

**Civil Service Consultative Committee (CSCC)
January 18, 2018
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:** Office of Human Resources Policy Review; JFS Issues Update; Chair Report; Subcommittee Reports]

PRESENT: Raymond Muno (chair), Terry Beseman, Colleen Dennie, Patti Dion, Missy Juliette, Kevin Kelley, Becky Nelson, Jean Otto, Kim Schultz, Alan Van den Berghe, Terri Wallace

REGRETS: Kim Schultz, Gary Willhite

ABSENT: Duane Orlovski

GUESTS: Kathy Brown, vice president, Office of Human Resources; Ken Horstman, director, Total Compensation, Office of Human Resources

OTHERS: Vickie Courtney, director, University Senate Office

Chair Ray Muno welcomed the committee and the members introduced themselves.

1. Office of Human Resources Policy Review

Kathy Brown, vice president, Office of Human Resources (OHR), attended the meeting to consult with the committee as part of the regular policy review process. She explained that most of the policies that are being reviewed will not incur substantive changes, but the committee is invited to provide feedback on these policies in the event they see a need for changes. Brown provided members a copy of the Campaigning for Public Office, InRange Salary Adjustments for Civil Service (CS) Employees and Military Leave policies, and explained that these have been reviewed and OHR does not recommend any changes at this time. The committee was invited to provide feedback to OHR before the President's Policy Committee's next meeting in March 2018.

- Members discussed the InRange salary adjustment process. There were no recommended changes to the policies at this time.

Brown then presented proposed changes to the Parental Leave Policy. She explained that the changes would provide the following benefits:

- Six weeks of parental leave for all employee groups that are benefit eligible.
- Benefit would be available to all employees upon hire.
- The parental leave shall begin at a time requested by the employee, although the leave may not begin more than two weeks prior to the due date or six weeks after the birth or

adoption. In the case where the child must remain in the hospital longer than the birth parent, the leave must begin no later than six weeks after the child leaves the hospital.

- If both parents work for the University, they would have the option to stagger their leave, enabling the child to have a parent at home for a total of twelve paid weeks.
- Post doctoral fellows and graduate fellows will also have six weeks of paid leave. Fellows are not technically employees, so different rules apply, but this benefit can be paid by their grant.

Brown explained that if there are questions that cannot be answered, these will be raised at the President's Policy Committee (PPC). Members then had the following questions:

- Chair Muno asked if the policy would address the time that adoptive parents might need to take to make arrangements for a child. Brown said that this was a concern that is not addressed specifically in the policy, and she understood that adoption overseas could require travel and an extended stay. She added that there are other options for leave through FMLA and unused vacation time.
- Terry Beseman asked if the policy benefits would be available to civil service employees if the Civil Service Rules have not yet been changed. Vickie Courtney, director, University Senate Office explained that this policy would go into effect for all employees, and the Civil Service Rule change would be a formality. Brown also clarified that this would be an administrative policy and will not need Board of Regents (BOR) approval.
- Brown explained that after the PPC has approved the policy, there will be a 30-day notice period during which comments can be made. If the comments are substantive, they will be brought back to the PPC. If there are no substantive comments, the policy will be enacted at the end of the 30-day notice period. Courtney added that the notice period will be announced in the *Brief* and a link will be sent to governance committee members.
- There was discussion around whether or not the BOR would need to approve the change to the Civil Service Rules before the policy is in effect for civil service employees. Brown said that if BOR approval is necessary, the earliest that this could be included as a consent item would be May 2018. Members decided that they would wait until the next committee meeting to determine how they will address this issue. Brown said that OHR's intent is for all employees to be eligible for the benefit as early as possible.

In closing, Chair Muno commented that he was surprised that this policy change has moved quickly. Brown said that there was unified support for this effort and it is seen as a positive change for all employees and families.

2. JFS Issues Update

Brown explained that there are still issues regarding the transitions occurring between job families as a result of the Job Family Study. She said a working group could be needed that would include members of both P&A and civil service groups. Brown emphasized that resolving these issues will take time and extensive analysis. She offered to provide an update to the committee at the February meeting that would outline possible next steps. Muno proposed that

the chairs of the P&A and Civil Service Consultative Committees meet with Brown to discuss this further.

Brown said that the direction of this process could change based on the upcoming governor election.

Muno asked Ken Horstman if the Administrative Policy for Vacation Donation Program for Civil Service and Union-Represented Staff language regarding fund transfers was corrected. Muno explained that a vacation balance does not involve the transfer of money, there are no fiscal implications for the donating employee's unit. Horstman agreed that this language needs to be corrected as it does not reflect the current process. Members then discussed whether they should work on adding P&A employees to the vacation donation policy as donors only.

Beseman also shared that a new civil service employee recently needed to take leave for bereavement before they had accrued sick time and the issue was brought to the Civil Service Compensation and Benefits Subcommittee. In response, the subcommittee discussed developing a proposal for paid leave for 3-5 days for bereavement for immediate family for civil service employees. The subcommittee also considered if this employee's leave should be covered with vacation donation. Muno noted that a proposal for bereavement would align civil service benefits with that of P&A. He encouraged this discussion to continue within the Civil Service Compensation and Benefits Subcommittee.

Muno proposed a future discussion of the hiring preference and layoff list provisions. He said that clarification is needed to understand if there is a priority in the preference to hire, or the preference to grant an interview. Patti Dion, senior director, Employee and Labor Relations, Office of Human Resources, recommended an OHR representative attend this future discussion. Muno read the following CS Rule:

6.2.2 A minimum of seven calendar days (excluding holidays) shall elapse between the initial posting of an announcement concerning a vacancy in a continuing or temporary posted position and the date of hire by a responsible administrator (Rule 6.3), except when a laid-off or injured worker is re-employed.

Muno added that there is also a discrepancy in the language regarding the continuation of healthcare and this will also be a future agenda item.

3. Subcommittee Reports

Terry Beseman, co-chair, Civil Service Compensation and Benefits Subcommittee, provided the following subcommittee updates:

- The amended Civil Service Employment Rules have been posted online.
- Employees that are laid off, but not eligible for severance, are still eligible for benefits for six months at a subsidized rate. Cobra can be utilized for 12 months at the end of the first six months. Members discussed the need for this to be clarified in the policy as it is not clearly documented.

Missy Juliette, chair, Civil Service Communications and Outreach Subcommittee, provided the following subcommittee updates:

- There was a 50% open rate of the November civil service newsletter.
- The MSRS brown bag lunch session will be focused specifically on civil service employees.
- Postcards are provided at new employee orientations. They are updated annually and list the civil service leadership and links. The University Senate Office can send them to the system campuses to be distributed at orientations.
- The Civil Service Senator Operations Manual will be discussed at the next meeting.

Jean Otto, chair, Civil Service Employment Rules Subcommittee, provided the following subcommittee updates:

- The rule changes were approved by the BOR in December 2017 and the documents have been updated by OHR.

4. Chair Report

Chair Muno provided the following updates:

- Muno attended the January Board of Regents meeting. He explained that there is additional liability on the University balance sheet due to MSRS. If the Pension Bill had passed, this would not have been represented on the University balance sheet. This is a liability to the state, not to the University, despite how it is documented.
- The change in the cost of living allowances for retirees is being discussed. Consistency across the four pension plans is being considered.
- Representatives from the Social Concerns Committee will attend the next meeting to discuss compostable food ware.
- President Kaler will attend the April 19, 2018 CSCC meeting and members are encouraged to begin developing questions.
- One CSCC seat will be open and there are two eligible senators for the position. Communication has been planned for the senator elections that will take place in the spring.

With no further business, Muno adjourned the meeting.

Bobbie Erichsen
University Senate Office