

FOR MORE INFORMATION, CONTACT:
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AGENDA
UAF STAFF COUNCIL MEETING #89
Tuesday, April 8, 1997
8:30 - 10:40 a.m.
Wood Center Ballroom

Time		Item	Length of Time
8:30	I	Call to Order - R. Pierce	10 Min.
		A. Roll Call	
		B. Adopt Agenda	
		C. Approval of Minutes to Meeting #88	
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	5 Min.
8:55	V	Governance Reports	
		A. Faculty Senate - D. Lynch	5 Min.
		B. ASUAF - C. Wheeler	5 Min.
9:10	VI	Guest Speaker	20 Min.
		A. John Bhend, Organizing Manager, APEA/AFT	
9:30	VII	BREAK	5 Min.
9:35	VIII	Committee Reports	
		A. Elections, Membership & Rules - L. Bender	5 Min.
		B. Rural Affairs - B. Oleson	5 Min.
		C. Staff Affairs - B. Frey	15 Min.
		1. Paid Time Off (Attachment 89/1)	
		D. Staff Training - D. Powell & E. Ritchie	5 Min.
		E. System Governance Council - P. Long	5 Min.
		F. Task Force on Health Benefits - C. Plowman (Attachment 89/2)	10 Min.
		G. Picnic Committee - S. Jordan	5 Min.
10:25	IX	OTHER BUSINESS	
		A. Motion to approve disbanding of the Academic Computer Users Committee (Attachment 89/3) - R. Pierce	5 Min.
10:30	X	Comments and Questions	5 Min.
10:35	XI	Announcements	
		A. Walk America - C. Plowman (Attachment 89/4)	5 Min.
10:40	XII	Adjournment	

ATTACHMENT 89/1
UAF STAFF COUNCIL #89
APRIL 8, 1997

PAID TIME OFF

Most employees have expressed their support for a combined leave proposal. However, employees are quite concerned about aspects of the proposal as it has been presented. Below is a discussion of the

plan as presented, the areas of concern, and an alternate approach to these areas. The plan information is copied from the web page found on the UA Benefits web site.

PTO will replace current sick and annual leave.

As earlier stated, most employees find this a good idea.

Full-time employees will accrue PTO as follows:

Year 1 through Year 5 25 days per year
Year 6 through Year 10 28 days per year
More Than 10 Years 31 days per year

Part-time employees will accrue PTO on a pro-rated basis. These accrual rates are calculated by adding seven days to employees' current annual leave accruals, which are linked to years of service.

The accrual rate is the area which has generated the most controversy. If, as Patty Kastelic has stated at two meetings I have attended, this combined leave proposal is not intended as a cost-savings measure, why has the accrual rate for sick leave been cut in half? Most people have greeted this part of the proposal with open hostility. Below are some of the comments I have received. They are representative of all the mail I have received through the process of review of the proposed plan. (Currently, I have received over 50 responses)

"I find the University's idea of combined leave to be an insult. We already do not receive an adequate amount of leave, especially considering that we are forced to take personal leave over the Christmas Holidays."

"Why in the world would we want to give up 8 days of leave accrual?"

"Combining annual leave and sick leave by itself isn't an idea I'm opposed to, but reducing the total in the process is most heinous."

We suggest that accrual rates not be changed. If this is not feasible, we request that the leave program remain untouched. Given the voluminous and negative response this part of the plan has elicited, we consider a reduction of sick leave from 15 days to 7 days per year unacceptable.

If this plan is indeed an attempt to save money, we suggest a reduction of only 4 days per year. Though not the perfect solution, it is much palatable than cutting sick leave benefit in half. In addition, we request that the university address the question is the holiday closure in any discussion of leave benefit changes. Many employees resent being forced to take leave at a specified time of the year. Leave should be a choice worked out between the employee and their supervisor, not mandated by the university administration.

Employees must take at least 80 hours of PTO each calendar year and will forfeit the balance of any hours up to 80 if not taken. PTO not taken above hours will accumulate for use in subsequent years and be subject to the current approval process.

In the March 11 meeting of the UA Staff Alliance committee which Patty Kastelic attended, this proposal also drew fire. It has also drawn fire from many employees. Employees feel strongly that they should not be required to use a specified amount of PTO. Many people residing in Alaska do not have family in the state. They travel outside to see them, and such travel is quite expensive. Given the expense of this travel, employees must have the option of saving leave over a few years and not being required to take it, so that choice regarding use of leave time can be tailored to individual lifestyles and needs.

All unused PTO hours will be paid to the employee in full at their base pay rate at the time of termination.

This has been the most popular provisions of the plan. Everyone who commented on this part was positive.

Sick leave accumulations at the time of conversion will be maintained for each employee. Sick leave may be accessed for

qualifying sick leave events when an employee's PTO balance is 160 hours or less.

Second to the reduction in accrual rates, this has been the next least popular provision of the plan. All employees think that currently accrued sick leave should be maintained. However, the restrictions upon leave which has already been accrued received quite a negative response. Below are some comments sent to me.

"The part I object to strongly is the requirement that if I get sick I would be required to use up almost all of my PTO before I could use up the sick leave which I have taken care to save as a security net over the years. If a long term disability should strike, a person should be allowed to use their SICK LEAVE before they are required to run down their PTO. We earned the sick leave knowing what the rules would be for it's use. Those of us who have not abused sick leave and saved it up for use, if required, should be allowed to use it under the regulations it was earned."

"My problem with converting our sick and annual leave into personal leave is losing the accessibility to our accumulated sick leave. I have over 700 hours of sick leave. These are hours I have saved and not used, whereas many employees use their sick the minute it becomes available. This is penalizing those of us who have saved our sick leave. I have earned this sick leave, so I should be able to use it, if needed, and not have to use my personal leave."

We suggest two options. First, and most preferred, we suggest no restrictions on sick leave which is in this personal sick leave bank. If the university wants the accumulated sick leave, (which it considers a liability) to go away, the easiest way for that to happen is to allow easy access to it. Secondly, the university benefits from those employees who have saved hundreds of hours or more in sick leave, in that when these employees terminate employment with the university, that sick leave is not paid out. The liability simply goes away. It is logical to believe that such employees who have been here long enough to have accrued large amounts of sick leave are not misusing it. It is illogical to believe that these healthy, ethical employees will all start using up sick leave at an alarming rate if they have easy access to it. They have easy access to it now, and are not abusing the system.

A palatable compromise would be that employees be required to take 5 non-consecutive days of personal leave time before having access to their sick leave banks. Sick leave which would go into this bank has ALREADY been accumulated under the old rules. It is a benefit the employees have earned. Changing the rules midstream and applying them retroactively is not an acceptable alternative.

To address the comments heard at both the Staff Council meeting and the Staff Alliance meeting regarding directors/supervisors asking employees to take sick leave to balance the budget, we suggest a memo to every employee of the University, reminding them of the Board of Regents Policy and the University Regulations regarding truthfulness on time sheets. When you sign your time sheet you are saying that the hours you have charged are done so honestly. Knowingly signing a time sheet which contains inaccurate information constitutes fraud. Forcing or suggesting that subordinates falsify time sheets is conspiracy to commit fraud, and is also illegal under BOR policy and University Regulations, to say nothing of the laws of the State of Alaska and the United States. The university must be committed to putting an end to such fraud, if it is occurring.

A low cost, short term disability insurance will be available for optional purchase by employees. This insurance will be a partial salary replacement for individuals who have used all of their personal leave and find themselves in circumstances that require more sick leave usage.

We have not received any comment on this insurance policy, and have only one thing to say about it. Currently, the university does address long-term disability. Making a short-term disability policy available for those who need it seems reasonable. We would need more information about such a policy and the restrictions regarding it, before we could decide whether it would be an asset to employees.

Annually, employees may cash out up to 80 hours of personal leave if, after the cash out, they will have a balance of more than 160 hours personal leave.

This is another provision which was popular. Under the current system, the only time an employee can cash out leave time is when they are leaving the university. We would support this aspect of the leave policy.

Non-exempt staff will still receive one personal holiday each year in addition to their PTO accrual.

This is part of the policy which currently exists. We support the personal holiday benefit.

ADDITIONAL ACCRUAL INFORMATION

For the sake of comparison to other governmental units, I have collected the following accrual rate information. It does not represent agreements between the particular unit and any collective bargaining unit.

From the State of Alaska Division of Personnel (which has a combined annual and sick leave benefit):

0-2 years	2 days/month= 24 days/year
2-5 years	2.25 days/month= 27 days/year
5-10 years	2.5 days/month= 30 days/year
10 + years	3 days/month= 36 days/year

From the Fairbanks North Star Borough Division of Personnel(which has a combined annual and sick leave benefit):

0-1 years	2 days per month= 24 days/year
1-3 years	2.25 days per month= 27 days/year
3-7 years	2.75 days per month= 33 days/year
7 + years	3 days per month= 36 days/year

From the Fairbanks North Star Borough School District Department of Personnel: The School District does not have a combined leave program. Sick leave accrual is 1 1/3 days per month, which equals 15.6 days per year, a .6 increase over current University sick leave accrual. Annual Leave accrual is as follows:

0-2 years	1.5 days/month=18 days/year
	combined=33.6 days/year
3 years	1.7 days/month=20.4 days/year
	combined=36 days/year
4 years	1.9 days/month=22.8 days/year
	combined=34.8 days/year
5 years	2.1 days/month=25.2 days/year
	combined=40.8 days/year
6 years	2.3 days/month=27.6 days/year
	combined=43.2 days/year
7+ years	2.5 days/month=30 days/year
	combined=45.6 days/year

Rates for City of Fairbanks employees are currently unavailable.

Current University accrual rates are:

Sick leave 1 1/4 days per month which equals 15 days per year.

0-5 years	1.5 days/month=18 days/year
	combined=33 days/year
5-10 years	1.75 days/month=21 days/year
	combined=36 days/year
10 + years	2 days/month=24 days/year
	combined=39 days/year

Proposed University accrual rates for combined leave are:

0-5 years	2.083 days/month= 25 days per year
6-10 years	2.3 days/month= 28 days per year
10 + years	2.583 days/month= 31 days per year

ATTACHMENT 89/2
UAF STAFF COUNCIL #89
APRIL 8, 1997
SUBMITTED BY THE HEALTH BENEFITS TASK FORCE

The Health Benefits Task Force (HBT) met on March 6, 1997. The next scheduled meeting is April 4, 1997 from 8:30 to 12:00 in room 212A Butrovich.

UA health insurance costs:

1985	7.5 Million
1990	11.4 Million
1996	16.0 Million

Discussed need to communicate and educate employees about insurance coverage to help reduce costs.

Discussed several proposals for changes to policy, including:

*Increase to deductibles-change from \$100 individual/\$300 family to \$200 individual/\$500 family. This would decrease costs by \$427,000. The HBT thought this would be too much of an increase. Discussed increasing but not this much.

*Cap dependent care at 4 and charge for additional dependents. No figures as to costs for this item.

*Increase maximum out of pocket expenses from \$400 individual/\$750 family to \$500 individual/\$1000 family. This would decrease costs by \$152,000.

*Eliminating the first \$100 coverage for lab/x-ray charges. This would decrease costs by \$82,000. The HBT agreed with this as it would make the policy much easier to understand. Currently the first \$100 is paid at 100%; then reduced to 80/20 coverage until out of pocket has been met and then increasing back up to 100%.

*Eliminating the fourth quarter deductible carryover. This would decrease costs by \$68,000. The HBT did not agree with this. The carryover is a benefit to employees that do not use the insurance that much and also may prevent abuse.

*Placing a lifetime cap of \$10,000 on tooth implants. This would decrease costs by \$20,000. The HBT agreed with this item as it has the potential of very high expenses.

*Change pharmacy out of pocket maximum from \$100 to \$200. This would decrease costs by \$55,000. The HBT agreed with this item.

*Removing all out of pocket maximums on pharmacy claims. This would decrease costs by \$200,000. The HBT felt this would be too much of a burden on employees with large pharmacy claims.

*Change pharmacy out of pocket benefit from 80/20 to a flat \$5 or \$10 co-pay. This would increase costs (no exact figure available). The HBT felt would be too much of a burden on employees.

*Change mail order pharmacy benefit from 80/20 to 90/10. This would increase costs by \$13,000. The HBT is unsure about this one - this should reduce the costs in the long term as the prescriptions are cheaper through the mail. This is to be discussed further.

*Implementing a \$10 charge for each dental visit. No cost savings given. The HBT did not support this item.

*Implementing an annual dental deductible of \$25 or \$50 for services other than preventive and diagnostic. This would decrease costs by \$82,000 and \$158,000 respectively. The HBT is to discuss this further, however the \$50 charge was deemed as too much.

*Adding orthodontic coverage under the supplemental plan - would have a \$2,000 lifetime maximum. This would not have a cost effect on the basic plan. The HBT is to discuss this further.

*Discussed changing the current vision plan to an annual flat dollar amount.

Please remember the HBT is still discussing ideas and no decisions have been made. We are trying to have a health plan that will be of benefit to all employees. At this time the HBT will not be discussing a "cafeteria" type plan as there is not enough time. The goal is to have decisions made by the end of April so each Governance council will be able to review prior to the end of the

spring semester. If you have any comments on the proposed changes, for or against, please let me know through e-mail at fncap@columbia.uafadm.alaska.edu. If you do not have access to a computer you can call me at 474-6193.

ATTACHMENT 89/3
UAF STAFF COUNCIL #89
APRIL 8, 1997
SUBMITTED BY THE ADMINISTRATIVE COMMITTEE

MOTION
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The Staff Council moves to approve the disbanding of the Academic Computer Users Committee and let this function be moved to the Provost's Office.

EFFECTIVE: Upon approval of the governing bodies and the Chancellor

RATIONALE: The Academic Computer Users Committee handles academic issues and should fall under the Faculty Senate or the Provost who is the chief academic officer. The Council also feels that it would be more effective if it reported directly to the Provost.

The Governance Coordinating Committee approved the following at its meeting #34 on February 17, 1997:

MOTION PASSED (unanimous)
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The UAF Governance Coordinating Committee moves to have the Faculty Senate, Staff Council, and ASUAF approve disbanding the Academic Computer Users Committee and let this function be moved to the Provost's Office.

EFFECTIVE: Upon approval of the governing bodies and the Chancellor

RATIONALE: The Academic Computer Users Committee handles academic issues and should fall under the Faculty Senate or the Provost who is the chief academic officer. The Committee also feels that it would be more effective if it reported directly to the Provost.

ATTACHMENT 89/4
UAF STAFF COUNCIL #89
APRIL 8, 1997

WALK AMERICA - Walk for someone you love!

Saturday, May 3

WalkAmerica will start and finish at Alaskaland

Registration: 10:30 a.m.
Walk Start: 11:30 a.m.

Raise \$50 in donations and receive a WalkAmerica T-shirt.
Raise \$150 in donations and receive a WalkAmerica sweatshirt.
The walker raising the most donations will receive two round-trip tickets to any Alaska Airlines Destination in the US

For more information, contact Cheryl Plowman at fncap@columbia.uafadm.alaska.edu or 474-6193.