

CIVIL SERVICE CONSULTATIVE COMMITTEE (CSCC)
May 19, 2016
Minutes of the Meeting

These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions, or actions reported in these minutes represent the view of, nor are they binding on the Senate, the Administration, or the Board of Regents.

[In these minutes: Reports; Discussion of Change to New Employee Orientation; Review of Public Hearings; Approval of the Civil Service Rules]

PRESENT: Duane Orlovski (Chair), Terry Beseman, Lynn Hegrenes, Cynthia Lawson, Ray Munro, Jean Otto, John Paton, Kim Schultz, Terri Wallace.

REGRETS: Gary Willhite.

ABSENT: Samantha Duke.

GUESTS: Patti Dion, Office of Human Resources.

OTHERS ATTENDING: Joanna Accola.

1. CHAIR'S REPORT

Duane Orlovski read the annual report to the Regents, which he had drafted. The main topics covered in the report include updates on membership, Civil Service Rules, Enterprise System Upgrade feedback, merit pay/review process, and Regents Scholarships.

2. COMPENSATION AND BENEFITS SUBCOMMITTEE REPORT

Terri Wallace said that Ken Horstman and Mary Rohman Kuhl from Employee Benefits attended the last meeting to discuss the reorganization taking place in their units as they move from working on the Job Family Study to proactively looking at consistent and competitive pay that includes market comparisons. It was also noted that position management is moving out of the compensation group. A new process is being developed for reclassifications and the new OHR website is now live.

Ray Munro noted that he attended the P&A Consultative Committee meeting on Monday and the same presentation was provided by Ken Horstman and Mary Rohman Kuhl.

Terri Wallace stated that the Compensation and Benefits Subcommittee were also informed that the new federal overtime rule change was announced and the minimum will be moved to \$47,476.

Patti Dion was then asked several questions regarding this change.

Q: How will the University adjust to this change?

A: The University will need to make anyone under the new limit eligible for overtime payments so it is good to have until the end of the calendar year to make adjustments. What is unknown at this time is the actual cost to the University for paying overtime to these employees since their hours are not now tracked. It is likely that some exempt employees rarely work overtime while others do it frequently. Supervisors will need to be more involved in managing the schedules of these employees.

A: Is it possible that P&A under the new minimum could be moved to civil service positions?

A: The University will need to look at employee classifications as the P&A classification as a whole will no longer be ineligible for overtime unless salaries are adjusted.

Ray Muno stated that guidelines to institutions of higher education were released on this topic:
<https://www.dol.gov/whd/overtime/final2016/highered-guidance.pdf>
<https://www.dol.gov/sites/default/files/overtime-highereducation.pdf>

3. DISCUSSION OF CHANGE TO NEW EMPLOYEE ORIENTATION

Duane Orlovski said that he was informed from OHR that they are making changes to New Employee Orientation (NEO). The employee breakout sessions are being eliminated. Groups now have a choice between having a table at NEO, scheduled 17 times per year for one hour, or having a flyer available to hand to new employees. PACC has decided to just have a flyer for new P&A employees.

Members made the following comments:

- CSCC should developed a narrate PPT for the website
- Most people do not keep flyers so a link to online resources would be more useful
- Flyer could be smaller, such as a business card, with the CS website and email address
- New employees are more likely to become involved with governance if they have actual met a representative from the group instead of just receiving a flyer
- New employees want someone to talk to
- 17 sessions might be hard to staff
- New employees could be sent the PPT link prior to orientation
- Flyer could feature FAQs
- Senators could be asked to staff the table along with CSCC members
- There are costs to staff a table as handouts and a self-standing banner should be available

CSCC agreed that it would prefer to staff a table instead of handout a flyer.

4. REVIEW OF PUBLIC HEARINGS ON THE CIVIL SERVICE RULES

Jean Otto reported that the notice for the Rules changes and public hearings was sent to 4532 civil service employees with over 1200 clicking on the link for the amended Rules and 1700 clicking on the link for the synopsis. The Rules changes were also included in the University Senate semester update.

She stated that she filed a petition with the Office of Conflict Resolution regarding the change in calculating vacation based on years of service instead of service hours. A facilitated discussion was held last night with both sides and the issue is being worked on.

There was no opposition at either public hearing and just a few questions from the people who attended either in-person or on-line. During this process, several additional changes to the Rules were identified: 'coordinate campus' was further modified in 6.4.2 and 10.3.3 to delineate the appropriate campuses, the definition of the personnel file was amended to match the language in 6.4.2, and OHR web links were updated to match their new website. She noted that there are three broken links in the Rules, which will remain until the next review.

Patti Dion was asked if OHR has reviewed and approved these amendments. Patti Dion responded that she does not anticipate anything except questions regarding the addition of a

verbal review during the probationary period, but she has not yet spoken directly to Vice President Brown regarding the set of amendments.

Members also spoke about the need for MSRS to sign-off on the Health Care Savings Plan language before it can be put into effect. Patti Dion said that she would speak with Jackie Singer and then let the Rules Subcommittee know how to proceed.

Patti Dion was then asked if a birth mother could use sick leave after parental leave is completed or if they must use vacation leave instead. Patti Dion responded that a birth mother must use parental leave first. If additional leave is medically necessary, the birth mother can then use sick leave before vacation leave.

A motion was then made and seconded to approve the latest version of the amended Rules. The motion was approved.

5. OTHER BUSINESS

Lynn Hegrenes asked how the election process is handled to fill CSCC and Senate seats. The Senate Office will work on this over the summer.

A member asked if complete numbers have been received regarding the Job Family Study. Terri Wallace said that a request was made to Ken Horstman and she is hopeful that they will have those numbers for the June Compensation and Benefits meeting.

Duane Orlovski was then asked about the status of the Regents Scholarship issue. He said that CSCC, PACC, and FCC presented a unified front fall semester to restore the program to 100% for all coursework. President Kaler then requested data on the impact to colleges and programs. However, before any further progress could be made the process was paused due to the maintenance of status quo order. At the last Senate Consultative Committee meeting the faculty asked how PACC and CSCC wanted to proceed. PACC is still in favor of this proposal and is on record on this issue; however CSCC is not.

A motion was then made and seconded to ask the administration to restore the Regents Scholarship program to 100% for all degrees. This motion was approved.

Patti Dion then provided an update on the status of the faculty unionization effort. Four weeks of hearings at the Bureau of Mediation Services (BMS) were completed on May 13, focused solely on the 10 P&A classifications in questions. The issue is whether there is a community of interest among those 10 classifications and tenured/tenure-track faculty. The University's position is that these positions are not the same as the work focus is different. Both parties have until July 1 to present a written brief. BMS is then likely to have a decision around the end of July. The party that loses the BMS hearing process then has the option to file with the Minnesota Court of Appeals. Any vote is unlikely until fall semester.

She then said that once the classification issue is determined, the next issue is to set the list of eligible voters. PELRA defines a public employee as someone who works more than 35% time or 14 hours per week. This is easy to determine for faculty and some P&A. However this definition does not work well for instructors who are paid a flat fee to teach a course.

Members then discussed the history of Unit 11 and its lost ties to academics which is a difference from Unit 8, the definition for Unit 12 and how it can overlap with Unit 11, and how the change in University class titles can impact these Units.

Q: What is the status of the OHR policy proposals that need to be discussed with CSCC?

A: Ken Horstman will be scheduled to discuss them at a CSCC meeting.

With no further business, Duane Orlovski thanked the members for attending and adjourned the meeting.

Becky Hippert
University Senate