

2017-18 UNIVERSITY OF MINNESOTA

OCTOBER 5, 2017

CIVIL SERVICE SENATE MINUTES

The first meeting of the Civil Service Senate for 2017-18 was convened in 300 Morrill Hall on Thursday, October 5, 2017 at 10:00 a.m. Checking or signing the roll as present were 22 civil service members. Chair Ray Muno presided.

1. CIVIL SERVICE SENATE ORIENTATION

Ray Muno started the meeting by providing an orientation of the Civil Service Senate (CSS) and the Civil Service Consultative Committee (CSCC). He walked through the senate organizational chart, explained the structure of voting member seats, and reviewed the current open seats. Muno noted that the biggest focus area for recruitment is the Rochester campus, which is currently missing a representative on the CSS as well as the CSCC. In total, there are currently 15 open senate seats. Muno also outlined senate elections, terms of service, senate responsibilities, and meeting format. Lastly, Muno covered the CSCC framework, and introduced the three subcommittees that report up through the consultative committee.

2. CIVIL SERVICE CONSULTATIVE COMMITTEE REPORT

Muno noted that the CSCC held a summer retreat and invited senators to join. The event was a success and will likely be on the agenda for the CSCC each year. Muno then gave the following updates on the September 21, 2017 meeting:

- Brandon Sullivan, senior director of Leadership and Talent Development, discussed the employee engagement survey, which will be open for feedback from October 16, 2017 to November 3, 2017. Muno noted that it is in the interest of the CSS and CSCC to send out a communication to civil service employees to highlight the importance of the survey.
- Ken Horstman, director of Total Compensation, provided an update for 2018 open enrollment. The November enrollment will reflect a vendor change for the short term disability offering. This change will allow employees to sign up for short-term disability with no medical qualification forms. Muno explained that this will need to be communicated to civil service employees before open enrollment closes.
- The committee would like to make updates to the Civil Service Senate operations manual to cover Civil Service Senate operations and to better clarify senator responsibilities.
- The Board of Regents will cover the annual compensation report in their February 2018 meeting and will focus largely on merit pay, which will coincide with the future CSS discussions on merit pay.
- Last week the committee had a joint site visit at Morris campus along with the P&A and faculty consultative committees. There are roughly 40 civil service employees at Morris, and Muno noted that the visit generated some interest for the open senate seats. The committee hopes to fill the two Morris vacancies shortly.

3. EMPLOYMENT RULES REVISIONS

Jean Otto, chair of the Employment Rules Subcommittee, reviewed proposed [revisions to the Civil Service Employment Rules](#). Each revision was explained by Otto, with the following points being particularly highlighted or discussed among committee members:

- Reference Section. A reference will be added at the beginning of the document to include the definitions currently listed throughout the rules. This will replace the (1) *see definitions* language

listed in the separate amendment sections, and the (2) definitions section at the end of the document.

- Vacation Accrual. Accrual guidelines will be revised to reflect the change to a years-of-service calculation. Vacation accrual rates had been calculated based upon service hours. The accrual rate is now calculated based upon the years of employment and the employee's anniversary hire date. If there is a gap in employment, years of employment will be based on the accumulated time of service. Per Otto, no employees were adversely affected by this change.
- Definition of Sexual Harassment. The definition currently listed in the rules will be removed and the document will reference the policy on sexual misconduct provided by the Board of Regents. The board's policy is currently in revision and will be finalized by the board at the October 2017 meeting, and likely in effect by January 2018.
- Use of Sick Leave. Language will be added to clarify that employees will be allowed to use up to 16 hours of accrued sick time to participate in the University Wellbeing Program.
- Terms of Seniority Status. Currently, if an employee is promoted through a post/hire process versus a reclassification process, they are subject to a vulnerable probationary window even if they have seniority in their unit. The amended language addresses the scope of the post/hire process to remove that unintended consequence to employees with seniority.

Muno noted that amendment nine is redundant and Otto clarified that it will be removed from the document.

Terry Beseman made a motion to approve the proposed rule changes. Muno called for a vote. The changes were approved with no opposition.

Regarding procedure, Otto explained that the drafted rules had already been presented to the CSCC and would move to public hearings upon approval from the Civil Service Senate. The public hearings are scheduled for October 30, 2017 at 1:00 p.m. and 4:00 p.m.. After public comment is received from the hearings, the amendments will go back to the CSCC for approval. After approval at CSCC, the amendments will be presented to the president and the vice president for human resources. Finally, the president will present the final draft of the amendments to the Board of Regents for approval, and once approved, the Employment Rule changes will go into effect.

4. PARENTAL LEAVE EQUITY RESOLUTION

Ian Ringgenberg, chair-elect of the P&A Consultative Committee, presented the [Parental Leave Equity Resolution](#). He explained that the current University policy provides six weeks of paid leave to birthing parents and two weeks paid, plus four weeks unpaid, for all other parents. The resolution would extend the current six-week leave policy to all parents to include adoptive and non-birthing parents. Ringgenberg explained that the main objective for the resolution is to adequately cover leave for adoptive parents.

Ringgenberg was asked if analysis had been done to assess the cost burden for the University. He explained that he had not received a cost estimate from the Office of Human Resources (OHR). He added that leaves of absence are currently covered by each department, so presently a department saves the pay otherwise given to an employee when they are on unpaid leave. Should the resolution take effect, the department would pay that four weeks rather than banking the savings, so the department would not be incurring additional cost, but would also not be saving the earmarked salary pay during an employee leave.

One consideration mentioned in addition to cost burden was the burden of workload. Civil service employees are often expected to shoulder the work of an employee on parental leave, and the addition of four paid weeks for non-birthing parents would be felt by the other department employees and not just financially by the department.

Ringgenberg was also asked if the resolution defines what age constitutes a “child” considering that adoption can include any minor-aged children. Ringgenberg said that distinction had not been identified, but he explained that he would be open to definitive language related to age.

The question was brought up about what effect the resolution would have on employees currently sponsored by grants. Members discussed amongst themselves and pointed out that when employees are fully funded by a grant, parental leave is often covered. However, investigation would be needed to assess how the proposed changes would affect those funded by a grant. It was suggested that perhaps sponsored employees could be removed from the grant for the duration of their leave to prevent confusion with funding.

Some senate members agreed that this additional step to temporarily remove grantees from grant funding could be a burden for the principal investigators (PIs). In response, Ringgenberg explained that the Senate Research Committee recently discussed a proposal to move unexpected leave pay into a fringe pool rather than paying it out at the department level. A benefit to this change being that it alleviates pressure on PIs to avoid attaching women of childbearing age to grants. Muno pointed out that the proposal discussed in the Senate Research Committee has since been rejected by OHR.

Asked if other groups had been consulted on this proposal, Ringgenberg explained that his next step was to present the proposal to the Senate Committee on Faculty Affairs and the Social Concerns Committee. Regarding procedure, Vickie Courtney, director of the University Senate Office, explained that the OHR rejection will need to be mentioned to these committees upon presenting the proposal, and suggested that those groups will likely ask for data before considering a vote. Courtney also explained that terms and conditions of employment is currently not being addressed due to the unionization talks. Courtney added that in the event that the proposal gained support from the other committees, it would need to be presented to the Senate Consultative Committee before being added to the University Senate docket.

Ringgenberg was also asked if other types of employee leaves of absence were being considered, specifically regarding leave to care for an elderly parent. Ringgenberg clarified that other types of Family and Medical Leave are not considered in this proposal. This is one step to address a particular inequity, Ringgenberg said, but he acknowledged that other changes could be made to address leave to care for families. Muno added that unions for Minnesota state employees added six weeks of paid leave for all parents this past year, and it took effect immediately.

Ringgenberg added that Ken Horstman, director of Total Compensation, and Kathy Brown, vice president for human resources, have seen the proposal.

Ringgenberg explained that in addition to passing out of the P&A Senate on April 7, 2017, the resolution had been presented to and endorsed by the CSCC the previous spring. His intention is to present the resolution to the University Senate and advocate for a change, university-wide.

Muno called for a motion to endorse the proposal. Of the present senators, 20 senators voted in favor of the proposal, two senators opposed, and zero members abstained.

Ringgenberg thanked the senators for their time.

5. CIVIL SERVICE SUBCOMMITTEE REPORTS

Compensations and Benefits Subcommittee

Terry Beseman provided an update for the Compensation and Benefits Subcommittee. The first meeting was held on September 14, 2017, and the next meeting will be on October 12, 2017, noon to 1:00 p.m. in 510 Morrill Hall.

- He explained that ADP, owned by WageWorks, will be discontinued as a vendor as of October 31, 2017. They will not be processing claims in November due to current files be transferred over to Discovery. Discovery will be the new flex spending account vendor as of Dec. 1, 2017 and they will continue processing claims for 2017 at that point. Open ADP claims should be in before October 31.
- RedBrick replaced StayWell as of October 1, 2017. The Wellness Program is now called Well Being.
- Open enrollment communications will be sent via postcards with URLs rather than printed newsletters, which has been used in the past.
- Disability insurance vendor has changed from Cigna to Unum.
- Benefits Fairs:
 - October 11: Crookston
 - November 2: Duluth
 - November 6: Morris
 - November 7: Coffman Union
 - November 8: St. Paul

Six main topics for the subcommittee in 2017-18:

1. Merit pay
2. Vacation donation program
3. Bereavement leave policy
4. Short/ long term disability vendor change
5. Benefits comparison between P&A and CS
6. Parental leave policy

Communications Subcommittee

Missy Juliette provided a Communications Subcommittee update. The committee is working to extend its charge to the public, to educate about what the Civil Service Senate does. Goals around this initiative include:

- A monthly newsletter that includes employee highlights and a “did you know” section promoting relevant campus news.
- A welcome email for new civil service employees that explains what the Civil Service Senate does and who their representatives are.
- An operations manual for new senators.
- Brown bag sessions for civil service employees.

6. TOPICS FOR 2017-18

1. Job Family Study discussions continue. Employee impact issues will be consolidated at the November, 2017 CSCC meeting and then discussed with an OHR representative.

2. Merit Pay. The Civil Service Senate adopted merit pay two years ago. Discussions on this change will continue in the Compensation and Benefits Subcommittee and will then be presented to the CSCC.
3. Employment Rules update. Senate will work to keep the civil service rules and policies updated.
4. Employee Engagement. More outreach and recruitment needed to fill 15 vacant senate seats.

Beseman added that Ray will be putting his name in for nomination to the MSRS board, and encouraged support for Ray from the senate members.

With no further business, Ray Muno adjourned the meeting.

Bobbie Erichsen
University Senate Office