

Staff Advisory Group 🌿 December 2022 Agenda

2022-12-01 | 2:00-3:30pm

Presenters:

Deborah Ward: Vice Provost for Libraries
Crystal Schilling: Sr. Strategic Human Resources Partner
Sheryl Cullina: Sr. Strategic Human Resources Partner

John Henry Adams: SAG Chair | Shannon Cary: SAG Vice Chair | Jara Anderson: SAG Recorder

Welcome: John Henry Adams

Next SAG meeting is the All-Staff Meeting on January 12th, 2023.

Admin Report: Deb Ward

Evaluations: Support staff are in the active phase of the mid-year check in, which is due December 22. It is non-rated, so it should not take as much time as the May version.

Librarian searches: Three RAIS positions were recently posted with one search committee for efficiency since the primary difference between them is the subject coverage. Anne Barker and Janice Dysart are co-chairs of that committee. Additionally, two different search committees are interviewing this month: E-Resources and Community Engagement Coordinator.

Digital Initiatives announcement: Congratulations to Steven Pryor on being appointed Director of Digital Initiatives, effective today, 12/1/22. We have begun working on the posting for the Systems Librarian position, which will report to him.

Husni Collection: Special Collections staff are busy working with the Husni Collection. Kelli Hansen reported that staff are working in Room 88 to process hundreds of thousands of magazines. A robot is assisting with the lifting and movement of heavy boxes.

LMT updates: Kathy Peters reported there are two driver positions open, one dedicated to space planning and the other to fill Duane Bittle's role doing mail runs to specialized

libraries. Interviews will take place shortly. An S.O.S. temporary worker, Angie, is handling the mail runs Mon-Wed. Student workers are assisting Thur-Fri.

Larry Dietzel was appointed Head of the Safety Team, effective 11/27/22.

The pay period before winter break ends on December 24th. Employees should submit timecards as early as possible, and timesheets should be approved before leaving for break.

PTO Presentation: Crystal Schilling and Sheryl Cullina

Crystal Schilling and Sheryl Cullina presented on the upcoming Paid Time Off (PTO) changes that will be implemented in January 2024. Presentation slides were emailed following the meeting.

Future news and updates will be posted here: umurl.us/ModernizeLeave

Summation of PTO Q&A

Short-term disability (STD): Employees do not have to use all saved PTO before using STD, but you must take the 5 days of a qualifying period before STD begins. There is no qualifying period for Parental or Caregiver Leave. Employees can use PTO or banked sick leave for qualifying period. Concern expressed on the confusion of what qualifies as STD.

Notice for leave: Always best to give as much advance notice as possible, but there may be situations where that is not possible. Communication with supervisors is key.

Intermittent PTO usage: Currently unsure whether time off can be used intermittently (by hours or half-days) or by full days.

Pre-existing conditions: Crystal stated it is uncommon for pre-existing conditions to be excluded from STD, but it depends on the vendor and the clauses of the chosen plan. HR has a committee on vendor selection, but no decisions have yet been made.

Foster parents: Parental Leave will include the placement of foster children. This is a new coverage within the PTO structure. FMLA can also be used, which is 12 weeks of unpaid leave with job protection.

FMLA: Family and Medical Leave Act (FMLA) can be used concurrent to STD or other leaves. The employee must be employed by the university for 12 months to qualify for FMLA.

Cost savings for university: Unsure of that information, but the question will be passed on.

Recruitment and retention: Concerns were shared regarding failed searches for employees and the lack of candidates due to cut pensions and PTO. HR tracks reasons given for leaving the university via exit surveys, but there are currently no concerted efforts gauging the effects on applicants, hires, or employee retention.

Banked sick leave: After transitioning to new PTO program, employees will still need to use banked for their originally intended use (e.g., banked sick leave must be used when sick). Especially true for employees in pension plan.

Banked vacation time: HR is looking into options to transfer vacation to PTO or possibly do a pay-out. Details to come. Assured that no employees will lose any earned vacation time.

Unpaid vacation: Preference is that employees do not take time off unless they have enough PTO. It can be done in some circumstances at supervisor's discretion.

PTO accrual: Accrual and dispersal will remain the same, accrued weekly and deposited every two weeks. A change is that new employees from 2024 onward will not have to wait until after the probation period to use earned leave.

Pension and sick leave: Sick leave banked for pensions will work the same way. If you do not use the banked sick leave before retiring, it will be applied to pension.

Shared leave: HR is reviewing the shared leave program, which allows employees to donate leave, to see if it is utilized and still needed.

Comp time: Comp time will not be affected by PTO changes.