

AGENDA

UAF STAFF COUNCIL #268

Monday, February 8, 2016

8:45 - 11:15 AM

Wood Center - Ballroom

Google Hangout

I. 8:45 -8:50 CALL TO ORDER & ROLL CALL

- A. Call to Order
- B. Roll Call
- C. Approval of Staff Council Meeting #268 Agenda
- D. Approval of Minutes - Staff Council Meeting #266 (Nov. 2015)
- E. Approval of Minutes - Staff Council Meeting #267 (Dec. 2015)

II. 8:50 - 9:00 STATUS OF PENDING ACTIONS

- A. Leave Share Resolution
 - i. Attachment 268-1: UA Regulations R04.06.130. Bereavement (Updated Jan. 2016)
 - ii. Attachment 268-2: R04.06.130 Bereavement FAQ
- B. Staff Volunteer Day Proposal and Resolution
- C. Staff Alliance Resolution 2015-1: Regarding Revisions to University Regulation 02.09 - Public Safety
 - i. Attachment 268-14: Staff Alliance Resolution 2015-1 - Approved

III. 9:00 - 9:05 PUBLIC COMMENT

IV. 9:05 - 9:20 OFFICERS REPORTS

- A. Faye Gallant, President
- B. Nate Bauer, Vice President

V. 9:20 - 9:30 GOVERNANCE REPORTS

- A. Colby Freel, Vice President - ASUAF
- B. Orion Lawlor, President Elect – Faculty Senate

VI. 9:30 - 9:45 UNFINISHED BUSINESS

- A. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
- B. Chancellor Search Update
- C. Committee Representatives (none)

VII. 9:45 - 9:50 BREAK

VIII. 9:50 - 10:05 INTERNAL COMMITTEE REPORTS

- A. Elections – Brandi Marrero, Chair
- B. Membership and Rules - Trish Winners, Chair
- C. Rural Affairs - Chris Brooks, Chair
 - i. Attachment 268-8: Feb. Committee Report
- D. Staff Affairs – Jane Groseclose, Co-Chair & Samara Taber, Co-Chair
 - i. Attachment 268-4: Feb. Committee Report
- E. University Advocacy – Jami Warrick
 - i. Attachment 268-6: Feb. Committee Report

IX. 10:05 - 10:10 STAFF ACHIEVEMENTS AND HIGHLIGHTS

X. 10:10 - 10:25 CHANCELLOR’S REMARKS

XI. 10:25 - 10:55 NEW BUSINESS

- A. Staff Awards
 - i. UAF Chancellor’s Cornerstone Award
 - ii. UA Staff Make Students Count Award
 - iii. Outstanding Staff Council Achievement Award
 - a) Nominations Now Open
- B. Proposed New Regulation on Telecommuting
 - i. Attachment 268-5: Draft UA Telework Regulation

- C. UA Hiring and Travel Restrictions
 - i. Attachment 268-12: Travel and Hiring Restrictions FAQ
 - ii. Attachment 268-13: UAF Memo Re: Additional Guidance on Travel and Hiring Restrictions
- D. UA Strategic Pathways
 - i. Attachment 268-3: Memo from President Johnsen on Strategic Pathways
- E. Upcoming: Proposed Changes to Travel Process

XII. 10:55 - 11:05 ANNOUNCEMENTS

- A. Staff Council Lunch with Interim Chancellor Powers
- B. Staff Council Orientation
- C. UA Furlough FAQs
 - i. Attachment 268-10: UA Furlough FAQ for Exempt (Salaried) Employees (May 5, 2015)
 - ii. Attachment 268-11: UA Furlough FAQ for Non-Exempt (Hourly) Employees (Apr. 24, 2015)
- D. Board of Regents Meeting in Fairbanks February 18-19th

XIII. INTERNAL AD HOC COMMITTEE REPORTS

- A. Performance Evaluation Joint Campaign Ad Hoc Committee

XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)

- A. Staff Alliance- Staff Health Care Committee – Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt
- B. Staff Alliance Compensation Working Group – Brad Krick, Chair; Faye Gallant; Janine Smith; Mike Cox
 - i. Attachment 268-9: Feb. Committee Report
- C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

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, Rep

- C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus
- D. Chancellor's Planning and Budget Committee - Nate Bauer, Rep; Trish Winners, Alt
- E. Chancellor Search Committee - Faye Gallant, Rep
- F. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt
 - i. Committee not scheduled to meet
- G. Master Planning Committee (MPC) – Brad Krick, Rep
 - i. Attachment 268-7: Feb. Committee Report
- H. Meritorious Service Award Committee – Connie Huizenga, Rep
- I. Parking Appeals Committee (PAC) - Brad Krick, Rep
 - i. Did not meet
- J. People's Endowment Committee – Jessica MacCallum, Rep
- K. RISE Board – Ian Olson, Rep
- L. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
- M. Sustainability in Dining Committee - Mathew Mund, Rep
 - Did not meet

XVI. UAF AD HOC COMMITTEE REPORTS (written only)

- A. Training & Employee Development Working Group Update - Jessica MacCallum

XVII. 11:05 - 11:15 ROUND TABLE DISCUSSION

XVIII. 11:15 ADJOURN

R04.06.130. Sick Leave.**A. Definitions**

1. A “qualifying event” is an absence
 - a. for an illness, injury, healthcare professional appointment and/or treatment of the employee;
 - b. to care for an immediate family member with an illness, injury, disability, healthcare professional appointment and/or treatment when care by the employee is necessary, or an absence within five days after the death of an immediate family member;
 - c. to avoid the passing on of a contagious disease by the employee;
 - d. to attend a funeral;
 - e. approved for University Family and Medical leave, except absences for a qualifying exigency and absences after the first three days off work due to a work-related injury or illness; or
 - f. for an illness which continues for more than three days when the employee is on annual leave.
2. “Immediate family member” refers to an employee’s spouse, financially interdependent partner, parent, child, sibling, stepparent, grandparent, parent of a spouse or financially interdependent partner, grandparent of a spouse or financially interdependent partner, and child of a financially interdependent partner.
 - a. “Parent” refers to the biological parent of an employee, or an individual who stood in place of the parent of the employee when the employee was either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.
 - b. “Child” refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent.
3. “Medical certification” means certification from a health care provider that sets forth the following information:
 - a. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
 - b. The approximate date on which the serious health condition commenced,

and its probable duration;

- c. A statement or description of appropriate medical facts regarding the patient's health condition for which sick leave or FML leave is requested. The medical facts must be sufficient to support the need for leave. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
- d. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;
- e. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care for the family member;
- f. If an employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
- g. If an employee requests leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
- h. If an employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required leave.

An employee who requests leave to care for a covered service member shall obtain a certification as described in 29 CFR 825.310.

B. Leave Accrual

- 1. Eligible exempt and nonexempt employees accrue 4.62 hours sick leave per 80 paid hour pay period.

- a. Exempt and nonexempt full-time and part-time employees accrue sick leave based on hours paid.
 - b. Overtime and premium paid hours do not qualify for sick leave accrual.
 - c. Extended temporary employees accrue sick leave based on hours paid.
2. At termination, all sick leave accumulations are lost. Employees who are rehired into a leave eligible position within three years after layoff will have their previous accrued sick leave reinstated.
 3. Temporary employees and student employees earn no sick leave; however, appropriate sick leave credit, not to exceed 60 hours, is granted retroactively to temporary employees employed on at least a half-time basis who change to regular status without a break in service.
 4. Sick leave does not accrue during sabbatical leave, unpaid hours, terminal leave (leave taken during pay period(s) immediately prior to an identified termination date), special assignments, overload, summer appointments, additional assignments, contract extensions, or periods for which workers' compensation benefits are paid.
 5. Sick leave will accrue on an hours paid basis when a continuing employee returns to a new fiscal year contract.
 6. Full payment for accumulated unused sick leave will be made to the employee's estate if the death occurs while the employee is employed by the university.

C. Conditions for the use of sick leave:

1. Sick leave will be granted only for a qualifying event.
2. The use of sick leave for absences covered by FML leave requires approval of the regional human resources office. The employee must provide the regional human resources office with sufficient medical certification or recertification upon request.
3. The use of sick leave for absences that are not approved for FML leave requires the approval of the employee's immediate supervisor. The employee must submit medical certification or other evidence of the qualifying event to document the employee's need for sick leave for absences that exceed ten workdays. The supervisor may also request evidence of an illness of less than ten days or medical appointments. During periods of sick leave in excess of two biweekly pay periods (4 weeks) the employee must provide the supervisor with medical certification at predetermined regular intervals stating the condition of the employee's availability for return to work.

4. The employee must make proper notification as follows:
 - a. The employee who is absent because of illness must notify, or if unable have another notify, the supervisor within the first hour of the normally scheduled work day. If the need for sick leave is a result of an emergency condition, the employee's supervisor must be notified as soon as possible.
 - b. During a qualifying event of any duration, the employee must provide the supervisor with as much advance notice as possible of the anticipated beginning and ending dates of the absence.
 - c. An employee must provide at least 30 days advance notice before sick leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days notice is not practicable, such as required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.
 - d. Unless the employee's absence is expected, the employee must continue to notify the supervisor each normal work day of an absence for the qualifying event.
5. Sick leave may not be used in advance of accrual.
6. The qualifying event period in excess of an employee's accrued sick leave will be charged against the employee's annual leave accumulation.
7. Sick leave will not be used during a holiday or a regular day off. An employee may use sick leave during the calendar year end holiday closure upon submission of written evidence of illness or a professional appointment or treatment.
8. Sick leave may be used to arrange or attend a funeral. The eligibility rules for bereavement leave are as follows:
 - a. The sick leave must be approved by the employee's supervisor.
 - b. Sick leave may be used for an absence within five days after the death of an immediate family member. Sick leave of up to five consecutive work days may also be used to arrange or attend the funeral of a member of the employee's immediate family.
 - c. Up to one work day of sick leave may be taken to attend the funeral of a friend or relative not in the immediate family.
 - d. The supervisor will determine the number of employees who may attend

the funeral of a deceased employee. An employee attending such a funeral must report sick leave for the time away from the job.

9. Sick leave may be taken as terminal leave only in the event the employee meets requirements for taking such leave. Terminal leave must be approved by the chief human resources officer.
10. Sick leave is paid at the employee's regular rate of pay effective for the time period for which leave is taken.
11. Paid sick leave may be denied if an employee fails to timely notify the supervisor, fails to provide evidence of the qualifying event, or fails to provide medical certification.
12. Paid sick leave is discontinued immediately:
 - a. upon employee's return to work status;
 - b. upon determination by the employee's supervisor with professional medical advice that the employee is able to return to work;
 - c. upon refusal or failure by the employee to submit clear evidence of a qualifying event on request or as required (in this case, the leave may be retroactively disallowed);
 - d. when the employee is eligible and qualified for disability retirement under the applicable state retirement system or Social Security;
 - e. upon exhaustion of sick leave;
 - f. after the third day of disability, for an employee with a workers' compensation claim; or
 - g. upon the expiration of the employee's job assignment.
 - h. upon termination for any reason or no reason.
13. Sick leave requests which are not covered in regulation or requests for special consideration are to be submitted through administrative channels to the regional Human Resources office. The regional Human Resources office, after evaluation, will forward a copy of the request and its recommendations to the chief human resources officer for final determination.

D. Leave Share Program

1. Purpose: The leave share program is established to allow employees to donate sick leave to an employee who needs additional leave coverage for a medical emergency

that will require the prolonged absence of the employee from duty and will result in the substantial loss of income to the employee.

2. Definitions:

For the purpose of this regulation, the following terms will have the meaning as indicated below.

Employee: An employee is any person in the employment of the university in a position that is eligible to accrue sick leave, except for extended temporary employees.

Leave Share Donor: An employee who voluntarily requests transfer of accrued sick leave hours to the sick leave account of a leave share recipient.

Leave Share Recipient: An employee whose application to receive sick leave from the accrued sick leave account of Leave Share Donor(s) has been approved in accordance with subsection 3(c) and whose leave has been designated either as FML leave for a serious health condition in accordance with R04.06.144.B, University Family and Medical Leave or as bereavement leave in accordance with R04.06.130.C(8)(b).

Medical Emergency: A serious health condition of the employee or the employee's immediate family member, or the death of a member of the employee's immediate family, that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available. The employee's absence for the medical emergency must be designated as FML leave for a serious health condition in accordance with R04.06.144.B or as bereavement leave in accordance with R04.06.130.C(8)(b), and must exceed the employee's accrued leave balances by 80 or more work hours.

3. Procedures

a. Program Participation:

A full-time employee may participate in the leave share program for a maximum of 65 scheduled working days (520 hours) during a rolling 12 month period measured backward from the date the employee uses any donated sick leave. Part-time employees may qualify and participate according to their prorated proportion of full-time.

b. Application for Leave Share Hours

An employee or the employee's representative may request leave share hours by completing either the Family and Medical Leave (FML) application for a serious health condition or providing medical documentation of the death of a member of the employee's immediate family for bereavement leave, and submitting a completed leave share application.

c. Review of Application

The regional human resources director or designee will consider the application and determine whether the employee is eligible for leave share, whether the employee's absence is a medical emergency and has been designated as FML leave for a serious health condition in accordance with R04.06.144.B or as bereavement leave in accordance with R04.06.130.C(8)(b), and whether the employee has been on sick leave without pay (SLWOP) for the medical emergency for at least 80 work hours within a period of 28 calendar days.

d. Exclusions

Leave cannot be donated to employees receiving compensation under Workers' Compensation, Long Term Disability, or any other compensation plan, to extended temporary employees, to employees on parental leave, or to any employees not eligible to accrue and use accrued sick leave.

e. Administration of Approved Application

At the employee's request, the regional human resources office may issue a request for sick leave donations on behalf of the leave share recipient (anonymity may be requested).

An employee who wishes to donate sick leave to a leave share recipient will complete a sick leave donation form and submit it to the regional human resources office. The employee must have at least 80 hours of accrued sick leave remaining after donated hours are deducted. Donations will be accepted on a first come, first used basis. The sick leave donation form will not be valid for more than the number of hours needed by the recipient in a given pay period. Separate forms may be submitted each pay period for additional donations.

After the leave share recipient has used 80 hours of sick leave without pay (SLWOP) for the medical emergency within a period of 28 calendar days, the transfer of leave hours from the leave share donor(s) to the leave share recipient will be made on an as-needed basis by pay period. Forty hours of donated leave will be credited retroactively to the recipient.

The leave share recipient may not receive more than the actual number of hours needed. Leave share donations may not be used for the first 40 hours of the qualifying 80-hour SLWOP period. Donations may not be used beyond the leave share recipient's termination date, exhaustion of FML leave, exhaustion of bereavement leave, or exhaustion of leave share benefit, whichever occurs first, or beyond a leave share donor's termination date.

f. Impact on Leave Share Donor

According to Revenue Ruling 90-29, an employee who donates sick leave under a bona-fide employer-sponsored leave-sharing program for medical emergencies does not realize any income or incur any deductible expense or loss either upon the surrender or deposit of that leave or its use by the recipient.

Sick leave donated and used by the recipient is the property of the recipient and will not be returned to the donor.

g. Impact on Leave Share Recipient

In accordance with Revenue Ruling 90-29, amounts paid by an employer to a leave share recipient pursuant to a bona-fide employer-sponsored leave sharing plan for medical emergencies are included in the gross income of the recipient as compensation.

h. Request for Reconsideration of Denial

If an employee's application for leave share is denied, the applicant may request reconsideration within 10 working days by the chancellor (or designee) or, if the applicant is a statewide employee, the president (or designee). Any reconsideration constitutes the final administrative determination of the matter by the University and is not subject to appeal, grievance or arbitration. Any further review of such decisions must be pursued within 30 days of the final decision in accordance with Alaska Rule of Appellate Procedure 602(a)(2).

i. Prohibition of Coercion

An employee may not directly or indirectly intimidate, threaten, or coerce any other employee or otherwise interfere with such an employee's right to choose whether or not to donate, receive, or use sick leave under the leave share program.

h. Records

The leave share and FML application, decision, and other relevant documentation will be maintained separately from employee's permanent personnel file. A record of the number of hours used from the leave share program will be kept in the permanent payroll file.



Frequently Asked Questions on Bereavement Leave (University Regulation R04.06.130 – revised effective 1/4/16)

Q: What is bereavement leave?

A: University employees may use accrued sick leave for different types of bereavement leave:

1. An absence within five days after the death of an immediate family member (new, effective 1/4/16);
2. Up to five consecutive work days to arrange or attend the funeral of an immediate family member;
3. Up to one work day to attend the funeral of a friend or relative not in the immediate family.

An employee may use up to ten days of sick leave after the death of an immediate family member: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral (at any time). Immediate family member is defined in R04.06.130.A.2.

Q: Can donated leave (leave share) be used for bereavement leave?

A: Yes, if an employee is approved for leave share, donated leave can be used for up to ten days of bereavement leave: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral of an immediate family member.

Q: How does an employee qualify for leave share?

A: The employee's absence must be designated as Family and Medical Leave (FML) for a serious health condition or as bereavement leave for an immediate family member, and a full-time employee must have been on Sick Leave Without Pay for at least 80 hours within 28 calendar days (revision, effective 1/4/16). With the leave share application, the employee must either submit the FML application for a serious health condition or provide medical documentation of the death of an immediate family member.

Q: What qualifies as documentation of the death of an immediate family member?

A: If the employee has been on FML to care for a terminally ill family member, their FML certification may indicate that the condition is terminal. A note from a medical provider or an obituary could also document the reason for the employee's absence.

Q: What is the timeframe in which an employee needs to provide the documentation?

A: Usually, documentation is submitted with the application for leave share. If an employee has been approved for leave share while caring for their immediate family member, and additional documentation is necessary for bereavement leave, they should submit it as soon as reasonably possible so that they can continue in paid status. If the employee has not already been approved for leave share, the documentation should be submitted with the leave share application.

Q: Are extended temporary employees eligible for leave share?

A: Extended temporary employees are not eligible for leave share. Temporary employees are generally not benefit-eligible, but an exception is made for health coverage and sick leave for extended temporary employees. The expectation for the leave “share” program is that employees will be leave donors as well as leave recipients. By the nature of their short-term employment which is limited to 18 months, temporary employees will rarely be in a position to donate leave. Finally, because extended temporary employees are hired for a limited period of time to fill a specific need, a lengthy absence does not meet the university’s needs.

Please contact your regional Human Resources office if you need additional information.

Message from President Jim Johnsen on Planning our Future

UA Outreach <ua-outreach@alaska.edu>

Mon, Jan 25, 2016 at 4:50 PM

Reply-To: ua-outreach@alaska.edu

To: nmdufour@alaska.edu

25 January 2016

TO: University of Alaska Community

FROM: Jim Johnsen, President

SUBJECT: Planning Our Future

The University of Alaska Board of Regents held its annual strategic planning meeting last Thursday and Friday in Anchorage. The meeting included academic and administrative leaders from the system office and the campuses.

The purpose of the meeting was to set the long term course for Alaska's university system during this most difficult financial period for the state. The Regents were unanimous in their commitment that the university provide excellent programs at each of its campuses, ensure access to the opportunities only the university can provide Alaskans, and do so more cost effectively.

The meeting began with a report on the university's progress and challenges in meeting the state's high priority needs for higher education. The presentation was followed by detailed information on the university's organizational structure, the roles and responsibilities of the Regents and university administration, the missions of its campuses, the wide range of academic programs offered across the state, cost cutting steps already underway, options for restructuring, and planning for an additional budget cut this year.

The Regents' focus then moved to how the university could, through a more unified plan:

1. cut expenses in both academic programs and administration while investing in areas of need and opportunity
2. reduce the number (and cost) of redundant programs across the campuses while maintaining wide access to those programs for place committed students
3. diversify revenues so the university does not depend so much on the state
4. improve the student experience and their ability to make progress toward their goals
5. build on our world leading research to diversify the economy
6. meet the state's workforce needs by working with employers and K-12 leaders (with special focus on the production of teachers and health care workers)
7. manage deferred maintenance on our aging buildings
8. engage faculty, students, staff, alumni, and the community in this process

The one formal action taken by the Regents (by unanimous vote) was to support a draft framework for a long term strategic plan for the university and to charge me with building out the plan for Regents' consideration at their next meeting in February.

Jo Heckman, Chair of the Board of Regents, said: "President Johnsen discussed strategic pathways that UA can embark upon to address the many challenges facing our university. At these difficult fiscal times, it is important to note that our university has provided world class education to Alaskans for nearly one hundred years and will be here to educate Alaskans for the next hundred years. It's incumbent upon us to clearly define a university that can do just that through its three major campuses. We have areas of excellence and expertise at each of our campuses and we hope to highlight and strengthen our campuses while eliminating redundancy, thus becoming more streamlined and efficient. I believe this is the best way to use our resources and is also the best way to serve our students and our state. The Regents gave their unanimous support to President Johnsen to proceed with the Strategic Pathways model and present to us again for review at our February meeting."

The draft framework supported by the Regents is based on several core principles:

Focus:

Each of the three universities will focus their research, teaching, and outreach activities on that university's unique set of strengths, capabilities, advantages, and opportunities. Each university will serve as a "lead campus" in its areas of focus for the UA system.

Access:

Instead of a wide range of academic degree programs delivered by each campus, diverse program options will be available from the "lead campus" to students across the system via e-learning (distance education). In addition, at each campus there will continue to be a wide range of courses offered, though there may be fewer full degree programs provided by each campus.

Diversity:

By assigning "lead campus" responsibilities to each campus, we can maintain or even expand the diversity of program options available across the system while avoiding unnecessary and costly duplication of programs at each campus.

Excellence:

Each program will be resourced sufficiently to be excellent, thus allowing the university to retain and attract top quality faculty, recruit more Alaskan and "outside" students, and attract more private donations and specialized grants and contracts.

Consistency:

General Education Requirements (GERs), liberal arts and humanities courses, developmental education classes, and career and technical certificate and degree programs will be available broadly at all campuses. The university will continue to enable student transfers and flexibility through common calendars, GERS, and courses. In addition, there will be greater consistency in administrative systems and educational technologies across the university.

The university has accomplished a great deal during the decade of higher state oil revenues. We have graduated more than 50,000 students and enabled them to improve their abilities and their earnings; initiated or expanded programs to meet state workforce needs in areas like health care, process technology, engineering, mining, and others; and led the world in arctic and Alaska-focused research. We will do everything we can to become more cost effective, but we need a level of State financial support to continue to be a strong contributor to the economic and social well-being of the state.

I, and all of university leaders, will continue to advocate for the value of the University to Alaska and for the fact that there are few investments the state can make that will provide a greater return.

The next step in the process is to build out the draft framework with greater detail as to the academic areas of focus for each "lead campus" accompanied by a high level planning and implementation timeline, communication plan, a listing of the significant issues and challenges that must be worked through, and a plan for engagement of the university's key internal and external stakeholders. This document—tentatively referred to as Strategic Pathways—will be presented in public session to the Board of Regents at its meeting in February. A working draft of the document will be posted on the website later this week.

With continued support from the Regents, the university will use the plan for decisions required by the budget process this year, for identification of any impacts on academic programs, for consultation with governance and other important stakeholders, and for the full implementation process over the coming several years.

Thank you for your attention to this important issue for our university. As this process develops, we will make sure you are informed and have the opportunity for input.

UAF Staff Council | Staff Affairs Committee

01/15/2016 | 10 a.m. — Rasmuson Library, Room 602

Attendees: Jane Groseclose, Sue Mitchell, Nicole Dufour, Jesse Atencio, Brad Krick, Samara Taber, Stacey Howdeshell, Celena Brown

Current/ongoing business:

Reviewed and discussed regulations for the new layoff review process.

See page 13

REGENTS' POLICY CHAPTER IV - HUMAN RESOURCES Chapter 04.07 - Employee Relations

<http://www.alaska.edu/bor/policy/04-07.pdf>

I. Review of Layoff or Recall Decision

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.

Concerns possibly needing clarification:

- The primary concern is that there is no verbiage that prevents the reviewer from being the same person as initiated the layoff.
- We would like a clearer timeline for the review process. The employee has 10 days from the date notified of layoff to request the review, the reviewer has unlimited days to review, once the review is completed, the reviewer must make a recommendation to the Chancellor in 5 days, the Chancellor has 5 days to make a final decision. The timeline does not delay the effective date of the planned layoff. We discussed changing the verbiage from within 5 working days of the conclusion of the review to within 10 working days of the request for review.
- We would like clarification on "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". This sentence seems circular/contradictory to 2.a (e.g. if a laid off employee claims the process wasn't followed, the reviewer can simply change the process rendering the claim invalid).
- Up for discussion: in the case a notified employee was successful in their review case, do they receive the same benefits as a recalled employee, specifically sick leave reinstatement? Since they are not technically recalled, they don't specifically qualify for the recall policies, (page 11) and if their employment lapsed during the review period they may lose their sick leave.

Important Links:

Changes to Regulations R04.07.110 & R04.08.060.G (March 2, 2015):

<http://www.uaf.edu/files/uafgov/staff->

Jane Groseclose, co-chair
jsgroseclose@alaska.edu

Samara Taber, co-chair
setaber@alaska.edu

UAF Staff Council | Staff Affairs Committee

council/meetings/SC260/Attachment_260_1_UA_Reg_Changes_Layoff_R04-07-110_and_Grievance_R04-08-060-G_SIGNED.pdf

Response from Erik Seastedt, CRHO, to Monique Musick, Staff Affairs Chair Regarding Proposed Changes to R04.07.110 and R04.08.060.G (March 2, 2015):

http://www.uaf.edu/files/uafgov/staff-council/meetings/SC260/Attachment_260_2_Eric_Seastedt_Response_to_Staff_Alliance_March_2_2015_Layoff_Grievance_Changes.pdf

UAF Staff Council Resolution 2015-259-2: Resolution in Support of UA Staff Alliance's Response and Feedback to Proposed Changes to UA Layoff Regulations R04.07.110 and R04.08.060.G (Approved March 2, 2015):

http://www.uaf.edu/files/uafgov/UAF_SC_Resolution_2015_259_2_Support_Staff_Alliance_Response_Prop_Layoff_Regs_Approved_Signed.pdf

Memo from Monique Musick, Staff Alliance Chair, to Erik Seastedt, CHRO regarding proposed changes to R04.07.110 and R04.08.060.G (This document will be linked in the next few days)

R. _____ [new number]. Telework

This regulation applies to work outside of the primary university-provided workplace during scheduled work hours for one or more days a week on a regular basis. This regulation does not apply to faculty who are on sabbatical or other approved leave, or to faculty who, consistent with their approved workload, are physically present to teach in the university setting and to maintain reasonable office hours at the primary university-provided workplace.

- A. Telework is an arrangement in which the university permits an employee to work during scheduled work hours at an alternate location that is remote from the primary university-provided workplace. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.
1. Telework arrangements are at the discretion of the university and require written approval as follows.
 - a. All arrangements for telework require approval of the supervisor and the department dean/director, in consultation with appropriate Human Resources personnel.
 - b. For regular faculty, an arrangement for telework must be reflected in the faculty member's workload. The university reserves the right to modify the nature of the workload in a manner consistent with the applicable collective bargaining agreement.
 - c. An arrangement for work to be performed outside the State of Alaska requires a written telework agreement and advance written approval of the supervisor, the department dean/director, the regional human resources office, the chancellor, and the statewide human resources office. Approval by the dean/director confirms that the department or program has identified and budgeted for taxes, insurance, and administrative costs associated with the work activity outside of Alaska.
 2. Requirements for approval of a telework arrangement include the following:
 - a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable for telework, such as writing, editing, reading, analysis, design work, and computer programming.
 - b. Telework must be compatible with the operational and customer service needs of the department or program.
 - c. The overall impact of the employee's total time out of the university-provided workplace must not adversely affect the mission of the department or program.
 - d. Taxes, insurance, and administrative costs incurred to maintain an employee who works outside of the state of Alaska must be identified and budgeted by the department or program. Statewide Human Resources will charge the department or program for all fees associated with the work activity outside of Alaska.
 - e. Telework must not subject confidential records to unauthorized disclosure.

- f. The need for specialized material or equipment must either be minimal or flexible.
- g. Telework must not adversely affect customer service delivery or employee productivity.
- h. The employee must have excellent performance, productivity, and work habits, including the ability to be self motivated and have minimal face to face daily supervision, and must maintain the expected quantity and quality of work while teleworking. A telework agreement may include provisions to ensure that all performance expectations are met.
- i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.

B. Telework Requests.

1. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration.
2. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action officer in accordance with University Regulation 04.02.033.

C. Work hours and Scheduling

1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.
2. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.
3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.
4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which certain employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.

D. Telework Location and Safety

1. The employee shall maintain an appropriate alternate work place that is separate from food preparation areas and sources of water. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee's home. The responsibility for

understanding and fulfilling all such obligations shall rest solely with the employee.

2. The university may inspect the alternate workplace.
3. The employee shall immediately report to the supervisor any job related injuries.
4. The university is not responsible for injury to any other person or to property arising out of the use of or activities in the alternate workplace. The employee shall not hold business visits or meetings at an alternate workplace. The employee shall hold the university harmless for injuries to others or damage to property at the alternate workplace.
5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate workplace.

E. Equipment

1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own equipment, including computer system, software, printer, phone, and furnishings. Employees are responsible for maintenance and repair of their equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.
2. Supervisors may approve temporary or occasional use of university equipment on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.
3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.

F. Information Security

1. Employees shall comply with all laws, rules and procedures applicable to University employment, including Regents Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.
2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned equipment if used for University business, and shall ensure that security updates are maintained on such equipment.
3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.

4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The University shall follow the procedures applicable to University-owned equipment in Regents' Policy and University Regulation 02.07.
- G. Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university-provided workplace or if the employee's university-provided workplace is in a location for which a geographic differential does not apply.
- H. The employee will be responsible for payment of all transportation and subsistence expenses for travel between the telework location and the university-provided workplace, except as otherwise specified in a written telework agreement approved by the department dean/director and the regional human resources office. Travel at university expense must comply with R05.02.060.
- I. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.
- J. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason and require the employee to report to the primary work location upon written notice, not to exceed ninety (90) days. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.
- K. If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.

University Advocacy Committee Report – January 2016

Attendees: Jami Warrick, Nicole DuFour, Phil Jacobs

The Advocacy Committee met January 13, 2016. Discussion topics included the following:

Staff Mentoring Survey and suggestions for moving ahead: The committee discussed Margo Griffith's recommendation to work with TED in formulation of groups (forums) that could be a resource for staff to ask questions and seek input from their peers in a variety of work-related capacities (specific work questions, work culture, etc). This would be a separate venture from TED's expert database, which provides a list of subject area experts willing to work with staff. I spoke briefly with Melissa McDonough, a member of the TED team that works within IAB, and plan to follow up with her.

Exercise/wellness classes for staff:

The results of the survey that closed on 1/8/16 show that respondents are very enthusiastic about the possibility of attending exercise/wellness classes sponsored by DRAW. Survey results were sent to Kaydee Miller in support of her Healthy Nanooks proposal. I will follow up with Kaydee to see where we are at in regard to class offerings.

The next committee meeting is scheduled for Wednesday, February 10, 2016.

Master Planning Committee
Report for Staff Council Meeting #268
February 2016

Brad Krick, Representative; Alternate Not Filled

MPC met on January 28. There were not many people at the meeting (5 voting members) and the agenda was short. The main and only item was a presentation from Design Alaska.

Color Scheme for Combined Heat & Power Plant:

Design Alaska presented two possible color schemes for the CH&P plant. One scheme was in warm tones, the other cool. The schemes are only examples - UAF can choose to use different colors, but a decision about will have to be made by approximately February 11. MPC will take up this item at our next meeting.

Rural Affairs Committee Meeting

Wednesday, January 13, 2016

14:00-15:00

Google Hangouts

1. Roll Call: Chris Brooks and Evelyn Pensgard.
2. Announcements: No Announcements.
3. Topics:
 - A. Work on survey of rural campuses and facilities tabled until next meeting due to lack of attendance. Discussion continued.
 - B. Tobacco policy implementation observations.
4. Next Meeting: Wednesday, February 10, 2016, 14:00.

Committee Members:

Chris Brooks, Chair

Evelyn Pensgard

Chad Oleson

Staff Alliance Compensation Committee
Report for Staff Alliance
January 2016

Present: Maureen Hunt, Brad Krick, Tom Langdon, Marianne Ledford, John Moore, Monique Musick, Elizabeth Winfree, Maureen,

The committee met on Wednesday, January 20, from 10:00 to 11:00 AM. This meeting was held via Google Hangouts; future meetings will be held via the phone line.

FY17 Pay Increase Discussion:

Brad brought up a question asked of a UAF Staff Council Representative: would staff consider rejecting a pay increase in favor of fewer layoffs? The committee discussed that the President and the Regents have indicated that they want parity between union and non-union groups. In addition, the plan is for vertical, programmatic cuts so

The committee discussed concerns about furlough. Changes in UA administration means that systemwide furloughs are unlikely, but individual campuses may still be looking to furlough for cost savings.

Invite UA's Compensation Director to a Future Meeting:

The committee agreed to invite Tara Ferguson to the February meeting.

The group discussed some possible questions and topics, including longevity-based pay increases, salary compression, the role of the salary schedule, which collective bargaining agreements are coming up, merit increases, and bonuses.

FY18 Pay Discussion:

The group discussed the need for data when making proposals to Staff Alliance for FY18. The next Anchorage CPI report - for the second half of 2015 - should be available near the end of February.

Statewide HR did a market survey for the IS job family approximately 2 - 3 years ago.

During the January 12 Talk of Alaska broadcast

(<http://www.alaskapublic.org/2016/01/15/the-future-of-the-university-of-alaska/>), UA President Jim Johnsen was asked by a caller if UA would cut pay.. His response was no, because UA has to maintain and compensate good employees.



Furlough FAQ for Exempt (salaried) University Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president. Furlough plans for exempt employees will be a temporary reduction in pay during the fiscal year.

As a salaried employee, how will my pay be affected by a furlough?

When an exempt employee is furloughed, their salary during the furlough period is reduced by a percentage commensurate to the number of furlough days assigned. If, for example, there is a 10-day furlough in FY16, your annual gross earnings would be reduced by 3.8%, and you would receive 10 furlough days to be used between July 1, 2015 and June 30, 2016. Regardless of when an exempt employee uses the furlough days, the reduction salary will begin the first full pay period in July.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. The FY16 systemwide leadership furlough will be “floating” furlough days. Furlough days can be taken during the holiday closure or before or after a holiday.

When can I start using my furlough days?

Employees can use any of their floating furlough days beginning on July 1 of the affected fiscal year. Furlough days must be used on or before June 30 of the fiscal year end. They do not carry over to the next fiscal year.

Can furlough time be used in less than full day increments?

Yes, you can do hourly increments just like annual and sick leave.

How does a furlough affect PERS service credit?

A reduction in annual pay will not affect PERS service credit.

How does a furlough affect my PERS retirement benefit?

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Contact your regional HR office for more information if you think you might be in one of your high three or five salary years.

How does a furlough affect my ORP retirement?

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

How does a furlough affect my other benefits?

Furloughs will not reduce your FTE (full time equivalent) status. Therefore, your annual leave and sick leave accrual will not be affected. Holiday pay will be reduced by the same percentage as the furlough, like any other pay. Furlough days may be taken before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

How does this furlough affect my health coverage and other benefit deductions?

It doesn't. Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now.

How does a furlough affect my agreement to voluntarily reduce my employment?

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For instance, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; but if, for example, there is a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five days of furlough.

If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

Are any employees exempt from a University furlough?

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

Can I do any work on a furlough day?

A furlough day is to be treated like any other leave or weekend day.

How do I submit my furlough leave?

Use the furlough earnings code of 650 for L- Furlough Time on your timesheets after July 1, 2015, to keep track of the furlough days you take.

What if I have employees who are partially funded from grants who are furlough eligible? How do I account for their effort, budget plan and predict effort and budgets for the future?

The Grants and Contracts offices are the main point of contact for furlough questions as they relate to grants, communication to sponsors, related budgets, effort reporting, etc.



Furlough FAQ for Non-Exempt (Hourly) Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

As an hourly employee, how will my pay be affected?

Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

When can I start taking my furlough days?

Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

How does a furlough affect my PERS service credit?

PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the calendar year, you may want to consider working a reduced weekly schedule in lieu of a furlough. An employee with a weekly schedule of at least 30 hours per week is eligible for full PERS service credit. Please contact your regional human resources office for more information.

How does a furlough affect my PERS retirement benefit?

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Employees in their high three or five salary years should

consider other options, such as a reduced work year (11 months vs. 12 months), which will reduce service credit but not impact high salary calculation. Please contact your regional human resources office for more information.

How does a furlough affect my ORP retirement?

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

How does a furlough affect my leave accrual and other benefits?

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual.

Holiday pay will not be reduced unless you reduce your percent of full time (FTE). You may take furlough days before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

How does this furlough affect my health coverage and other benefit deductions?

Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now. If you have no earnings during any pay period, you will have to pay the usual deductions for health care and other benefits for the pay period(s) of LWOP. Limiting the number of furlough days to five per pay period allows deductions to be taken from earnings for work or leave during the pay period.

How does a furlough affect my agreement to voluntarily reduce my employment?

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For example, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; if you are subject to a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five day furlough.

If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

Can I do any work on a furlough day?

No. Non-exempt employees may not work on furlough days or any other day when they are not approved to work.

May I volunteer to do my job on a non-pay basis during a furlough period?

No. Non-exempt employees may not volunteer to perform their usual job functions on furlough days or any other day.

Are any employees exempt from a University furlough?

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

January 11, 2016 (UA communication)

FAQs for Travel Restrictions

Why are we restricting travel?

The State of Alaska, our single largest source of revenue, is facing a \$3.5 billion budget deficit and has imposed strict restrictions on travel. It is prudent for the university to support fiscal responsibility while at the same time ensuring that travel that is essential for our faculty and staff to serve our students and our research and outreach are maintained.

When are the travel restrictions effective?

Travel that occurs on or after February 1, regardless of when reservations were made.

Who is affected?

All University employees traveling on unrestricted funds.

Who is not affected?

Employees traveling on restricted funds. Restricted fund (Fund 2/3) travel should proceed as normal.

Is the restriction just for out-of-state travel?

No. This restriction is for in-state, out-of-state and international travel.

What is “essential travel?”

Essential travel will be determined by the Chancellor/Vice Chancellor/Provost (depending on the travel destination) or the President/Vice President. Examples of essential travel include travel on official business related to obtaining new grant funding, as well as travel associated with fundraising, recruitment and enrollment activities and outreach.

Travel by regular faculty directly associated with instructional responsibilities and/or participation in professional conferences/workshops fulfilling requirements for promotion and tenure may be deemed essential.

Who will determine if travel is essential?

President, Chancellor or Vice President/Vice Chancellor/Provost as outlined in the President’s memo will be required for all travel for their employees.

What if out-of-state travel is mostly paid for by an organization (90 percent) but the university is required to pay a conference entry fee or a hotel room? Would that be allowed?

All costs associated with travel are included. As such, incurring hotel or conference fees are included under the travel restriction.

Can I travel out-of-state to get continuing education credits to maintain my credentials for my job?

Obtaining continuing education credits will be an important consideration of the Chancellor/Vice Chancellor/Provost or President/Vice President in their determination if the

travel is essential. Their determination will likely depend on whether or not such credits are available in-state or on-line.

How will new travel approvals be accommodated through Travel and Expense Management (TEM)?

First, before entering the travel authorization into TEM, it may be advisable to contact the respective Vice Chancellor/Vice President/Provost to determine if the travel will be approved. In TEM, the respective Vice Chancellor/Vice President's Banner ID ("snxxx") will need to be entered as an approver by selecting "Approve and add approver" after all other supervisor(s) have approved.

How should reauthorization for travel already approved but not completed be accomplished?

Reauthorization is applicable for travel occurring on or after February 1. Do not re-route the travel through TEM. Rather, contact your travel office for a list of pending travel that has been approved, and secure documentation of approval by the appropriate approver. If any previously authorized travel is denied, contact your travel office for guidance on how to release it in TEM, and the related encumbrance.

FAQs for Hiring Restrictions

Who is affected?

All positions funded wholly or partially funded by unrestricted funds are subject to review and approval as outlined in the President's memo.

What if a position is partially funded by restricted funds?

Only fully restricted fund positions are exempt. Split funded positions (i.e. restricted and unrestricted) are subject to review and approval.

To what types of positions do the restrictions apply?

Regular, term and temporary positions, but not students, adjuncts and teaching/research assistants.



Raaj Kurapati
AVC for Financial Services
(907) 474-7323
(907) 474-5850 fax
rkurapati@alaska.edu
www.uaf.edu/finserv



Brad Lobland
Human Resources Director
(907) 474-7700
(907) 474-5859 fax
balobland@alaska.edu
www.uaf.edu/uafhr

MEMORANDUM

TO: Deans, Directors, Fiscal Staff, Travel Coordinators and PPAs

FROM: Raaj Kurapati, Associate Vice Chancellor for Financial Services
Brad Lobland, Human Resources Director

DATE: January 15, 2016

RE: Additional Guidance on Travel and Hiring Restrictions

In light of the state's fiscal challenges and at the Governor's request, UA President Johnsen has suspended all non-essential travel and hiring funded wholly or in part by unrestricted funds*. Additional guidance, including approval for essential travel and hiring, is provided in this memo.

Travel:

All travel funded 100% by restricted funds will follow the normal approval process as required by [UA regulation R05.02.06A](#).

Delegated signature authority and self-approval authority for travel funded in whole or in part by unrestricted funds is rescinded until further notice. Delegated authority for 100% restricted fund travel remains in place.

All domestic travel that occurs on or after February 1, 2016 requires the approval of the respective vice chancellor or the provost. All international travel requires additional approval by the chancellor; these requests shall be routed through the vice chancellors and will be reviewed by the chancellor on Monday morning each week. Trips that were previously approved (prior to the president's January 6, 2016 memo) must be reapproved. Travel expense reports submitted to the Office of Finance and Accounting without these approvals will be returned to the departments to secure the appropriate approvals.

For self-supported events that include travel (using event funds, where revenue comes mostly from user fees), departments can request blanket travel approval for the trip rather than submitting individual TAs for approval. The blanket request should include estimated costs, a description of the event, trip dates, and a complete list of travelers. The requests are routed as described above for individual travel. The approval should be attached to each traveler's TA.

For general questions on travel, please contact Geoff Jacobs at 474-6170.

* Including general fund, recharge/auxiliary, event funds, TVEP and match.

Hiring:

Hiring restrictions do not apply to positions funded 100% by restricted funds. In addition, the restrictions do not apply to student positions, adjuncts, and teaching/research assistants funded by unrestricted funds. Please continue to follow your department's traditional approvals for these positions.

All other new hires funded wholly or partially by unrestricted funds (including term, temporary and part-time employees) should be routed through the respective vice chancellor or the provost for the chancellor's approval. Like the international travel approvals, these requests will be reviewed on Monday mornings.

In addition, recruitments that are currently open will need re-approval by the respective vice chancellor or the provost before any employment offers are made. If you are unsure of whether to proceed on a current recruitment, please check with your supervisor or UAF Human Resources.

For general questions on hiring, please contact your department's Human Resources consultant.

Note that the vice chancellors and the provost may have their own process internally for routing requests to those offices for approval. For questions about those processes, please work with your leadership.

cc: Core Cabinet
Debby Queen, Executive Assistant to the Chancellor

Attachment



Staff Alliance

Resolution 2015-01 Regarding Revisions to University Regulation 02.09 – Public Safety

Whereas, revisions to University Regulation 02.09 - Public Safety create alignment with current Alaska Statute and case law; and

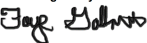
Whereas, university regulation never before addressed the extent of campus police law enforcement authority and jurisdiction; and

Whereas, without the proposed revisions, the authority and jurisdiction of university police could be called into question, potentially leading to arrests being overturned; and

Whereas, the Staff Alliance supports and promotes campus and community safety and safe working conditions;

Now, therefore be it resolved, the Staff Alliance supports the proposed revisions wholeheartedly and without reservation.

Adopted by Staff Alliance the 15TH DAY OF DECEMBER, 2015.

DocuSigned by:

7E9C8458E641469...

Faye Gallant, Chair

Voting members' results as attested by Morgan Dufseth, Executive Officer:

Yes: 8

No: 0

Absent: 0

Vacant: 0