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AGENDA

UAF STAFF COUNCIL MEETING #83

Wednesday, September 18, 1996

8:30 - 10:15 a.m.

Wood Center Ballroom

Time		Item	Length of Time
8:30	I	Call to Order - R. Pierce	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #82	
		C. Adopt Agenda	
8:40	II	Chancellor's Remarks - J. Wadlow	5 Min.
8:45	III	Vice Chancellor for Administrative Services	
		Remarks - M. Rice	5 Min.
8:50	IV	President's Report - R. Pierce	10 Min.
9:00	V	Governance Reports	
		A. Faculty Senate - D. Lynch	5 Min.
		B. ASUAF - C. Wheeler	5 Min.
9:10	VI	Committee Reports	
		A. Rural Affairs - B. Oleson	5 Min.
		B. Staff Affairs - G. Matheke	15 Min.
		1. Resolution to rescind Regents' Policy P05.10.01 J 3 (Attachment 83/1)	
		2. Motion to reaffirm position on the inclusion of "sexual orientation" in Regents' policy (Attachment 83/2)	
		3. Motion regarding proposed Job Evaluation Project Appeal Process and UAF staff member on the appeal committee (Attachment 83/3)	
		C. Staff Training - P. Sowell	5 Min.
		D. Budget Council - T. Bauer	5 Min.
		E. Elections, Membership & Rules	5 Min.
		1. Fall Elections (Attachment 83/4)	
		2. Vacancies (Attachment 83/5)	
		F. System Governance Council - M. Scholle	5 Min.
9:50	VII	BREAK	5 Min.
9:55	VIII	OTHER BUSINESS	
		A. Motion to establish an ad hoc committee to organize the 1997 Staff Council calendar (Attachment 83/6)	5 Min.
		B. Motion to amend FY97 Staff Council Meeting Calendar with an additional meeting (Attachment 83/7)	5 Min.
10:05	IX	Comments and Questions	5 Min.
10:10	X	Announcements	5 Min.
		A. Committee Meetings (Attachment 83/8)	

10:15 XI Adjournment

ATTACHMENT 83/1
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY STAFF AFFAIRS

RESOLUTION
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WHEREAS, Regents' Policy P05.10.01 J 3 creates an unwarranted hardship for numerous students throughout the University of Alaska; and,

WHEREAS, Regents' Policy P05.10.01 J 3 is unwarranted by any consideration of costs; now,

THEREFORE BE IT RESOLVED, That Regents' Policy P05.10.01 J 3 be rescinded at the September meeting of the Board of Regents.

Effective this eighteenth day of September.

ATTACHMENT 83/2
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY STAFF AFFAIRS

MOTION
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The University of Alaska Fairbanks Staff Council reaffirms its position in regard to non-discrimination based upon sexual orientation. Members of the Council urge the Board of Regents of the University of Alaska to include the words "sexual orientation" in their policy.

Alternatively, the members of the University of Alaska Fairbanks Staff Council support the adoption of a policy statement similar to that of the State University of New York which states, "Attitudes, practices, and preferences of individuals that are essentially private in nature, such as private expression or sexual orientation, are unrelated to performance and provide no basis for judgment."

Effective: Immediately

ATTACHMENT 83/3
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY STAFF AFFAIRS

MOTION
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The UAF Staff Council forwards the proposed Job Evaluation Project Appeal Process without comment. The UAF Staff Council recommends that Laura Bender from the Institute of Marine Science serve as the UAF employee representative on the appeals committee.

EFFECTIVE: Immediately

1996 Job Evaluation Project
University of Alaska

Introduction

As the 1996 Job Evaluation Project evolved, the following emerged as important goals:

- identification and clarification of proper internal relationships between staff positions at the University, at each MAU, and across the system;

- establishment of documented and understandable career ladder opportunities within the University community for staff employees; and
- development of on-going administrative policies/procedures attendant to the project which would best serve the interests of both the University of Alaska and its employees consistent with available resources.

In any project of this magnitude and complexity, there is always the possibility that unintentional errors and/or poor judgments are made despite the best efforts of everyone involved. The interest of the University is best served by providing an administrative procedure by which an employee may dispute specific result(s) of the project prior to their implementation, and by undertaking a detailed administrative review of the disputed decision with the objectives of accuracy, equity and deliberate consideration of specific employee concerns.

WHAT RECOMMENDATIONS OF THE PROJECT ARE SUBJECT TO APPEAL?

After careful review of their individual notification packet, an employee may elect to formally appeal any or all of the following:

- their own position's assigned classification (job title) in the new classification structure;
- their own position's assigned salary grade based on Hay evaluation; or
- a violation or lack of consistent application of administrative procedures attendant to the project and its resultant impact.

Although these three areas have been specifically identified as "appealable", the intent of the appeals process is to formally acknowledge and address any concerns an employee may wish to have considered relative to their classification/compensation resulting from the Job Evaluation Project. In that spirit, employees are given this one-time opportunity to formally submit their specific concerns regarding 1996 Job Evaluation Project recommendations to the Appeals Committee, so that these concerns can be acknowledged and considered, and an appropriate response can be formulated.

WHAT IS THE COMPOSITION AND ROLE OF THE APPEALS COMMITTEE?

The Appeals Committee will be composed of: Jan Parten, UAA Director of Human Resource Services; Jeanne Freeman, UAF Director of Personnel Services; Tom Dienst, UAS Personnel Manager; and Tim Adamczak, SW Personnel Manager, hereafter referred to as the university management team, and one employee representative from each MAU who has Hay tool evaluation experience, nominated by Staff Alliance and approved by President Komisar, hereafter referred to as the employee representatives. All members of the Appeals Committee will share full and equal voting rights with other committee members. (Note that the members of the university management team were purposefully not involved in the evaluation process in order to promote their objectivity and to ensure that they were not reviewing their own evaluation and resulting classification decisions.) Each member of the university management team will serve as chairperson at his/her respective location and the Appeals Committee will develop procedures, timelines and communication appropriate for each MAU.

The Statewide job evaluation coordinator will serve as an ex-officio member of the Appeals Committee. In the event the MAU Appeals Committee is deadlocked or the decision of the MAU Appeals Committee is unacceptable to the employee involved, the appeal may be submitted to the Executive Director of the Statewide Office of Human Resources. The Statewide job evaluation coordinator will serve only as an informational resource to the committee at their discretion and will have no voting privileges regarding committee deliberations, nor will the job evaluation coordinator be present when matters come to a vote.

HOW DOES AN EMPLOYEE FILE AN APPEAL?

An employee may appeal a 1996 Job Evaluation Project recommendation(s) by submitting an appeal memorandum to the university management team member at their respective MAU within fifteen (15) business days of receipt of their Job Evaluation Project

notification packet. The memorandum and any necessary attachments should detail the following:

- the specific recommendation(s) being appealed;
- the rationale for the appeal;
- the specific remedy(s) being sought, if known; and finally,
- whether or not the employee would like a face-to-face meeting with their MAU Appeals Committee.

This memo must be reviewed and discussed with the employee's immediate supervisor and the supervisor will then initial the memo prior to its transmittal to the university management team. Note that the supervisor's initials indicate that this review/discussion has taken place and do not indicate agreement or disagreement with the employee's decision to appeal and/or the content of the appeal memorandum. If an employee is uncomfortable with this review/discussion for whatever reason, the employee should contact the university management team member at their respective MAU or the Statewide job evaluation coordinator and a mutually acceptable alternative will be explored.

WHAT CAN AN EMPLOYEE WHO ELECTS TO APPEAL EXPECT?

An employee can expect that no adverse action will be taken by any member of the University's management team or any other employee based on the employee's decision to file a formal appeal. Violation of this prohibition will subject the violator to disciplinary action. The University administration will make every effort to ensure the integrity of the appeals process. The content of appeals memorandums and Appeals Committee deliberations will be held in the strictest confidence by the Appeals Committee.

The Appeals Committee retains the ability to judge the legitimacy of an employee's appeal consistent with applicable administrative procedures. The Appeals Committee may request additional information/clarification or a face-to-face meeting with the employee at its discretion. Failure by the employee to provide the requested information, or to appear at a mutually scheduled meeting, will serve as a forfeit of the employee's appeal.

Written notification of the committee's decision will be sent to the employee, and copies to the employee's supervisor, within thirty (30) working days of the receipt of the appeal memorandum and attachments by the respective university management team. In cases where a decision cannot be reached by the Appeals Committee within thirty (30) working days, the employee will receive notification of the status of their appeal and the rationale for the delay.

If the decision of the Appeals Committee at the respective MAU is not acceptable to the employee, the decision may be appealed in writing, within fifteen (15) working days of the receipt of the notification, and must state specific reasons for the objections to the Appeals Committee decision. This appeal should be sent to the Executive Director of the Statewide Office of Human Resources, who will review the appeal and make a final recommendation to the University President. The final evaluation and grade placement is not grievable.

ATTACHMENT 83/4
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

Elections for the odd numbered units will take place this fall. Nomination forms will be distributed with the October 11 paycheck and are due back in the Governance Office on October 25. Ballots will be distributed with the November 8 paycheck and will be due back in the Governance Office by November 22. Results of the election will be announced at the December 6 Staff Council meeting.

ATTACHMENT 83/5
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996

SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

The following positions are vacant on Staff Council. If you are interested in serving, contact the Governance Office at FYSTAFF or 7056.

- Unit 3 Kuskokwim - Representative and alternate vacant
- Unit 7 GI - Alternate vacant
- Unit 8 IAB - Alternate vacant
- Unit 9 SFOS - Representative and 2 alternates vacant
- Unit 10 CLA, SOM, Chancellor's Office, & Summer Sessions - 2 alternates vacant
- Unit 12 Utilities - Representative and alternate vacant
- Unit 14 Student Services - 2 alternates vacant
- Unit 16 Library - Representative and 2 alternates vacant
- Unit 17 Physical Plant Custodial - Representative and alternate vacant
- Unit 18 Physical Plant and Planning & Project Services - representative and 2 alternates vacant

ATTACHMENT 83/6
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY THE ADMINISTRATIVE COMMITTEE

MOTION
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The UAF Staff Council moves to establish an ad hoc committee to organize the 1997 Staff Council calendar and the following people have volunteered to serve on the committee:

- 1.
- 2.
- 3.
- 4.

EFFECTIVE: Immediately

RATIONALE: Work on the 1997 Staff Council calendar needs to begin immediately in order to meet printing deadlines, so that the calendar can be distributed at the December 6 meeting.

ATTACHMENT 83/7
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996
SUBMITTED BY THE ADMINISTRATIVE COMMITTEE

MOTION
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The UAF Staff Council moves to amend the FY97 meeting calendar to include a special meeting on Wednesday, October 16 at 9:00 a.m. in the Regents' Conference Room. This meeting will be numbered 84A

EFFECTIVE: Immediately

RATIONALE: At the special meeting, Staff Council will meet jointly with Patty Kastelic, Executive Director for Human Resources and Mike Humphrey, Statewide Director of Benefits to address health benefits.

ATTACHMENT 83/8
UAF STAFF COUNCIL #83
SEPTEMBER 18, 1996

SUBMITTED BY THE ADMINISTRATIVE COMMITTEE

UPCOMING MEETINGS

September 16 Room A	Rural Affairs, 11:00 a.m., Wood Center Conference
September 17 Room	Staff Training, 10:30 a.m., Chancellor's Conference
September 18	Staff Council, 8:30 a.m., Wood Center Ballroom
September 26 & 27 Butrovich	Board of Regents', Regent's Conference Room -
October 2 Conference Room A	Administrative Committee, 9:00 a.m., Wood Center
October 7 Room A	Rural Affairs, 11:00 a.m., Wood Center Conference
October 8 - Butrovich	Staff Council, 8:30 a.m., Regents' Conference Room