;

   f. affirmative action goals and objectives.

2. After consideration of input from leadership of the affected administrative unit, the determination of the order for layoff will be made jointly by the authorized administrator and the regional human resources director, subject to final review by the chancellor or president of the university, as appropriate.

D. Notice Period

1. Nonexempt Employees

   a. Notice of the layoff of an employee will be given four calendar weeks prior to the effective date of the layoff.

   b. Four weeks' pay may be given to the employee in lieu of four weeks' notice, but only with the prior approval of the appropriate chancellor or president of the university.
2. Exempt Nonfaculty Employees
   
a. Notice of the layoff of an employee will be given three calendar months prior to the effective date of the layoff.

b. Three months’ pay may be given to the employee in lieu of three months’ notice, but only with the prior approval of the appropriate chancellor or president of the university.

3. In the event pay in lieu of notice is approved, the effective date of the layoff is the last day the employee is actually at work.

E. Alternatives to Layoff

1. Potential layoff employees shall be considered for vacant positions within their administrative unit for which they are qualified. The appropriate human resources officer will notify potential layoff employees of any such vacant positions.

2. A potential or notified layoff employee may be offered a reduced or modified appointment, including a change to “term” status, as an alternative to layoff.

3. In accordance with R04.03.035.A, a potential or notified layoff employee may be transferred, contingent upon qualifications and the ability to perform the work available, to other positions in the same or another administrative unit within the same university, to be determined in the following order of priority:
   
a. To a vacancy in the same classification in the same pay grade.

b. To a vacancy in another classification in the same pay grade.

c. To a vacancy in a classification assigned to a lower pay grade.

4. The regional human resources office will endeavor to assist notified layoff employees and employees in layoff status to find suitable employment within the university system.

5. The salary of any employee accepting an alternative to layoff as provided by this subsection will be governed by existing policy and regulation concerning position movement. However, the salary of an employee shall not be reduced during the layoff notice period unless the employee accepts a reduced appointment.

F. Conditions Governing Benefits and Privileges While in Layoff Status

Layoff status expires one year after the effective date of layoff. An employee in layoff status:

1. remains covered by the University health plan through the remainder of the
calendar month in which the layoff becomes effective. The employee will be provided notice of his/her opportunity to continue health coverage as required by law. Other benefits, including life insurance, long-term disability, and optional survivor benefits, will cease on the effective date of the layoff;

2. may apply for conversion of life insurance and/or long-term disability insurance during the first 31 days following the effective date of the layoff;

3. if participating in the tuition waiver program, may complete those courses in which he/she is enrolled at the time of layoff, and is eligible for additional tuition waiver of up to 15 credits in any semester, to be used on any university campus, for a period not to exceed one year from the effective date of layoff. The total credits available will not exceed 30;

4. will not contribute to the retirement system or ORP and will not accrue retirement service credit;

5. will not accrue annual or sick leave;

6. will receive compensation for any accrued annual leave as of the effective date of layoff, up to a maximum of 240 hours;

7. will not receive holiday pay;

8. may not claim sick leave;

9. is eligible to be considered as an internal applicant for any other university position, if qualified, but will receive no other special consideration;

10. will receive only those benefits provided in this sub-section.

G. Recall

In the event that the reason for the layoff of a regular employee abates within one year of the date of layoff, and the university decides to recall an affected employee to fill the same position within an administrative unit, the following procedures will control:

1. Recall will apply only to a job within the administrative unit from which the employee was laid off.

2. The order of recall within an administrative unit for affected employees having the same job class and pay will be the reverse order of the layoff within the administrative unit.

3. If all employees within the administrative unit and with the same job class and pay decline to return, all applicable recruitment procedures will be observed in filling the vacancy.
4. A recalled employee will return to the same pay, placement, and leave accrual rate as applied to the employee prior to layoff. Sick leave will be reinstated to the same balance the employee had accrued prior to layoff.

H. Notification of Layoff and Recall

Employees selected for layoff or recall will be notified in writing. The notice will state the basis for the action, specify the procedures followed and refer the employee to the regional human resources office for assistance. Notification of layoff will be accompanied by a written explanation of the reasons for layoff and consideration of the selection factors.

Notice of layoff or recall will be considered given when sent by certified mail to the last known mailing address of the employee or when actually received by the employee, whichever is earlier.

Recall rights expire and the recalled employee will have no further benefits under this section if the employee’s written acceptance of the position is not received by the regional human resources office within 15 calendar days of the date notice was given.

I. Review of Layoff or Recall Decision

Any employee who disputes a layoff or recall decision may request review as set forth below.

1. To be valid, a written request for review must be filed with the chief human resources officer within 10 working days of the date notice of layoff or recall was given in accordance with sub-section H. above. The employee will submit a statement of all reasons for questioning the validity of or motivation for the layoff or recall decision, and such supporting evidence as the employee deems appropriate.

2. The scope of the review will be limited to whether the employee can establish that:
   a. the procedures provided by the layoff, recall and release policy and this regulation have not been followed in deciding to layoff or not recall the employee;
   b. the decision to layoff or not to recall the employee was based on a reason prohibited by law; or
   c. the layoff of the employee or a decision not to recall the employee was not authorized under this regulation. Budget reallocations within or between any administrative units of the university are not within the scope of review.

3. The chief human resources officer or designee, or in appropriate cases a substitute, (hereafter referred to as reviewer) may decide the issues raised on the basis of the materials submitted by the employee and the administrator. The reviewer is never obligated to provide for a different procedure, but may elect to do so with respect
to some or all of the issues raised, by creating a new procedure, or by adopting or by modifying an existing procedure.

4. In the event that the matter is not decided on the basis of the materials submitted, the reviewer will inform the employee and administrator in writing of the procedure to be followed.

5. The reviewer will make his/her recommendation on the matter within five working days of the conclusion of the review. The reviewer will make his/her recommendation to the chancellor, or, in the case of Statewide Administration employees, to the chief human resources officer. The chancellor, chief human resources officer, or designee, will render a decision within five working days.

6. Except in the case of a written agreement between the parties, the time limits provided hereunder will be extended only for compelling reasons as determined by the chancellor, the chief human resources officer, or designee, as appropriate.

An employee's failure to receive a final decision in a review proceeding will not delay the effective date of any planned layoff or recall.

R04.08.060 Definitions

G. Grievance

A "grievance" is an allegation or complaint related to employment by an employee or a group of employees of the university that there has been a specific violation of a Regents' Policy or a University Regulation, or a clear abuse of discretion arising from the application or administration of such policy or regulation, which directly and adversely affects the employee or group of employees.

1. The following are excluded from the definition of a grievance and can not be processed under this Chapter:
a. complaints or disputes other than those defined above as grievances;

b. complaints or disputes which do not arise out of the employment relationship
   between the grievant or grievants and the university;

c. actions of the Board of Regents;

d. complaints or disputes relating to a failure to appoint an employee to a position
   within the university;

e. complaints or disputes related to the application or administration of a process that
   is subject to superior court appellate review. Such complaints or disputes will be
   resolved as part of such process.

2. The following are governed by alternate processes and can not be processed under this
   chapter:

   a. allegations or findings that an employee of the university has engaged in unlawful
      discrimination or sexual harassment (see Regents' Policy and University
      Regulation 04.02.020);

   b. complaints and disputes related to faculty promotion, renewal and/or tenure (see
      Regents' Policy and University Regulation 04.04.050);

   c. complaints or disputes which may be grieved under a collective bargaining
      agreement;

   d. complaints and disputes related to job classification (see Regents' Policy and
      University Regulation 04.05.030);

   e. Student allegations and complaints (see Regents' Policy and University
      Regulation 09.03.02);

   f. Complaints and disputes related to dismissal of at-will employees (see Regents’
      Policy and University Regulation 04.01.050 and 04.07.020);

   g. complaints or disputes related to layoff (see Regents' Policy and University
      Regulation 04.07.110).

The following are covered by this chapter with modification to one or more of the
provisions herein:

a. complaints or disputes related to financial exigency (see Regents' Policy 04.09.060
   and 04.09.070);

b. complaints or disputes related to reasonable accommodation for people with
   disabilities (see Regents' Policy and University Regulation 04.02.030);
c. complaints or disputes related to "for cause" actions (see Regents' Policy and University Regulation 04.07.060 and 04.08.080).

Subject to a contrary agreement of the parties, grievances of an employee which are being processed when a notice is issued to an employee of intent to terminate will be consolidated with and considered and decided as part of the pretermination proceeding. The record of such proceeding will be part of the pretermination hearing.

In accordance with Regents Policy 01.03.020.A, I approve and cause to be promulgated the foregoing as emergency regulations. These revisions are effective immediately. I further direct that the Board be notified of this action at its next regularly scheduled meeting.

Patrick K. Gamble, President

Date

cc: Brandi Berg, Board of regents Executive Officer
    Chancellors
    Chief Human Resources Officer Erik Seastedt
    General Counsel
TO: Monique Musick, Chair, Staff Alliance

FROM: Erik Seastedt, Chief Human Resource Officer

DATE: March 2, 2015

RE: Proposed Emergency Revisions to R04.07.110 Layoff, Recall and Release; & R04.08.060.G

This is in response to your February 17, 2015 memo regarding the proposed revisions to R04.07.110 and R04.08.060.G. I appreciate the thorough review and professional response by Staff Alliance especially in light of the expedited timeline. Following is a brief summary of the changes that were made based on Staff Alliance’s input and an explanation of the reasons that some of the other suggestions were not incorporated. The subsection references are to the revised version of the re-draft which is attached.

The Definitions, which are now in subsection A, now include a definition of “authorized administrator” as requested.

In subsection B, Reasons for Layoff, the reasons are not limited to a lack of “budgeted” funds because that limitation would unnecessarily delay the university’s ability to respond in situations such as the present, when projected declines in state revenue and, for example, UA’s FY17 budget, are certain.

In subsection C, Selection for Layoffs, length of service is one of several factors considered in selecting individual employees for layoff. It does not create a seniority system. Since selection for layoff is not based on seniority, the regulation leaves open the possibility that either an employee with longer service in the unit, or an employee with longer overall university service, could be selected for layoff, depending on the other factors listed.

The reference to “previously documented” employee performance was added to the re-draft of subsection C.1 because as a practical matter, undocumented performance, whether good or bad, is difficult to rely on when distinguishing between two or more similarly qualified employees.

In response to Staff Alliance’s comments on subsection C.2, language has been added to clarify that affected department leadership will continue to have input into the selection for layoffs.
Regarding subsection D, Notice Period, we appreciate Staff Alliance’s understanding of the fiscal situation currently facing the university. We intend to reduce all notice periods for exempt and at-will employees from six months to three months. With respect to D.3., no change was made. That section establishes the last day the employee is actually at work as the effective date of layoff in the event that the University provides pay in lieu of notice. Changing the effective date of layoff in the event of pay in-lieu of notice to be the last day of administrative leave does not enhance a department’s flexibility to ensure coverage. Providing pay in lieu of notice is already discretionary and thus allows department flexibility. However, if the University elects pay-in-lieu, employment terminates immediately.

In the redraft, subsection E, Alternatives to Layoff, was revised to more completely describe the available alternatives to layoff. E.2. now reads, “A potential or notified layoff employee may be offered a reduced or modified appointment, including a change to “term” status, as an alternative to layoff. As with all alternatives to layoff, E.2. first requires that a layoff, that would terminate employment completely, be authorized under the circumstances. The employee may then be offered a choice to accept the layoff or the proposed modified appointment. In uncertain times, the judicious use of term appointments as an alternative to layoffs may reduce the need for broader layoffs. In addition, when positions are funded by restricted funds, such as auxiliary funds, grants or other outside contracts, it is necessary that employees be appointed for the specified duration of the project, grant or contract. Although oftentimes such funding is renewed and employees receive another contract, term appointments reflect that restricted funding is subject to being modified or discontinued.

Subsection E.3 describes the circumstances in which employees may be direct-appointed to another position as an alternative to layoff. It does not restrict an employee’s ability to compete with other internal candidates for a position at a higher pay grade or at another university within the system.

As requested by Staff Alliance, the maximum tuition credits in subsection F.3 are increased to 15 per semester and 30 per academic year.

The recall provisions were not changed in the redraft. Since the recall order applies to employees within the same unit from which the employee was laid off, as well as the same job class and pay, departments can choose which positions are most critical to recall, but in effect the same criteria used to lay off employees from a specific job class are used for recall.

Staff Alliance also requested that employees have access to information on which layoff decisions are based. A new sentence has been added to the first paragraph of subsection H to require that employees receive a written explanation of the reasons for layoff and consideration of the selection factors.

In response to concerns expressed by Staff Alliance, the proposed review process in Subsection I has been changed so that requests for review will be submitted to the Chief Human Resources Officer who
may assign an appropriate reviewer. Depending on the issues raised, the reviewer may decide the issues on the materials submitted, may choose to schedule a meeting with both the employee and the unit’s representative, or may provide for a different procedure. A layoff, unlike a termination for cause, is not a decision that is directed at an individual employee. Thus the purpose of review in the context of a layoff is not to require the university to demonstrate that it has cause to terminate employment; it is primarily to protect employees and the university from those unusual situations in which the selection criteria for layoff is applied improperly, e.g., based on illegal motivations. The vast majority of layoffs in a widespread downsizing effort are not likely to raise such issues. The re-drafted regulation provides a better fit between the rights at stake and the process provided. It permits a simpler review in cases that require only a simple review, and allows for a grievance-like process in those infrequent cases where there is an issue of illegal motivation. In those cases, the Chief Human Resources Officer would refer the matter to a hearing before a different hearing officer. Thus the re-draft does not eliminate due process rights, it provides for due process procedures when the request for review raises issues that require them, and does not require those elaborate procedures when the request does not. In doing so it better fits the process to the issue.
UAF Policy 02.09.001
Original Adoption: March 3, 2015
Responsible Chancellor’s Cabinet Member: Provost and Associate VCR (Office of Research Integrity)
Responsible Department/Office: Provost and VCR

HEALTH AND SAFETY POLICY

The UAF core safety values are:
- Safety is the responsibility of everyone.
- UAF employees, students, and volunteers give priority to personal safety and the safety of others.
- UAF employees, students, and volunteers are vigilant in identifying, correcting, and reporting health or safety hazards.
- Completing required safety training is essential.
- UAF employees believe that work-related injuries and illnesses are preventable.

POLICY STATEMENT

The University of Alaska Fairbanks (UAF) hereby establishes a comprehensive safety policy in order to protect life and health by creating a safe working and learning environment. This policy specifies responsibilities for safety and environmental health, regulations and procedures and provides basic guidelines for safe practices, activities, programs and training. The policy applies to all UAF employees, students, volunteers, and contractors at all UAF campuses and sites utilized by UAF. Environmental Health and Safety and Risk Management (ESHRM) staff have full institutional support and authority to develop and execute comprehensive health and safety programs for UAF.

BACKGROUND & JUSTIFICATION

The U.S. Occupational Safety and Health Administration (OSHA) encourages all employers to adopt an Injury and Illness Prevention Program (https://www.osha.gov/as/opa/worker/employer-responsibility.html). Most successful Injury and Illness Prevention Programs are based on a common set of key elements. These include: management leadership, worker participation, hazard identification, hazard prevention and control, education and training, and program evaluation and improvement. UAF’s Health and Safety Policy establishes management and worker responsibilities and training requirements and is a component of UAF’s Injury and Illness Prevention Program.

DEFINITIONS

UAF Health and Safety Policy
Basic Safety Training Requirements are the group of required trainings established by EHSRM and posted as such at the EHSRM website (http://www.uaf.edu/safety/training/).

Contractor is an individual or business that conducts work in as specified in a contract with UAF, or in a contract with the UA system, if that work is being conducted at UAF owned or leased facilities or property.

Employee is anyone who is employed by the University of Alaska.

Environmental Health and Safety and Risk Management (EHSRM) is the UAF office that provides technical environmental health, regulatory and related safety, and operational risk management services to the colleges and departments of the University of Alaska Fairbanks (UAF).

Hazard communications programs are a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets.

Job Hazard Analysis (JHA) is the breakdown of a job into its component steps and then the evaluation of each step to identify hazards. Each hazard is then corrected or a method of worker protection is identified. Additional requirements for worker training, certification, authorization, etc., may also be identified.

Student is an individual enrolled in at least one UAF credit or non-credit course.

Visitor is an individual who is in a UAF facility or on UAF property, but is not a university student, employee, contractor or contractor employee, or volunteer.

Volunteer, as defined by Federal law under the federal Fair Labor Standards Act, (FLSA), is an individual that provides services, in this case services to the University, without any expectation of compensation, and without any coercion or intimidation.

RESPONSIBILITIES & PROCEDURES

1. UAF and its organizational units have the following responsibilities in fulfilling the institution’s commitment to the health and safety of employees, students, volunteers, and visitors:

   1.1 UAF activities shall be conducted in accordance with applicable health and safety laws, regulations, and codes, such as those established by the State of Alaska, National Fire Protection Association (NFPA), American National Standards Institute (ANSI), Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), US Department of Transportation (DOT), Nuclear Regulatory Commission (NRC), and other similar agencies that govern the design, construction, operation, use and maintenance of UAF facilities and the conduct of University activities in locations both within and outside of university facilities.

UAF Health and Safety Policy
1.2 UAF will provide information, training, and safeguards to employees, students, volunteers, and contractors regarding health and safety hazards. In addition, UAF will provide to the surrounding community information regarding environmental health hazards arising from operations and activities at the University as required by applicable regulations.

1.3 UAF will install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards of employees, students, volunteers, contractors and visitors.

1.4 UAF will provide appropriate personal protective equipment to all employees at University expense when engineering or administrative controls are not adequate to minimize exposure.

1.5 UAF will provide medical services as required by law and as may be dictated by existing circumstances or programs.

1.6 UAF Environmental, Health, Safety and Risk Management (EHSRM) will develop and execute comprehensive health and safety programs for the university. These programs will comply with all federal, state, and borough laws, codes, acts, regulations and standards relating to health and safety.

1.7 EHSRM will work closely with departments, safety committees, employees, students, and volunteers to promote compliance with this policy throughout the University.

1.8 Employees are afforded rights under OSHA’s Whistleblower’s Protection Program (http://www.whistleblowers.gov/). These rights include, but are not limited to, filing an OSHA complaint, participating in an inspection or talking to an inspector, seeking access to employer exposure and injury records, and raising a safety or health complaint. UAF will not tolerate adverse treatment of any employee exercising these rights. If an employee feels they have been retaliated or discriminated against for exercising these rights, they are encouraged to first seek consultation with EHSRM.

2. All University employees, students, and volunteers have the following responsibilities:

2.1 Observing and following health and safety regulations, policies, and procedures

2.2 Comply with applicable local, state, and federal laws and regulations. Including Alaska Statute 28.35.161 Use of electronic devices while driving; unlawful installation of television, monitor, or similar device, which covers texting, communicating on a computer, or while a screen device is operating while driving http://www.ua.edu/police/alaskas-seatbelt-and-text/

2.3 Completing mandatory health and safety training

2.4 Promptly reporting to their supervisors or instructors all safety and health hazards or violations and on-site incidents, injuries, and environmental illnesses

2.5 Giving due consideration to personal safety and the safety of others while performing assigned tasks

3. All UAF employees have the following responsibilities:

3.1 Comply with this policy and all other University health and safety programs.
3.2 Know that all necessary warnings and precautionary measures are not contained in this document and that additional information and safety measures may be required in particular circumstances.

3.3 Complete and comply with:
- Basic Safety Training Requirements as determined by EHSRM [http://www.uaf.edu/safety/]
- Department Emergency Action Plan (DEAP) training (department specific; trained by supervisor or designee)
- Supervisor Safety Training, if the individual is a supervisor
- Driver Training (for those who drive UAF vehicles, personal vehicles on University business, or leased/rental cars on University business)
- Title IX Training
- Substance Abuse Policy
- Protection of Minors Policy
- All institution, department or unit, and protocol specific safety training
- All grant specific required safety training
- All state and federal required safety training

3.4 Inform a supervisor or instructor of any safety or health hazards in the workplace, University campuses, or University locations away from campuses such as research facilities, field sites, and leased spaces. Unsafe conditions, such as excessive noise, dust, odors, etc., presenting acute adverse health effects, should be reported promptly to EHSRM using the UAF Unsafe Condition Report found at [http://www.uaf.edu/safety/].

3.5 Report to EHSRM any accident resulting in an in-patient hospitalization (admitted overnight), unconsciousness or death. The report must be made immediately but in no event later than four hours after receipt of information that the accident has occurred. Failure to report can result in fines to the department. All other work-related accidents/incidents must be reported to EHSRM within the guidelines posted at [www.uaf.edu/safety](http://www.uaf.edu/safety). To report an accident or incident:
- EHSRM Office: 907-474-5413 during normal work hours
- UAF Emergency Dispatch Center: 907-474-7721 after hours, holidays and weekends

3.6 Contact EHSRM immediately when workplace injuries or illness require transport for medical treatment.

3.7 Report injuries of students or volunteers who are engaged in work that benefits the University. [http://www.uaf.edu/safety](http://www.uaf.edu/safety)

3.8 Comply with all vehicle rules and regulations. Report all vehicle accidents immediately. The driver is responsible for completing the appropriate vehicle incident report. [http://www.uaf.edu/safety](http://www.uaf.edu/safety)
3.9 Comply with rules for the use of flammable materials, microwaves, refrigerators, small appliances, heaters, and other fire hazards in the workplace: www.uaf.edu/fire/prevention/Fire-Safety-Guidelines-for-UAF-3.doc

3.10 Properly manage hazardous material storage in accordance with University, state and federal requirements.

The following individuals or offices have responsibilities in addition to those applying to all employees, as listed in section 3.1 through 3.11:

3.11 UAF Chancellor

3.11.1 Establish, oversee, and authorize health and safety programs and a system for assessing safety performance for the University.

3.12 Vice Chancellors, Associate Vice Chancellors, Deans, and Directors, in all locations under their control

3.12.1 Reinforce the importance of health and safety and create a culture of health and safety in their unit(s).

3.12.2 Implement the Health and Safety Policy and communicate its requirements for employees, students, and volunteers.

3.12.3 Under the guidance of EHSRM, designate and empower safety coordinators for departments, units, or sections to promote compliance with the Health and Safety Policy and program requirements. They will ensure that individuals under their supervision have sufficient authority and support to properly implement health and safety regulations, policies, and procedures.

3.12.4 Provide oversight of facilities, equipment, and practices to support a safe working and learning environment.

3.12.5 Direct individuals, including, but not limited to, principal investigators, supervisors, regular, part-time and temporary employees, visiting professors, and students, to obtain any required safety training before working with hazardous chemicals, biohazardous agents, radiation or radioactive materials, or physical/mechanical hazards in their working or learning environments.

3.12.6 Conduct a review and investigation of all work-related illnesses, incidents, and work-related injuries as needed to identify if there are workplace hazards that need to be corrected.

3.12.7 Determine whether safety needs for unit/departments are met (e.g., training, personal protective equipment, and corrective measures including non-mandated items identified in safety audits).

3.12.8 Incorporate workplace safety requirements and responsibilities into the position description and responsibility review. Workplace expectations should be communicated to each employee annually and at the time of hire.

3.12.9 Communicate emergency action plans to all personnel to provide familiarity and coordination between facility personnel and emergency responders.

3.12.10 Commit resources for correction of health and safety deficiencies.
3.13 Faculty, Principal Investigators, Department Chairs/Heads and Supervisors

3.13.1 Provide guidance in the implementation of the University's Health and Safety policy and all other University Safety Programs in work areas under their supervision and control, including classrooms and class laboratories for instructional faculty.

3.13.2 Provide an onboarding process to new employees, students, and volunteers prior to hazardous exposure that encompasses the provisions of this section as well as a review of any safety or emergency equipment they may be tasked to use, review of applicable job hazards analysis or procedures, required training deadlines, and a review of any other hazardous processes in which they may be involved.

3.13.3 Ensure Hazard Communications programs for each area are prepared and updated, and that all employees are informed of hazards associated with their duties.

3.13.4 Direct employees, students, and volunteers under their supervision to complete and comply with:

- Basic Safety Training as required by EHSRM
- Emergency Action Plan (EAP) training which is completed by the supervisor, PI, or other designated departmental person
- Supervisor Safety Training, if the individual is a supervisor.
- Driver Training (for those who drive UAF vehicles, personal vehicles on University business, or leased/rental cars on University business)
- Substance Abuse Policy familiarization
- Protection of Minors Policy
- All institutional department and protocol specific safety training
- All grant specific required safety training
- All state and federal required safety training

3.13.5 Maintain workplaces and equipment under their control in a safe, well-kept condition.

3.13.6 Evaluate workplace hazards within their departments using the Job Hazard Analysis (JHA) process to identify workplace hazards and recommend appropriate engineering or administrative controls, or personal protective equipment to protect against any identified hazards. EHSRM provides training and consultation on developing JHAs.

3.13.7 Conduct a review and investigation of all work related illnesses, incidents, and work related injuries as needed to identify if there are workplace hazards that need to be corrected.

3.13.8 Ensure that employees, volunteers and students properly manage hazardous material storage in accordance with University, state and federal requirements.

3.14 Environmental, Health, Safety, and Risk Management (EHSRM)
3.14.1 Advise the University community of its responsibilities regarding the Health and Safety Policy.
3.14.2 Provide guidelines to assist and help the University ensure compliance as it relates to relevant environmental, health, and safety laws, regulations, policies, and guidelines.
3.14.3 Recommend programs and actions for compliance.
3.14.4 Consult with regulators and other external entities on behalf of the University.
3.14.5 Provide guidance and assistance in identifying, evaluating and correcting safety and health hazards.
3.14.6 Conduct investigations and analyses of occupational incidents, injuries and illnesses.
3.14.7 Identify noncompliant situations and recommend improvements to those who are responsible for departments, laboratories, units and work areas.
3.14.8 Provide guidance for proper management of hazardous materials.
3.14.9 Execute responsibilities involving inspections and enforcement delegated by the SCCC or additional University safety committees established by the SCCC or the Chancellor.
3.14.10 In cases of imminent danger to life or health, order cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.
3.14.11 Review contractor safety plans for completeness and provide applicable feedback to project/contract managers.

3.15 University Police Department
3.15.1 Police services
3.15.2 Security

3.16 University Fire Department
3.16.1 Providing responses to fires and operations level hazardous materials incidents and other life-threatening emergencies on the Fairbanks campus.
3.16.2 Providing emergency medical services.
3.16.3 Complete annual testing of fire hydrants on the Fairbanks Campus.
3.16.4 Manage and implement the AED program
3.16.5 The Fire Chief is the UAF Emergency Management Coordinator. For questions regarding emergency preparedness at UAF contact http://www.uaf.edu/fire/

3.17 Facilities Services
3.17.1 Maintaining and inspecting fire suppression systems, alarms, and extinguishers in campus buildings.

3.18 SCCC (Safety and Compliance Coordinating Committee)
The SCCC oversees University compliance with the Health and Safety Program and is responsible for making recommendations to the Chancellor that further university efforts to provide a safe and compliant workplace. The SCCC also serves as a forum to establish priorities, communicate, and coordinate safety and compliance related issues associated with current and future programs and projects. The core purpose of the committee is to ensure UAF is a safe, healthy and thriving place to learn, live, work and play.

3.19 Oversight Committees

3.19.1 Institutional Animal Use and Care Committee (IACUC) provides oversight for all uses of vertebrate animals at UAF and plays an integral role in ensuring the health and safety of employees, students, and volunteers, and visitors accessing the UAF animal facilities.

3.19.2 Biosafety Committee provides oversight and guidance for all campus needs related to research and teaching involving the use of recombinant nucleic acids, artificial gene transfer, infectious agents, and biologically derived toxins.

3.19.3 The Institutional Review Board (IRB) reviews all research projects under the auspices of UAF that involve human subjects to ensure compliance with federal regulations and assure protection of human participants in research.

3.20 Contractors

3.20.1 Architects, engineers, general contractors and subcontractors under contract with UAF will comply with the UAF Design Standards that include safety requirements: http://www.uaf.edu/fs/resource-information/design-standards/.

3.20.2 Contractors will comply with all applicable health and safety laws and regulations. Serious or willful non-compliance may be grounds for termination of the contract. While on campus, contractors will comply with this policy.

3.20.3 Contractors will provide Safety Plans to EHSRM for review and comment prior to start of work.

3.20.4 Contractors will maintain and make readily available a Material Safety Data Sheet or Safety Data Sheet for each hazardous material used on site.

**NON-COMPLIANCE**

1. University employees are subject to disciplinary action, up to and including termination, if they disregard or fail to comply with established health and safety policies and procedures.

2. Non-compliance with OSHA and other regulatory agency requirements may result in citations and penalties/fines. Departments may be charged for the fine or a portion of the fine based on their participation in the notice of violation.

3. Students who disregard or fail to comply with established health and safety policies and procedures are subject to review under the Student Honor Code, and if circumstances warrant they are subject to termination of enrollment or other necessary measures to protect their safety and the safety of others.

*UAF Health and Safety Policy*
There are no exceptions to this policy.

EXCEPTIONS

4. Volunteers or other non-university employees may be restricted from participating in activities in association with the university.
REFERENCES

NMSU Environmental Health and Safety Policy
safety.nmsu.edu/policies/policy_university_eh&s.htm

Health & Safety Policy #166 - North Dakota State University
www.ndsu.edu/fileadmin/policy/166.pdf

Occupational Safety and Health Administration
https://www.osha.gov/

PO, Executive Order No. 55, University Health and Safety Programs
www.washington.edu › Policy Directory › PO Home › Executive Orders

POLICY APPROVED BY:

Brian D. Rogers, Chancellor
University of Alaska Fairbanks

3/2/15 Date
TO: Patrick K. Gamble, President
FROM: R. Erik Seastedt, Chief Human Resources Officer
DATE: January 30, 2015
RE: Proposed adoption and addition to University Regulations

Attached for your review and approval is a new university regulation explaining the authorization and use of furloughs based on policy P04.07.115, Employee Furlough of the Board of Regents.

In accordance with Regents' Policy 01.03.020 B., I have sought review and comment by the chancellors and affected governance groups, including the system governance council on your behalf. Discussions have been ongoing since a draft furlough policy was sent to all employees on June 2, 2014. More formal discussions began with the creation of a systemwide staff committee which began meeting on September 25, 2014 to create draft regulations in anticipation of the Board’s approval of a furlough policy, which occurred on December 11, 2014. The final comment period opened December 4, 2014 and closed January 28, 2015. Responses have been provided to you.

I recommend your approval. If you concur, please indicate by signing below. The new regulation would be effective upon your signature and incorporation in the Manual of Regulations. Thus your approval should be transmitted to Brandi Berg, Board of Regents Executive Officer, for incorporation in the manual and distribution.

Attachments

I approve and cause to be promulgated the attached adoption of University Regulation R04.07.115, Employee Furlough. This regulation is effective immediately.

Patrick K. Gamble, President

3 Feb 15

Date

cc: Brandi Berg, Board of Regents Executive Officer
Chancellors
General Counsel
Final language, submitted for president approval 1/30/15:

R04.07.115 Employee Furlough

To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay and equivalent work hours. Prior to implementation of a furlough plan, other reductions and cost savings, as well as revenue generation, will be considered and implemented as appropriate.

A. Definitions:

1. Furlough: Temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall.

2. Budgetary shortfall: A status of financial health in which projected or actual expenditures are anticipated to exceed revenue.

Employees may request a reduced contract in lieu of furlough. Requests are subject to approval by the employees' dean/director and the regional human resources office.

B. A furlough plan may include, but not be limited to, any of the following at the discretion of the university:

1. A specified number of days each pay period, month or year may be designated as furlough days, with no business being conducted on those days.

2. Salaries of exempt employees may be reduced by a specified percentage.

3. Non-exempt employees may have reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to less than 10 days per pay period and/or less than 12 months per year).

4. A different number or percentage of furlough days for employees in different pay grades or classifications.

Reduction of pay will include reduction of expected effort.

C. All university employees (full or part-time, regular, term or temporary) may be subject to furlough, except:

1. Employees who hold H-1B visas, as defined in 20 CFR 655.731;
2. Graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees;
3. Employees on military leave with pay;
4. Employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and
5. Employees whose compensation is derived 100% from restricted funds.

D. Employee benefits during a furlough will be affected as follows:
1. Accrual of annual and sick leave will be reduced by a furlough.
2. Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.
3. Health care and life insurance benefits will not be reduced by a furlough.
4. Pay deductions authorized by an employee during a furlough will not be reduced. The employee remains responsible for making all employee contributions during a furlough period, including health coverage.
5. Retirement contributions by both the employee and the University will be reduced by a furlough. Service credit may also be reduced.

E. A furlough plan for unit(s) affected by a budgetary shortfall will be implemented upon recommendation of the chancellor and the Vice President for Finance and Administration, and approval of the president. The president shall consult with governance prior to approval. Governance may request financial records for any unit affected by furlough.
1. The Statewide Office of Human Resources will distribute notice of the president’s approval of a furlough plan to affected employees at least sixty (60) days prior to implementation. The furlough plan will specify the amount or percentage of furlough time and the applicable time period.
2. After a furlough plan has been implemented, a review committee established by the president shall examine ongoing need and efficacy on a quarterly basis.
3. The president may reduce or cancel a furlough plan at any time.

F. Upon notice of a furlough plan, supervisors may schedule furlough days, in consultation with the employee, subject to the operational needs of the department. Furlough
schedules shall be approved by the department dean/director and the regional human resources office.

G. Furlough days shall be taken on days that the employee would normally be scheduled to work. Employees may not be directed or permitted to work on furlough days or to work more than 40 hours in the work week in which a furlough day is taken. No employee may use paid leave to offset all or any portion of a furlough.

H. Furlough provisions for employees under collective bargaining agreements will be clarified through Memoranda of Agreement with each bargaining unit.

I. The Chief Human Resources Officer or designee will review any appeals from employees claiming extreme financial hardship under a furlough plan.

J. The provisions of this section apply only to employee furlough and are not applicable to layoff or any other type of termination of university employment.
UAF Staff Council
Chancellor’s Cornerstone Award Ad-Hoc Committee Report

Chair: Jane Groseclose
Members: Kim Eames, Constance Huizenga and Bradley Krick

The committee reviewed nominations for the Staff Make Students Count Award, and met to select the final recommendation for the award. Colby Freel joined the committee as a representative of ASUAF for the Staff Make Students Count Award. The committee’s recommendation has been submitted to Statewide Administration for President Gamble’s consideration.

The nominations for the Chancellor’s Cornerstone Award were distributed to committee members on March 30. The committee will review and meet to decide on finalist recommendations for the award. Currently our timeline is not set.
Staff Alliance

MEMORANDUM

DATE: March 23, 2015

TO: R. Erik Seastedt, Chief Human Resources Officer

FROM: Monique Musick, Chair

RE: Response to the Final UA Furlough Regulation

We are deeply troubled by the changes to the UA Furlough Regulations that occurred after our governance review and before the final signature, most particularly the deletion of the Limits to Furlough section. This change substantially impacts staff, and reflects a serious issue in the governance process at the University of Alaska.

Staff Alliance was pleased to work in partnership with the administration in crafting the furlough regulations, and believed that this partnership would strengthen our relationship and result in the meaningful involvement of staff in the crafting of policy and regulation. We still believe that there is a place in this process for partnering during the development of policy and regulation, and believe that such partnership will result in better policies and clearer communication.

However, in this case the governance review process appears to have been seriously compromised. The draft regulation was sent to an individual member of Staff Alliance for review in mid-December, with a deadline for feedback of January 5. Thirty days is a short period for full and thoughtful review, comment, and compilation of a formal response on behalf of staff throughout the UA System; when coupled with the holiday closure, this timeline was especially discouraging. We appreciated the ability to extend the deadline for feedback, and compiled and shared comments from our universities. We believed that our involvement in the drafting of draft regulations and our feedback during review resulted in regulations that would be the best manageable in a bleak budgetary situation, that were as fair as possible, and that gave staff needed information so they could adapt.

We were surprised to find significant changes to the regulations when they were signed, changes that were made without consultation or even the courtesy of an explanation. In fact, if we had not reviewed the final regulation and compared it to the earlier version shared with us, we would not have known that an important protection had been stripped. Our representatives, who dedicated time and energy to the crafting of these regulations and reported that the process was cooperative and respectful, were not informed that a key section they advocated for had been deleted.
Should there have been any reason to doubt that this section would become a part of the final regulations, Staff Alliance would have provided a formal response outlining the need for a limit to furloughs. A limit on the length of a prospective furlough is responsible; it ensures that UA’s response to budgetary struggles is strategic; it provides staff with critical information about how much they can expect to lose in pay in a worst, case scenario. Just as the University struggles to plan for the next fiscal year while the legislative budget process proceeds, staff are struggling to determine what changes we’ll need to make to balance our household budgets.

It is important to recognize that even in the recent emergency changes to layoff regulations, which did not require formal governance review, we received a response from the administration outlining those areas where the adopted regulations differed from our preferred options. While the final product was still concerning, that step did close the communication loop and let us know that our opinions had been heard.

While the furlough regulations have been signed and adopted formally, we believe it is important to express our deep concern over the approach taken. If the University of Alaska is committed to shared-governance, we must do a better job of valuing governance input and communicating when our positions do not align. We look forward to building a stronger, more consistent, and ultimately more respectful process for shared-governance.

cc: Pat Gamble, President
Dan White, Vice President for Academic Affairs and Research
The University of Alaska Fairbanks declared its campuses tobacco-free to provide a safe and healthy environment for students, employees and visitors.

Below are answers to frequently asked questions. For more information, please contact the Fresh Air Campus Committee at uaf-tobaccorecampus@alaska.edu.

Q. WHAT IS THE TOBACCO-FREE CAMPUS POLICY?
A. Tobacco product use is prohibited in all buildings, grounds, trails, parking garages, parking lots (except personally owned vehicles not parked in parking garages), university-owned streets and sidewalks, and spaces leased or owned by the university. The policy includes all of UAF’s campuses and applies to all employees, students, visitors, volunteers, contractors and vendors.

Q. WHAT IS CONSIDERED A TOBACCO PRODUCT?
A. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, kreteks, bidis, other inhalable burning substances and all smokeless tobacco and tobacco-containing products.

Q. DOES MARIJUANA FALL UNDER THIS REGULATION?
A. Use of marijuana as an inhalable burning substance is prohibited. Any use also is prohibited by federal law, other university regulations and the student conduct code.

As a recipient of federal funds, UAF must comply with the Safe and Drug-free Schools and Communities Act and the Drug-Free Workplace Act. So too must university employees.

Q. WHERE CAN I SMOKE?
A. The use of tobacco products is not prohibited in personally owned vehicles parked or being driven on the campus, if they are not parked in a university parking garage. You can also smoke on public sidewalks and public rights-of-way that border a campus and in areas within a fenced construction project in which the contractor has complete custody.

The policy does not prohibit tobacco use while inside personal vehicles; however, cigarette butts should be disposed of properly. For other exclusions from the ban, please refer to the smoke-free/tobacco-free campuses regulation.

Q. DOES THAT MEAN I HAVE TO QUIT SMOKING?
A. No one has to quit, although quitting is encouraged.

Q. WHERE CAN I FIND RESOURCES THAT WOULD HELP ME QUIT?
A. If you are an employee looking for information to help you kick the tobacco habit, visit www.alaska.edu/benefits/tobacco-use/.

If you’d like information to help you to kick the tobacco habit and you are a student, please visit, www.uaf.edu/chc/health–counseling-service/, or Alaska’s Tobacco Quit Line at 1-800-quit-now or online at www.quitnow.net/alaska/. Several smart phone apps also can help you quit.

Q. WHEN DOES THE SMOKE-FREE/TOBACCO-FREE CAMPUSES POLICY GO INTO EFFECT?
A. UAF has opted to phase in the regulation during this calendar year, so it will take effect on Dec. 31, 2015.
Q. CAN I SMOKE ANYWHERE ON CAMPUS BEFORE DEC. 31, 2015?
A. Using tobacco on campus is allowed until Dec. 31, 2015. However, smoking is prohibited within 50 feet of university building entrances. If you use tobacco, please be courteous to nonusers and step away from buildings, air vents, walkways or other highly traveled areas. After Dec. 31, you will only be allowed to smoke in your car.

Q. HOW SHOULD I APPROACH A PERSON WHO IS SMOKING IN AN AREA WHERE SMOKING ISN’T ALLOWED?
A. Concerns about the use of tobacco and related products should be expressed respectfully. You should courteously inform the individual about the policy and encourage him or her to comply.

Please recognize that the change may be difficult for some people. It’s important that you share the policy information in a nonconfrontational manner.

Possible approach: You may not be aware that the university adopted a smoke-free/tobacco-free campus regulation recently. The regulation prohibits use of cigarettes, cigars, pipes, kreteks, bidis, other inhalable burning substances and all smokeless tobacco and tobacco-containing products. Use is only allowed in personal vehicles. Everyone is expected to follow the policy. If you have questions, you may contact the Fresh Air Campus Committee at uaf-tobaccofreecampus@alaska.edu.

Q. WHAT IF I NOTICE THAT THERE ARE AREAS OF CAMPUS WHERE TOBACCO USERS TEND TO CONGREGATE?
A. If there are common areas that tend to be gathering spots, please send an email to uaf-tobaccofreecampus@alaska.edu. The committee can forward the information to the appropriate department.

Q. HOW IS THE NEW POLICY GOING TO BE ENFORCED?
A. Implementation of this prohibition relies heavily on the consideration and cooperation of both smokers and nonsmokers. Concerns regarding violation of the policy or the regulation will be referred to the appropriate unit for review and action:

- Students — to the university student affairs representative.
- Faculty, staff and volunteers — to their supervisors.
- Contractors and vendors — to their employers and/or UAF Procurement and Contract Services.

Visitors and guests may be required to leave campus if they fail to conform to the policy or regulation.

Q. I AM A SUPERVISOR. HOW SHOULD I HANDLE TOBACCO USE ISSUES WITH MY EMPLOYEES?
A. Share the policy and explain that violating the tobacco-free campus regulation will be treated as any other violation of campus regulation. Consider sharing resources for employees who want help with quitting. While employees are permitted to use their regular breaks to use tobacco, they are not allotted additional break time.

If you have questions not answered here regarding employees and tobacco use, please contact Human Resources at 474-7700.

For more information about this policy visit www.uaf.edu/tobaccofreecampus/.
University of Alaska Fairbanks  
Staff Council  
Resolution 2015-260-1  
Approved

The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Staff Council Meeting #260, on April 6, 2015.

BACKGROUND:

On March 2, 2015, President Gamble signed emergency revisions to the UA System Layoff Regulations. The revisions included removing the formal appeal process and replacing it with a less-intensive review process.

The revisions were deemed “emergency” due to an additional change of shortening the notice given to lay off exempt employees. As “emergency” revisions, the changes were not subject to the normal shared governance process.

The response provided as to why the appeal process had been removed was that it was done to eliminate the extensive drain on HR resources in the event an entire department was laid off and each employee in that department chose to file an appeal. The administration was clear that in the near future more instances of entire departments being laid off are probable.

There is no language in the current Layoff Regulation to indicate the return of an appeal process if and/or when the fiscal climate stabilizes.
Resolution 2015-260-1:

Resolution to Oppose Emergency Revisions to the UA System Layoff, Recall, and Release Regulations

WHEREAS, we feel the removal of the formal appeal process does not fit into the purview of an “emergency” action, circumventing the shared governance procedure; and

WHEREAS, we feel the change of appeal procedure represents a clear reduction in employee rights; and

WHEREAS, we feel it insufficient that the review process could require the same supervisor to issue the layoff to also be the supervisor performing the review; and

WHEREAS, we feel that all employees should have access to a fair appeal process, regardless of the financial climate; and

WHEREAS, we feel the regulation should, at the very least, return to the formal appeal process if and/or when the fiscal climate stabilizes; now

LET IT BE RESOLVED, that UAF Staff Council opposes the adopted change from the formal Appeal Process to the new review process in UA System Layoff Regulation; and

LET IT BE FURTHER RESOLVED, that the UAF Staff Council calls on UA Administration and the UA Board of Regents to rescind the recent changes to the appeal process in the regulation.

Chris Bekis, President, UAF Staff Council 4/10/15

Date
The Staff Affairs Committee met today and discussed the item as indicated below.

Those attending in person included: Jesse Atencio, Susie Carson, Kim Eames, Jane Groseclose, Melody Hughes, Jenel Merrifield, Sue Mitchell, Mathew Mund, Dean Ojala, and Jeff Baxter.

The bulk of the meeting was spent discussing the emergency changes to the UA System Layoff Policy. There is deep concern because it appears the changes virtually eliminate a significant tool available to employees who receive a notice of layoff. Rather than using the existing grievance process, there is a review process where an HR representative will appoint a review official to see if there is cause for grievance. If it is determined there is no cause for grievance, the employee will be laid off without further recourse.

There are several things wrong with this policy:

1. If an employee requests review, the appointed review official can be the very person who made the decision for layoff in the first place.

2. The grievance process was in place for a reason and it’s not broke! It is fundamental to an employee to ensure their layoff was not a result of legal violations (age discrimination, for instance).

3. The review process was instated under emergency conditions which allowed this change to by-pass shared governance. An emergency change does not seem to be merited in this case.

As a result, the committee will draft a resolution to be considered by the full Staff Council at the April 6 meeting.

The resolution is attached.

Thanks,
Jeff Baxter
Chair, Staff Affairs Committee
Master Planning Committee – March Report

Submitted by Richard Machida

1. Thompson Drive - J. Shambare
2. Various proposals since 2005
   Cost varied from $140k to $310k (2005 dollars) depending on materials
   G. Newman will draft a motion to prioritize signage for the Thompson Drive entrance
   The origin of the discussion was the installation of a “clock tower”.
3. Subcommittee and additional reports
4. North Campus
   Has not met.
   Skiing isn’t great but still usable.
5. Campus Landscape
   Has not met.
6. Art on Campus
   Has not met.
7. Sustainability
   Nothing to report. The committees are being formed and implementation is starting.
8. Trails Planning
   Was originally to be taken off of the agenda. The engineering students are undertaking a redesign of the sidewalks on Yukon Drive. Design needs to be completed by the end of the Spring Semester.
5. Facilities Services update
   No updates at this time
   Mike Ruckhaus is doing some “value engineering” as the estimates are running on the high side.
6. Public comment period
   The Chancellor and Sherrie are chairing the Heart Walk Committee
   The Heart Walk is on May 16th
7. Schedule
Fresh Air Campus Challenge (FACC) Committee
Report for Staff Council Meeting #260

Members: Brad Krick, Sue Mitchell

The FACC group is now meeting every two weeks instead of every week. We met on March 5 and on March 19. The group will meet next on April 2.

March 5:

The biggest item is that committee’s idea to phase in Designated Smoking Areas has been removed. Instead, UAF will operate under its current rules regarding smoking and tobacco use on campus until December 31. In the meantime, FACC will work on getting the word out regarding the change the policy (to current students and employees, to new students and employees, and to the public) and sharing information about resources available for cessation and for talking about tobacco use on campus.

March 19:

Carla Browning from Marketing and Communications gave the group an update on the work that they have been doing. There is a UAF website that should be live on April 2. The website will include links for students and employees to cessation resources. Shortly after that, there will be a FAQ posted to the website with general information about the change to the tobacco free campus.

On March 26, representatives from the American Lung Association will be at the Wood Center to raise awareness about the coming change.
Rural Affairs Committee Notes
March 11, 2015

Meeting second Wednesday of each month

- Connect Rural Staff to Governance
  - Identify/Define Centers under each campus
    - Work on list of which campuses, sites fall under Rural Affairs
  - Define who this committee represents and improve communication
    - SFOS – Marine Advisory Program/courses, Cooperative Extension, course work in villages primarily web-based
    - Dillingham – Serves 33 villages and 3 remote centers

- Budget Cuts – general discussion
  - COLA – Discuss changes to cost of living allocations in rural areas
    - Even if budgets will not allow – needs to be in place for when budgets are healthier
  - Facilities – this could also be a priority when budgets improve

- Videoconferencing
  - How important is this to each site and what currently exists (delivering courses/service to students)

- No Smoking/Tobacco Use Policy
  - Non-issue for many rural campus sites – in place prior to policy or not having issue with it

- All in attendance – spoke about their area or why on committee
Staff Alliance Compensation Committee Report: March, 2015

The committee met via Google Hangout on March 26. UAF attendees were Faye Gallant (chair), Bradley Krick, and Michael Cox.

The committee discussed the best approach to compensation proposals for FY17 given the current budget situation and uncertainty about future years. The consensus was that it was important to pursue compensation increases even in times of furloughs and layoffs, because of the long-term compounding impact of forgone increases to employees.

The committee is currently gathering additional information to inform the next meeting’s discussion.

Some items under preliminary discussion to explore for FY17 include:

- Step increase for current employees (1 percent) with additional adjustment if needed to stay in line with inflation
- Compensation increase based on Consumer Price Index (was 1 percent for Anchorage in first half of this year), and based on any employee contribution increases to health plan costs
- Geographic differential- this has been off the table in prior years due to cost estimates from Statewide, but the committee would like to reexamine those estimates
- 37.5 hour work week, without a reduction in take-home pay (same paycheck, fewer hours; an increase in time rather than money)- this option would eliminate a planned cost increase to the university, without devaluing employees’ time or reducing employee pay, but would mean forgoing annual compensation increases. This option had a lot of discussion- the committee is interested in better understanding its repercussions before bringing it to constituents for feedback or pursuing further
- Incentivize employee use of annual leave and vacation time
POLICY STATEMENT
This policy offers guidance for UAF departments/units for the preparation, review and electronic storage of memoranda of agreement (MOA) and memoranda of understanding (MOU). These two terms are often used interchangeably; however, in many cases there are differences. This policy defines the preferred best practices for use at the UAF campuses.

BACKGROUND & JUSTIFICATION
This policy is designed to set basic standards for centralized storage of MOA/MOUs in an electronic and searchable format. These UAF documents will be stored in OnBase.

DEFINITIONS
Memorandum of Agreement (MOA): A legally binding document that details the obligations and commitments of the parties and allocates and minimizes each party’s risks. This can also be referred to as a contract. Binding agreements must contain, but are not limited to: a listing of the parties involved, a purpose/statement of work, terms and conditions, appropriate bilateral signatures, duration of agreement and any payment terms or special provisions (as applicable). An MOA is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written formal understanding of the agreement between parties.

Memorandum of Understanding (MOU): A nonbinding agreement can be entitled a MOU. A nonbinding agreement does not commit UAF to perform work or provide services. A MOU expresses convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a gentlemen’s agreement, but generally lacks the binding power of a contract. It should contain, and be consistent with, the following provisions:

- This agreement does not create duties or legally enforceable liabilities or obligations for any party nor establish a standard of care attributable to the activities associated with the subject of this agreement.
- Nothing in this agreement requires any party to commit funds or other resources.

A document that is not consistent with the above provision, commits UAF to perform services or provide resources, or otherwise creates a duty, liability or obligation is subject to the review, approval and execution process for MOAs or contracts.
REFERENCES RELIED UPON
Board of Regents (BOR) Policy and Regulation:
P10.07.080 and R10.07.080 - Agreements with external academic and research entities (attached)


RESPONSIBILITIES
The agreement initiator is responsible for coordination with the appropriate responsible offices, Vice Chancellor (VC) level office or Office of the Chancellor for the creation or renewal of a MOA/MOU. The responsible offices and each VC Executive Assistant will serve as a liaison to assist with appropriate routing of each agreement and will have access to the electronic database for searches and/or storage of fully executed agreements in compliance with procedural guidelines.

Signature authority is delegated to the following responsible offices for execution of appropriate agreements.

<table>
<thead>
<tr>
<th>Type of MOA/MOU</th>
<th>Delegation of Signature Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All/Office of Record</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Academic Activities</td>
<td>Provost</td>
</tr>
<tr>
<td>Research/Intellectual Property</td>
<td>VC Research</td>
</tr>
<tr>
<td>Academic &amp; Research</td>
<td>Provost and VC Research</td>
</tr>
<tr>
<td>Rural &amp; Community Development</td>
<td>VC Rural Community &amp; Native Education</td>
</tr>
<tr>
<td>Facility Agreements</td>
<td>VC Administrative Services</td>
</tr>
<tr>
<td>Arctic Policy/Outreach</td>
<td>VC University &amp; Student Advancement and VC Research</td>
</tr>
</tbody>
</table>

Administrative review may be required by several offices, depending on the details of the agreement. Any MOA/MOU that commits UAF resources, employees or funds, or establishes any legal rights by either party to the agreement, must be reviewed and approved by the appropriate office prior to execution. The following offices may review and/or approve an agreement in conjunction with the above-listed offices, as applicable.

<table>
<thead>
<tr>
<th>Administrative Review</th>
<th>Responsible Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exchange/Academic Partnership</td>
<td>International Programs &amp; Initiatives</td>
</tr>
<tr>
<td>Contractual Agreements</td>
<td>Procurement &amp; Contract Services</td>
</tr>
<tr>
<td>Master Agreements/Awards</td>
<td>Grants &amp; Contracts Administration</td>
</tr>
<tr>
<td>Facility/Space Use Agreements</td>
<td>Facilities Services (BOR approval if applicable)</td>
</tr>
<tr>
<td>Internal Agreements/Unit Specific*</td>
<td>Office of the Unit Dean/Director</td>
</tr>
</tbody>
</table>

Agreements with external academic or research entities may additionally be reviewed or require language approved by the UA Office of the General Counsel (GC) prior to approval and execution.

*Internal agreements between UAF units/departments/programs may not require this level of review and approval; however, are subject to unit dean or director review and approval.
NON-COMPLIANCE
Non-compliance with the review process including approval and appropriate electronic storage of any externally facing MOA/MOU may result in an agreement that is null and void, and therefore cannot be fully executed by UAF/appropriate parties.

EXCEPTIONS
This policy applies to the management and electronic storage of agreements between UAF and external entity(ies). Additionally, this policy does not include transactions, grants or agreements that are stored or recorded separately in Banner; although in some cases there may be overlap between Banner and OnBase for document retention, this practice is intended to securely store and search documents that may not have a transactional record as reference. If a record is created in Banner as a result of an agreement, these documents will typically become associated with that transactional record, facility agreement, or grant or contract file, as applicable.

PROCEDURES
It is the responsibility of the agreement initiator to ensure all final or fully executed documents are supplied to the appropriate VC level office or Office of the Chancellor. The Office of the Chancellor will ensure all fully executed agreements that fit the above-listed criteria are scanned into OnBase at the appropriate interval, and will manage the retention and purge schedule in accordance with procedural guidelines.

Agreement standards, resources and boilerplate information are available online: www.uaf.edu/mou-moa

Electronic Storage and Document Retention
Agreements must have a minimum set of criteria for approval and electronic storage in OnBase. These minimum standards enable the electronic search functionality within OnBase.

In accordance with BOR Policy and Regulation, fully executed external MOA/MOUs with academic and research entities will be retained no less than three years past the active duration of the agreement. Additional retention rules may apply.

System Access for OnBase
OnBase permissions are managed by the UAF OnBase Administrator. Scanning and viewing permissions are delegated to the responsible offices noted above. As some information is confidential in nature, access will be approved in accordance with procedural guidelines and in conjunction with each responsible office.

POLICY APPROVED BY:

__________________________________________                  Signed:
Brian D. Rogers, Chancellor
University of Alaska Fairbanks
P10.07.080. Agreements with External Academic and Research Entities.
In addition to grants, contracts, and purchase orders that govern the conduct of funded research, education, and services provided by and to the university, units of the university may enter into agreements with one or more external parties. These may take a variety of forms, including Memoranda of Agreement or Understanding, Cooperative Research and Development Agreements, Cooperative Agreements, and agreements to participate in the activities of external entities in accordance with their governance rules or by-laws.

R10.07.080. Agreements with External Academic and Research Entities.
No unit or individual below the level of the President or Chancellor may, without explicit approval of the President or Chancellor, develop or sign any agreement with an external academic or research entity on behalf of the university or any of its units.

An "agreement with an external academic or research entity" as used in this regulation means:
1. any agreement that would permit or require any university resources or employee to be used by an external university, college, or other research entity to perform duties for the external academic or research entity;
2. any agreement that would permit or require any university employee to collaborate in any research or academic activity with another university, college, or other research entity;
3. any agreement that would permit or require any resources or employees of any external university, college, or research entity to be used by this university;
4. any agreement between this university and an external academic or research entity to cooperate in obtaining one or more grants or conducting research or academic activities in the future; or
5. any agreement involving academic or research activity that involves the payment of money by either this university or another academic or research entity to the other.

The Chancellors for their MAUs and all units within them, and the President for units in statewide and for agreements at the University level, will determine the appropriate signatory authority for any agreement between any unit of the university and an external academic or research entity.

All agreements with external academic or research entities will be reviewed by the university Office of the General Counsel prior to approval.

The Offices of the President or Chancellor, as appropriate, will retain original copies of all external agreements signed by themselves or representatives of their units, for a minimum of three years past the active duration of the agreement.

(12-08-05)
### UA Choice Bi-Weekly Charges for FY16

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>26 Payrolls</th>
<th>19 Payrolls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Bi-Weekly Charge</td>
<td>Dependent Bi-Weekly Charge</td>
</tr>
<tr>
<td><strong>750 Plan</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee (EE)</td>
<td>$110.16</td>
<td>N/A</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$110.16</td>
<td>$127.54</td>
</tr>
<tr>
<td>EE + 1 Child</td>
<td>$110.16</td>
<td>$43.54</td>
</tr>
<tr>
<td>EE + 2 Children</td>
<td>$110.16</td>
<td>$78.35</td>
</tr>
<tr>
<td>EE + 3 or more Children</td>
<td>$110.16</td>
<td>$104.47</td>
</tr>
<tr>
<td>EE, Spouse, 1 child</td>
<td>$110.16</td>
<td>$171.08</td>
</tr>
<tr>
<td>EE, Spouse, 2 children</td>
<td>$110.16</td>
<td>$205.93</td>
</tr>
<tr>
<td>EE, Spouse, 3 or more Children</td>
<td>$110.16</td>
<td>$232.00</td>
</tr>
<tr>
<td><strong>High Deductible Health Plan (HDHP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee (EE)</td>
<td>$65.81</td>
<td>N/A</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$65.81</td>
<td>$74.35</td>
</tr>
<tr>
<td>EE + 1 Child</td>
<td>$65.81</td>
<td>$21.35</td>
</tr>
<tr>
<td>EE + 2 Children</td>
<td>$65.81</td>
<td>$38.47</td>
</tr>
<tr>
<td>EE + 3 or more Children</td>
<td>$65.81</td>
<td>$51.27</td>
</tr>
<tr>
<td>EE, Spouse, 1 child</td>
<td>$65.81</td>
<td>$95.70</td>
</tr>
<tr>
<td>EE, Spouse, 2 children</td>
<td>$65.81</td>
<td>$112.77</td>
</tr>
<tr>
<td>EE, Spouse, 3 or more Children</td>
<td>$65.81</td>
<td>$125.58</td>
</tr>
<tr>
<td><strong>Consumer-Directed Health Plan (CDHP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee (EE)</td>
<td>$52.35</td>
<td>N/A</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$52.35</td>
<td>$58.20</td>
</tr>
<tr>
<td>EE + 1 Child</td>
<td>$52.35</td>
<td>$14.66</td>
</tr>
<tr>
<td>EE + 2 Children</td>
<td>$52.35</td>
<td>$26.35</td>
</tr>
<tr>
<td>EE + 3 or more Children</td>
<td>$52.35</td>
<td>$35.12</td>
</tr>
<tr>
<td>EE, Spouse, 1 child</td>
<td>$52.35</td>
<td>$72.81</td>
</tr>
<tr>
<td>EE, Spouse, 2 children</td>
<td>$52.35</td>
<td>$84.54</td>
</tr>
<tr>
<td>EE, Spouse, 3 or more Children</td>
<td>$52.35</td>
<td>$93.31</td>
</tr>
</tbody>
</table>