AGENDA
UAF STAFF COUNCIL #277
Monday, Dec. 5, 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 #277 Agenda
   D. Approval of Consent Agenda
      i. Resolution in Recognition and Appreciation of Faye Gallant - DRAFT
         • Attachment 277-4: Resolution 2016-277-1 - Draft
   E. Green Dot Minute

II. 8:50 - 9:00 STATUS OF PENDING ACTIONS (none)

III. 9:00 - 9:05 PUBLIC COMMENT

IV. 9:05 - 9:15 OFFICERS REPORTS
   A. Faye Gallant, President
   B. Nate Bauer, Vice President

V. 9:15 - 9:25 GOVERNANCE REPORTS
   A. ASUAF Report - Colby Freel, President, ASUAF
   B. Faculty Senate Report, Chris Fallen, President Elect, Faculty Senate

VI. 9:25 - 10:00 UNFINISHED BUSINESS
   A. Staff Council Fall 2016 Election
      i. Attachment 277-2: Fall 2016 Election Results
      ii. Motion 2016-277-1: Motion to Ratify Fall Staff Council Election - DRAFT
         • Attachment 277-1: Motion 2016-277-1 - Draft
   B. Staff Council Special Election for Vice President
      i. Closing of Nominations
      ii. Candidate Statements
      iii. Voting
      iv. Motion to Ratify Special Officer Election for Vice President
• Attachment 277-3 - Motion 2016-277-2 - DRAFT
C. Univ. Advocacy’s Staff Mentoring Interest Survey
D. Resolution 2016-277-3: Resolution in Support of UAF Staff Council's 'Staff Volunteer Days' Proposal
   i. Attachment 277-5: Proposal and Resolution 2016-277-3 - DRAFT
E. UA Strategic Pathways http://www.alaska.edu/pathways/
F. Single Accreditation
G. Budget Update
H. Furlough & Leave Accrual
I. Employee Giving Initiative
J. Committee Representatives: (none)

VII. 10:00 - 10:10 BREAK

IX. 10:10 - 10:15 STAFF ACHIEVEMENTS AND HIGHLIGHTS
   A. Faye Gallant, Outgoing Staff Council President
   B. Outgoing Staff Council Representatives
      i. Representatives Completing Final Terms on Staff Council on Dec. 31, 2016:
         □ Brad Krick (completing 3rd term) Jami Warrick (completing 2nd term)
         □ Trish Winners (completing 2nd term)
         □ Connie Huizenga
         □ Mathew Mund
         □ Brandi Marrero
      ii. Representatives Completing Terms with New Terms beginning Jan. 1, 2017:
         □ Jesse Atencio □ Stacey Howdeshell □ Alda Norris
         □ Kara Axx □ Jenell Merrifield □ Dean Ojala, Jr.
         □ Susie Frei □ Kaydee Miller □ Chad Oleson
         □ Jane Groseclose □ Sue Mitchell □ Samara Taber
         □ Brandi Marrero □ Lesli Walls

X. 10:15 - 10:30 CHANCELLOR’S REMARKS

XI. 10:30 - 10:50 NEW BUSINESS
   A. Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D1 to Allow for Leave Accrual by Non-exempt Employees
      i. Attachment 277-11: Resolution 2016-277-2 - DRAFT
   B. UA Staff Make Students Count Award
      i. Nominations will open in Dec. (earlier than previous years)
C. UAF Chancellor’s Cornerstone Award
D. Carolyn Sampson Memorial Scholarship - Update
E. Staff Council Orientation
F. Chancellor's Holiday Gathering - Tues. Dec. 6th, 4-6pm, Wood Center

XII. 10:50 - 11:00  INTERNAL COMMITTEE REPORTS
A. Elections – Brandi Marrero, Chair
   i. Chair did not submit a report
B. Membership and Rules - Mathew Mund, Chair
C. Rural Affairs - Chris Brooks, Chair
   i. Chair did not submit a report
D. Staff Affairs – Jane Groseclose, Co-Chair & Samara Taber, Co-Chair
   i. Attachment 277-6: Dec. Committee Report
   ii. Communications Subcommittee - Samara Taber, Chair
       a) Chair did not submit a report
E. University Advocacy – Jami Warrick, Co-Chair; Kara Axx, Co-Chair
   i. Attachment 277-10: Dec. Committee Report

XIII. INTERNAL AD HOC COMMITTEE REPORTS
A. Carolyn Sampson Memorial Scholarship Ad Hoc Committee - Jessica Armstrong, Jesse Atencio, Stacey Howdeshell, Amanda Wall, Jami Warrick
   i. Did not meet

XIII. 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 – Kathy Nava, Rep; Alda Norris, Rep
   i. Names of new representatives will be submitted to System Governance in Dec.
C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep
   i. Representatives did not submit a report

XIV. 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
i. Representative did not submit a report

C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor’s Planning and Budget Committee - On Hiatus

E. Employee Engagement Subcommittee - Kara Axx, Carrie Santoro, Lesli Walls, Jami Warrick
   i. Representatives did not submit a report

F. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt
   i. On Hiatus

G. Master Planning Committee (MPC) – Brad Krick, Rep (through 12/31/2016); Amanda Wall, Rep (beginning 1/1/2017, contingent upon chancellor approval)
   i. Attachment 277-7: Dec. Committee Report

H. Meritorious Service Award Committee – Connie Huizenga, Rep
   i. Representative did not submit a report

I. Parking Appeals Committee - Disbanded

J. People’s Endowment Committee – Lena Krutikov
   i. Representative did not submit a report

K. RISE Board – Ian Olson, Rep
   i. Representative did not submit a report

L. Sustainability in Dining Committee - Mathew Mund, Rep
   i. Representative did not submit a report

M. Work Life Balance Committee - Inactive

XV. UAF AD HOC COMMITTEE REPORTS (none)

XVI. 11:00 - 11:05 ANNOUNCEMENTS

XVII. 11:05 - 11:15 ROUND TABLE DISCUSSION (off the record)

XVIII. 11:15 ADJOURN
University of Alaska Fairbanks

Staff Council

Motion 2016-277-1

DRAFT

MOTION

UAF Staff Council moves to ratify the 2016 Fall Staff Council Election.

EFFECTIVE: Immediately

RATIONALE: The Elections Committee has reviewed and certified the election results. Newly elected representatives officially begin their two-year terms on January 1, 2016.

_________________________________________  _________________________
Faye Gallant, UAF Staff Council President     Date
Terms for the following Representative seats run from Jan. 1, 2017 - Dec. 31, 2018.

* = Incumbent

Unit 1 - CRCD Rural Campuses (2 seats):
- *Chad Oleson*, Program Manager, Northwest Campus
- *Theresa Quiner*, Library Technician, Kuskokwim Campus

Unit 3 - CEM, SNRE, SOM (3 seats):
- Joseph Alloway, Outreach Coordinator, Institute of Northern Engineering
- *Alda Norris*, Evaluation Specialist, Cooperative Extension Service
- *Lesli Walls*, Grant Manager, Institute of Northern Engineering

Unit 5 - Geophysical Institute (GI) (4 seats):
- *Jesse Atencio*, Microcomputer Specialist, GI Research Computing Systems
- *Sue Mitchell*, Public Information Manager, GI Outreach Office
- Kari Haschke, Procurement Technician, GI Business Office
- Suzann Nicolai, Fiscal Technician, Alaska Satellite Facility, GI

Unit 7 - University & Student Advancement (USA) (4 seats):
- *Jane Groseclose*, Communications Center Coordinator, Office of Admissions & the Registrar
- *Kaydee Miller*, Assistant Director of Wellness, Dept. of Recreation, Adventure, and Wellness
- *Samara Taber*, Admissions Manager, Office of Admissions & the Registrar
- Chynna Sandgren, Admissions Coordinator, Office of Admissions & the Registrar

Unit 9 - Chancellor's Unit (2 seats):
- *Susie Frei*, Fiscal Manager, EPSCoR
- John Smelter, Degree Completion Advisor, General Studies

Unit 11 - Facilities Services (2 seats)
- *Kara Axx*, Construction Contracting Officer, Facilities Services
- *Dean Ojala, Jr.*, Maintenance Supervisor, Power Plant

Unit 13 - Rasmuson Library (1 seat)
- Alexander Chisum, Library Tech, Acquisition. & Tech Svcs

Unit 15 - Office of Information Technology (OIT) (2 seats)
- *Jenell Merrifield*, Travel & Contract Coordinator, OIT Business Office & Office of the CITO
- Seat #2 - Vacant

At-Large:
- Seat #1: *Stacey Howdeshell*, Generalist Advisor / Information Specialist, Academic Advising Center
- Seat #3: Ellarea Miner, Student Success Coordinator, AK Native Studies & Rural Development
- Seat #5: Karina Gonzales, Faculty Svcs. Coordinator, EDE Program Dev., eLearning & Distance Ed.
University of Alaska Fairbanks  
Staff Council  
Motion 2016-277-2  
DRAFT

Motion 2016-277-2:  
Motion to Ratify Special Officer Election for Vice President

MOTION:

UAF Staff Council moves to ratify the following special election results for the office of UAF Staff Council Vice President for the remainder of the original 2016-2017 term:

Vice President:  Nate Bauer

EFFECTIVE:  Upon adjournment of meeting

RATIONALE:  The Elections Committee has reviewed and certified these election results. The newly elected Vice President will serve out the remainder of the original 2016-2017 term for this office, in accordance with the UAF Staff Council Constitution and Bylaws.

____________________________________  _____________________________________
Faye Gallant, President, UAF Staff Council  Date
University of Alaska Fairbanks
Staff Council
Resolution of Recognition and Appreciation of Faye Gallant

WHEREAS, Faye Gallant served as president of the University of Alaska Fairbanks Staff Council from June 1, 2015 through December 5, 2016 and vice president from June 1, 2014 through May 31, 2015; and

WHEREAS, Faye Gallant served as University of Alaska Staff Alliance Chair from August 11, 2015 to July 21, 2016; and

WHEREAS, Faye Gallant has been a model of leadership, commitment, and expertise during her time in office; and

WHEREAS, Faye Gallant has demonstrated an open mind, broad understanding, and welcoming perspective as president; and

WHEREAS, She has led staff governance at UAF and across the university system through a period of historic change, volatility, and uncertainty with calm focus and strength; and

WHEREAS, Faye Gallant’s forward thinking, work, and dedicated service has contributed immensely to the success of Staff Council; and

WHEREAS, Faye Gallant selflessly gave her time and talent to provide valuable guidance to and representation of University staff in promotion of a better workplace; and

WHEREAS, Faye Gallant has consistently demonstrated the highest standards of professionalism, respect, and integrity; and

WHEREAS, Faye Gallant’s positive outlook and attitude made her a pleasure to work with on Staff Council; now

THEREFORE, BE IT RESOLVED, that the Staff Council of the University of Alaska Fairbanks make official recognition of Faye Gallant’s devoted leadership and service and extend to her this statement of appreciation for her splendid contributions to the city of Fairbanks, the state of Alaska, and our University; and

BE IT FURTHER RESOLVED, that this statement of appreciation be appropriately declaimed and conveyed to Faye Gallant, with a copy to be included in the official minutes of the December 5, 2016, meeting of the UAF Staff Council.

_____________________________          ______________
Nate Bauer, President          Date
University of Alaska Fairbanks

Staff Council

Proposal for UAF Staff Volunteer Days - DRAFT
Revised 12/2/2016

In partnership with our university’s administration, UAF Staff Council seeks to promote and strengthen UAF’s core themes, including its efforts to engage Alaskans through Outreach for Continuing Education and Community and Economic Development, as well as UA System efforts to demonstrate accountability to the people of Alaska. We also highlight our own organization’s commitment, through Staff Council’s University Advocacy Committee, to establish events and functions to help make the public aware of the value of University staff as well as students and faculty.

We further observe our communities’ increased need for time and effort from UAF’s wide variety of skilled and highly capable staff and potential volunteers, as well as the opportunity to bridge cultural and connotative gaps between UAF and our larger community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when the efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals that staff members can use from ½ to one full work day of volunteer time per staff member from their existing annual leave or leave without pay. This proposal also allows the University to donate additional administrative leave time for staff volunteerism, if and when it is financially able to do so.

We propose that these volunteer efforts be concentrated as full workdays during one or two designated weeks per school year, which may also minimize any adverse effect to UAF and its service to students. Tentative proposals for these weeklong designations include a single week during the Fall semester and one during Spring semester. Other smaller volunteer efforts could be arranged within the campus that would not require leave time such as food drives, etc. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of Annual Staff Volunteer Days, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of the year when these efforts are most needed by our community.
Resolution 2017-277-3:
Resolution in Support of UAF Staff Council’s 'Staff Volunteer Days' Proposal

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

WHEREAS, Staff Council observes our communities' increased need for time and effort from the University's wide variety of skilled and highly capable staff and potential volunteers; and

WHEREAS, we also recognize the opportunity to bridge cultural and practical gaps between UAF and our larger community; and

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

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

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the proposal to found Annual Staff Volunteer Day at UAF.
Committee: Staff Affairs Committee
Submitted By: Samara Taber
Committee Chair(s):
Meeting Date: 11/18/2016

Present: Susie, Brad, Kathy, Lena, Emilie, Wendy
Excused:
Absent:
Guests:

Report:
Staff Affairs agrees to move forward with motion to ensure parity between employee classes when furlough is implemented.

Action Items / Follow Up:

Next Meeting: Date: 12/16/2016 Time: 10:00 AM
Location: Rasmuson Library, Rm 502
Meeting available by Google Hangout: YES
Committee: Master Planning Committee
Submitted By: Brad Krick
Committee Chair(s): Joshua Greenberg
Meeting Date: 11/17/2016

Present:
Excused:
Absent:
Guests:

Report:
MPC discussed priorities for the campus given the current funding climate. The group discussed the proposed UAF campus fire station, residence halls, improvements to ADA access, student experience on campus, sidewalk and trail access to campus and on campus, campus security and lighting, and other topics. The group also discussed the Thompson Drive entrance to campus and the possibility of a some kind of sign at the roundabout, possibly similar to the time and temperature sign on Alumni Drive.

Action Items / Follow Up:

Next Meeting: Date: 12/15/2016 Time: 9:00 AM
Location:
Meeting available by Google Hangout: NO
**Committee:**  
UA Staff Alliance - Staff Health Care Committee (SHCC)

**Submitted By:**  
Lesli Walls

**Committee Chair(s):**

**Meeting Date:**  
11/22/2016

**Present:**  
UAF - Lesli Wls, UA - Danielleon (alt), Dave Robinson, Liz Winfre, SA - Alesia Kruckenber, Danielle Nelson (alt), Chrystal Warmoth

**Excused:**

**Absent:**

**Guests:**  
Erika Van Flein

**Report:**

2. JHCC Update – Erika, Liz, and Chrystal

Erika gave an update following the Nov. 18 JHCC meeting. Prior to the meeting, they discovered there was a difference in the data Premera would look compared to what UA looks at—the data is compiled differently (regarding total claims). Pharmacy costs are growing but UA is still managing those costs well. Preventive exams and screenings at UA are above the norms—at no cost to the member, no matter what plan the member selects. Large claims were discussed, and cancer is one of the highest drivers of cost. Of high dollar claims, cancer was second, after joint degeneration (no surprise, given the average age of UA members). Risk factors such as non-compliance (not keeping up with meds, treatments plans, etc.) generally have higher costs. UA also has a high population with weight related issues—obesity, sedentary, etc. UA and Premera want to focus on promoting Patient Care, which could be a large saving to both patient and UA. The service can do cost comparison on imaging, surgery, testing, etc. (but not dental at this time). All contracted vendors (Patient Care, First Doctors, Teledoc, etc.) have confidentiality with UA—member data will not be shared and fall under HIPPA rules. Regarding price transparency—Erika noted it would be interesting to see what kind of legislation might come forward in the next few years. HealthyRoads data shows an increase in stress and blood pressure in our members. The stress-related feedback is self-reported but the blood pressure data comes from biometric screenings. Erika also noted more flyers on UA benefits and program vendors will be shared later this year (see attached for current flyers). Premera is pleased with member usage of Teledoc—appropriate and in good numbers. However, UA needs to promote it more and focus not just on cost but also convenience. At Premera.com, you can select to get electronic EOB (explanation of benefits) and if enough UA members do that, UA can save another $1 credit on per member monthly fees. Health care actuals—how UA’s plan actually ended up. Erika noted it might be useful to have Timothy walk through his presentation at a future meeting. FY16 Plan expectations were originally $62M. Updated projections were used to assess rates for FY17--$63.7M. FY16 actually came in at $63.6M. Which means UA Benefits used an accurate number to base FY17 rates on (i.e. rates won’t be more than they should be). This year, only the employee assistance program is up for renewal (not part of the health plan—just another benefit offered at UA). Erika noted they were not sure if they will try to renew Best Doctors when it comes up for renewal—but would need to put out for RFP, or terminating contract. JHCC is reviewing the program to see if they want to pursue renewal. Erika also reported Retrofit, the weight loss program for members with 30+ BMI, has also had
good ROI—lots of engagement and numerous people lost weight (64% lost 5% or more). And from the pilot group – of those 73% are still losing weight. Some of reports from the JHCC are posted on the website and others are available on request.

Action Items / Follow Up:

Next Meeting: Date: 12/9/2016 Time: 10:00 AM
Location: TBD

Meeting available by Google Hangout: Teleconference
Committee: Membership & Rules Committee
Submitted By: Mathew Mund
Committee Chair(s): Mathew Mund
Meeting Date: 11/29/2016

Present: Melissa Campbell, Trish Winners
Excused: Brad Krick
Absent: Guests:

Report:
The was the first meeting with Mathew Mund as chair. The purpose of this meeting was to touch bases with the active committee members (Melissa and Mathew) to determine what our current work load is and when we plan to start working on M&R’s unfinished business. Melissa and I can start to dedicate time to these projects in January 2017. In the mean time, the committee will meet regularly and discuss any Staff Council requests or new topics. M&R Committee has decided to schedule its normal meetings on the second Wednesday of each month at 3:00 pm via Google Hangout. We only have two active member now, we are hoping some of the new representatives will join the group. We also discussed some possible changes to elections in relation to a candidate information booklet/website and the max number of seats that one Department can hold within a unit. It was decided that these topics would be brought up during Executive Board. Trish said her good-bye’s to the committee for whom she will be sorely missed.

Action Items / Follow Up:

Next Meeting: Date: 12/14/2016 Time: 3:00 PM
Location: Google Hangout
Meeting available by Google Hangout: YES
Committee: University Advocacy Committee

Submitted By: Jami Warrick

Committee Chair(s):

Meeting Date: 11/11/2016

Present: Jami Warrick, Kara Axx, Lesli Walls, Susie Frei, Carrie Santoro

Excused:

Absent: Connie Huizenga

Guests:

Report:

We covered two primary items.

1. Forums to serve as work groups (please see link to forum examples below):
   This option was suggested as an alternative to formation of employee work groups, one of the plans considered during a discussion related to the Staff Mentoring Survey. Mentoring is a beneficial process, but might not provide the information and immediate access that people need to get input/questions answered. Forums with dedicated subject areas will allow users to quickly share information with their peers. Benefits to this approach include: (1) time savings (users can access the forums from their desks), (2) the ability to interact with individuals that they might not otherwise come into contact with, (3) the ability to search the forums for particular information, and (4) the possibility that true, one-on-one mentoring relationships may form organically from the forum interactions. The preferred approach would have everyone signing in with their UA credentials for full accountability/transparency, with admins for each subject area. Questions/suggestions: (1) Contact Faye and Nate for input into process (both are copied here), (2) determine where something like this would be housed within the UAF website, and who would provide oversight (OIT? Individual departments?), (3) discuss with HR before moving forward.

2. Volunteer Day proposal:
   This effort seems to have stalled a bit, but we made some progress today. Nicole provided us with the previous resolution, signed in 2015 by Chancellor Rogers. We've since learned that there will be no administrative leave for volunteer efforts, and we have not seen the establishment of a dedicated Annual Staff Volunteer Day. So, we've discussed reworking the existing resolution to encourage supervisor support for those wishing to participate in volunteer efforts, and also to encourage groups to work together on volunteer projects in an effort to highlight the amazing staff here at UAF. Lesli Walls will format the document for uploading into Google docs, and we will work together to have suggestions by November 23. The plan is to have a finalized draft before the next Staff Council meeting on December 5.

University Advocacy (cont.)

Action Items / Follow Up: Finalized Volunteer Day proposal resolution: in progress

Next Meeting: Date: 12/7/2016 Time: 9:00 AM
Location: 616A Elvey

Meeting available by Google Hangout: in-person and call-in
Resolution 2016-277-2
Resolution Proposing Changes to Furlough Leave Language in UA Regulation
R04.07.110 D.1. to Allow for Leave Accrual by Non-exempt Employees

WHEREAS, UA Regulation R04.07.110 D1 provides that furlough will reduce leave accrual; and

WHEREAS, the furlough FAQ written by UA HR for Exempt Employees indicates that Exempt employees will not lose leave accrual (attached); and

WHEREAS, the furlough FAQ written by UA HR for Non-exempt Employees indicates that Non-exempt employees will lose leave accrual (attached); and

WHEREAS, as implemented in FY17, non-exempt furloughed UAF employees did not accrue leave in the system, which was only alleviated by a manual addition of leave by HR staff; and

WHEREAS, as implemented in FY17, furloughed UAF employees lost leave accrual if they were non-exempt; and

WHEREAS, the loss of annual leave represents an additional benefit and compensation loss; and

WHEREAS, the loss of sick leave represents an additional benefit loss; and

WHEREAS, in October 2016 UA manually added sick and annual leave back to non-exempt employees at UAF affected by furlough; now

THEREFORE BE IT RESOLVED, that UA modify UA R04.07.110 to remove the requirement that leave accrual be reduced by a furlough; and

BE IT FURTHER RESOLVED, that UA take steps to adjust furlough procedures to keep parity between exempt and non-exempt employees during furlough.

EFFECTIVE: 7/1/2017

RATIONALE: (see below)
RESOLUTION 2016-277-2 - DRAFT (cont.)

RATIONALE:
UA’s furlough policies as implemented require non-exempt employees to take leave without pay. The leave without pay code does not allow for leave accrual, so non-exempt employees lose annual and sick leave proportionate to the number of hours they are furloughed. Exempt employees do not take leave without pay as part of furlough and so never lose leave accrual.

Annual leave is cashed out upon termination and, for employees Grade 79 and below, available for the Annual Leave Cash-In program.

UAF Staff Council has considered other possibilities that might help UA be more flexible with furlough:

1) Continue to true-up annual and sick leave for furloughed non-exempt employees
2) Grant furloughed non-exempt employees additional personal holiday time
3) Furlough non-exempt employees for a fewer number of hours than exempt employees

Staff Council appreciates the work done by HR in Fall 2016 to resolve this issue in a favorable manner for furloughed employees at UAF. We hope that we can work with UA to find an equitable resolution in the future, especially as furlough is likely to be on the table in FY18.

Proposed Changes:

strike-through = Delete

Bold = Insert

R04.07.115. Employee Furlough.

D. Employee benefits during a furlough will be affected as follows:

4. Accrual of annual and sick leave will be reduced by a furlough.

1.2: Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

2.3: Health care and life insurance benefits will not be reduced by a furlough. However, health and life insurance may be suspended in the case of an unpaid leave of absence of 30 days or more resulting from a state budget impasse.

3.4: Pay deductions authorized by an employee will not be reduced during a furlough, though voluntary deductions may be altered. The employee remains responsible for making all employee contributions during a furlough period, including health coverage. In the case of a state budget impasse resulting in an unpaid leave of absence, the university may but is not required to withhold unpaid deductions or contributions from pay when the furlough ends.

4.5: Retirement contributions by both the employee and the university will be reduced by a furlough. Service credit may also be reduced.
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.

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.

Furlough FAQs – Exempt Employees 4-24-15 2
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.