

2016-2017
BSU Staff Council Minutes # 2
Thursday, September 15
1:15 pm
Student Center, 301-302

I. Call to Order

II. Speaker: Jennifer Barrett, *Angels for Life*

On September 14th, we ha 98 units collected and 11 deferrals. We are in desperate need of blood. We have a new representative for our area, Jennifer Barrett. She has been with the company for 6 years and glad to be working with us. Kristine Peirce gave Tonya Johnston an angel in commemoration of her years of service working with Indiana Blood Center and the Angels for Life Committee.

III. Roll Call

Present: Susan Bourne, Chris Caldwell, Cathy Cunningham, Cindy Dillingham, Peggy Dixon, Christine Edgeman, Tamara Edwards, Andrew Fisher, Diane Frankland, Matt Gaither, Jennifer Haney, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mead, Heather Melton, Melissa Nagle, Sarah Newell, Kurt Noel, Melissa Perry, Angela Pickett, Christine Rhine, Cheryl Veatch, Robert Weller, Jennifer Neely, Alternate. Unexcused Absences: Cheryl Simpkins, Nikki Sherfy

IV. Approval of Minutes from 7/21/16

Corrections: Change to Minutes #1. Motion to approve minutes by Chris Caldwell. Seconded by Christine Edgeman. Motion Passes.

V. Committee Reports

New Chairs:

- a. Employee Relations – Angela Pickett - No Report
- b. Public Relations – Heather Melton – We have 30 new employees. We are sponsoring the school supply drive through September 30th.
- c. Elections – Chris Caldwell –
Margo Allen notified Staff Council at the June meeting that her position would be moving from Whiting Building to Carmichael, making her ineligible to continue as representative for Whiting. Due to a four-way tie for second place in the voting group's most recent election, another election was held to select her replacement. Jennifer Haney won the election and will serve the remainder of Margo's 2016-2018 term.
Chris has requested a listing of employees from each area represented from HR. He will put together constituency lists by the next meeting. In July, we had elections. The vice presidential position ended with a tie vote. Majority voted to have co-vice presidents. In looking though the responsibilities for vice president, it would be too cumbersome to split the duties. Robert's Rules of Order and Practical Guide

for Parliamentary Procedure say voting should continue until a majority vote is reached. Chris made a motion to have a voice re-vote for Adam for vice president. Melissa Perry seconded. Vote was taken and motion passed for Adam to remain the vice president.

- d. Hospitality – Melissa Perry – **No Report**
- e. Research – Christine Edgeman – **No Report**
- f. Salary & Employee Benefits – Tamara Edwards – **No Report**
- g. Angels for Life – Tori McClain – **Tori will give updates from the September 15th blood drive at the next meeting.**
- h. Special Committee
 - i. Public Safety Committee – Sarah Newell – **No Report**
 - ii. A. Jane Morton- VP will fill this role until updated constitution is approved. – **Not active yet.**

VI. Committee Assignments:

Employee Relations

Angela Picket, *Chair*
Kurt Noel
Robert Weller

Public Relations

Heather Melton, *Chair*
Michelle Jones
Sharon Harper

Elections

Chris Caldwell, *Chair*
Diane Frankland
Cindy Dillingham

Hospitality

Melissa Perry, *Chair*
Cathy Cunningham
Jennifer Haney
Nikki Sherfy
Christine Rhine

Research

Christine Edgeman, *Chair*
Matt Gaither
Cheryl Simpkins
Peggy Dixon

Salary and Employee Benefits

Tamara Edwards, *Chair*
Bob Cope
Adam Dungan
Jackie Mead

Angels for Life

Tori McClain, *Chair*
Susan Bourne
Cheryl Veatch
Mandy Lowe
Andrew Fisher

Sarah Newell went over the RFI process before reviewing and of the RFI's.

VII. Old Business

RFI #15 2012-13 - Many Employees would like to see the policy changed where we can only use "5" of our sick days per yr. for taking care of family members. Since there is no surrounding this issue, it is clearly an HR policy that could be changed. Many employees have multiple children, aging parents, & spouses, etc. and if an employee has accrued several hundred hours of sick leave, why can't we use say "10" days a year. We don't want to use unpaid FML.

Response 7/13/2015: Commencing in the early fall the University will begin scheduling this item for discussion and approval through the various governance committees, including staff council. This recommendation will also be subject to board approval.

Response 9/15/15: The proposed policy changes to increase the number of sick days to care for a family member from 5 to 10 days will be submitted and discussed with staff council during its meeting to be scheduled on October 17, 2015, along with a proposal for extending the number of days that can be used by faculty, professional and staff employees for the adoption/foster placement of a child. The recommendations will be submitted to Staff Council and through University Senate to the other pertinent governance committees during this semester. These recommendations will be subject to board approval. Marie Williams

Response 10/15/15: A new policy allowing for the use of 10 sick days rather than 5 for the purpose of Caring for a family member has been formulated and will work its way through university governance committees. The RFI has been tabled to allow time for the vetting and approval process.

Response 11/10/15: The policy statement is being finalized for presentation to the various governance committees. Marie Williams

Response 12/01/15: The policy statement will go to the governance committees in January 2016. Marie Williams

Response 2/2/2016: This will be included on the senate agenda committee's agenda for consideration at their meeting on Monday, February 8. I'll let you know the disposition of it after that meeting (forwarded to a committee or directly to senate). Melanie Turner, Undersecretary to the University Senate

Response 2/12/2016: This has been sent to faculty senate as well as the professional personnel salary and benefits committees. Once these committees have approved it will be sent to the full senate for approval.

Melanie Turner, Undersecretary to the University Senate

3/1/16 No update from Faculty Senate

4/19/16 Update from Melanie Turner, Undersecretary to the University Senate "...the [FMLA] policy revision is on the senate agenda for their meeting on April 28, 4:00pm, Letterman Building (LB), Room 125. Feel free to attend!"

4/29/16 Update from Melanie Turner, Undersecretary to the University Senate "It passed yesterday. I'll be forwarding it on to the Provost after signature of the action form by the senate chair. It will ultimately go to the president where he will decide whether it needs Board of Trustees approval or can take effect immediately."

5/17/16 No further updates

5/19/16 Response from Hank Gerhart: Acting Provost Robert Morris and Interim President Terry King have approved this action and it is awaiting Board of Trustees approval at their upcoming July 2016 meeting.

7/28/2016 Human Resources sent email campus-wide:

Ball State University: Sick Leave Days to Care for a Family Member and Adoption/Foster Care Placement of a Child

"Based upon the feedback of a number of constituencies across campus, the Board of Trustees passed two resolutions at their most recent meeting on Friday, July 22, 2016.

The proposed policy enhancements to Sick Leave Days to Care for a Family Member and Adoption/Foster Care Placement of a Child will enhance the quality of the work-life environment of our employees and provide more flexibility in the usage of accrued sick time.

Effective July 22, 2016, full-time benefits-eligible Faculty, Professional and Staff employees may use up to ten accrued sick leave days per fiscal year to care for a family member. In addition, part-time benefits-eligible Contract Faculty and Professional employees, along with regular part-time non-exempt Staff (who have worked two consecutive years or more at Ball State) may now use up to 5 days (or 40 hours) per fiscal year to care for a family member. The fiscal year is defined as the period between July 1 and June 30.

Adoption/Foster Care Placement of a Child was also modified for eligible employee groups. Full-time benefits-eligible Faculty, Professional and Staff employees may now use up to fifteen accrued sick leave days per leave year for the adoption or foster care placement of a child. Part-time benefits-eligible Contract Faculty, Professional, and regular part-time Non-Exempt Staff employees (who have worked two consecutive years or more) may use up to 7.5 days (or 60 hours) of accrued sick leave per leave year. The leave year is defined as the twelve-month period immediately following the adoption or foster care placement of an employee's child.

Please direct any questions regarding these policies to University Human Resource Services at 285-1834."

Tamara Edwards made a motion to resolve. It was seconded by Sharon Harper. Motion Passes.

RFI #24 2015-2016: Assigned to Salary and Employee Benefits

Now that marriage is equally available to all, please discontinue the highly discriminatory practice of allowing same sex domestic partners to gain benefits that are not available to opposite sex domestic partners.

Response from Kate Stoss, HR, May 13, 2016:

Human Resources is reviewing how other universities are handling same sex/domestic partner benefits and gathering input from a number of constituencies across campus prior to making any decisions about our program at Ball State.

We are awaiting a more specific response at an upcoming meeting.

RFI #25 2015-2016: Assigned to Salary and Employee Benefits

It would be very gracious of Ball State to initiate a policy that would allow employees to donate sick days to people who are undergoing health issues or who are caring for people who have health issues and have run out of sick days. It would be another way for Ball State to encourage compassion and demonstrate that we are concerned about the welfare of our colleagues.

6/13/16 Awaiting Response from Rebecca Olson, HR

6/17/16: Response from Rebecca Olson, HR:

Thank you for forwarding your suggestion to initiate a policy to allow employees to donate unused sick days to those employees in need. Your suggestion will be taken to the Benefits Review Team where they will research best practices, review the results and discuss next steps.

VII. New Business

RFI #1 2016-2017: Assigned to Staff Council President

With the new Kronos system, an employee has the ability to clock out in 15 minute increments. I am asking that the Handbook for Nonexempt Staff Personnel, paragraphs 4.1.7 Paid Sick Leave and 4.1.8 Vacation, be changed to allow 15 minute increments. This would be a simple change and there would be no need for Board approval since an employee would already have the time allocated to be used.

7/6/2016 Question has been submitted to Human Resources.

No new information.

RFI #2 2016- 2017: Assigned to Research Committee

I learned today in a kronos time keeping meeting that it is an HR policy that non-exempt staff cannot use their lunch hour at the beginning or end of their shift. I have been here for 16 years and honestly never knew this. We have been hearing from Shana Rogers that if your supervisor approves flexibility in your work shift then that won't change. To be able to use your lunch hour at the beginning or end of your shift is a huge benefit. You use much less vacation or sick time and are at

work more. This encourages a wellness environment, a balance between work and life/home, and is less stressful when trying to make appointments or take care of family life issues. Why does it matter if one day we work 8-4 or 9-5 as long as we get our hours in for the day, our supervisor approves it and our office is covered? Shana said in the meeting I attended that this is a BSU policy not an FSLA policy. Therefore, if it is a BSU policy then it can be changed. It seems counterproductive to add a layer of bureaucracy on top of federal overtime laws. I am requesting that the policy for the lunch period be changed to allow staff members to take their lunch hour whenever they need to with the approval of their supervisor. This is an antiquated policy that doesn't fit in today's modern times of companies offering flexible work shifts for their employees.

Awaiting new information.

RFI #3 2016-2017: Assigned to Salary and Employee Benefits Committee

During recent Kronos trainings, it was advised but not expressed as required that Kronos Managers have a Kronos Adjustment Form for any edits or corrections needed in Kronos. This is even if the corrections are needed prior to the sign off and are completed within the Department. If an email is considered professional correspondence and BSU email accounts are to be used for University business, why is a Kronos Adjustment Form necessary if I archive the email with the requested edits and any necessary supervisors could be copied on the email requests?

Awaiting response from research committee.

RFI #4 2016-2017: Assigned to Research Committee

During recent Kronos trainings, it was expressed by Payroll that a supervisor could allow an employee to reduce their lunch period to make up their time if they should arrive late or have an appointment that is over the allowed vacation or sick time use of one hour increments. On multiple occasions, it was made very clear by Human Resource representatives that I had spoken with that we should not allow staff to reduce their lunch period of 65 minutes during the academic year and 35 minutes in the summer. I would like to know if shortening the lunch hour is allowed for non-exempt staff and under what guidelines or situations? Are there laws guiding lunch times we could be violating if a lunch hour was reduced? The conflicting messages we receive can cause tension for everyone who may be in these situations. Consistent messaging from Payroll and HR would be appreciated. Thank you for your time and clarification when it comes to the University's guidelines for lunch breaks.

Awaiting answer

RFI #5 2016-2017: Assigned to Staff Council President

Shame of Staff council for not fighting this time clock issue and standing up for our rights. This is not mandated by law and we are being treated like menial factory workers, clocking in and out. This is why no one wants to be on staff council. You're all a joke.

Response 9/9/2016 : According to the Staff Council Constitution "The role of the Council shall be to render advice, make recommendations, and provide assistance to University Officers in the formation or change of the University policies affecting regular, full time Staff Personnel and Service Personnel Affiliated with Staff Personnel..."

Staff Council welcomes your attendance at Staff Council meetings.

Heather Melton moved to resolve. Cathy Cunningham seconded. Motion passes.

RFI #6 2016-2017: Assigned to Research Committee

I was informed by Parking Services that part time employees are no longer able to purchase parking permits via payroll deduction. I'd like to note that this change hasn't been updated to the Parking Rules and Regulations which I must agree to before purchasing a parking permit. Nancy Wray from Parking Services informed me that the reasoning behind the change is due to part time employees being more apt to resign and there being no way to collect the remaining balance. I personally believe that if any employee resigns and turns in their parking permit that there shouldn't be any remaining balance owed. However, if the resigning employee doesn't return the parking permit then by all means collect the remaining balance. In the instance that a full time employee resigns and is purchasing their parking permit via payroll deduction how is the remaining balance collected from them? Thank you in advance for your help.

Parking Services is working with Human Resources to get fundamental information out to employees.

RFI #7 2016-2017: Assigned to Salary and Employee Benefits Committee

I would like to see non-exempt staff have short-term disability offered to them similar to what the service staff has. Currently, we only have long-term disability. The Service Policies for Short- & Long-Term Disability are: Short -Term Disability Plan (STDP) The purpose of the STDP is to help protect an employee from loss of income when he/she suffers from a serious illness or injury. Beginning on the 8th continuous calendar day of disability due to an employee's own personal illness or injury, STDP may be applicable. STDP may continue for up to 26 continuous weeks if the absence is properly supported by medical verification to the satisfaction of the plan administrator (our insurer). Long-Term Disability Plan (LTDP)The purpose of the LTDP is to help protect an employee from loss of income when he/she suffers from a long-term serious illness or injury. Beginning with the 27th continuous week of disability due to an employee's own personal illness or injury, an employee on STDP will be transferred to LTDP. The long-term policy for non-exempt staff is not very clear in our manual. My understanding is that we have to be off work for 60 days before we are eligible and then we will be granted 60% of our pay. I would like to see short-term disability be available on the 8th day or 6th working day.

Awaiting response.

RFI #8 2016-2017: Assigned to Salary and Employee Benefits Committee

In this day and age, I believe that the less information that we store electronically the better. Currently in my.bsu.edu, all employee's bank information (including the institution's name, routing number and our account number) is stored under the Employee's Pay Information under Direct Deposit Allocation. I would like to see that the majority of our account number be "blacked-out" - generally I see this stored as asterisks on credit card websites and other payment sites (i.e. utility companies). If this information was to be breached, every employee's bank information would be obtained and our monies could be accessed. (Removing the routing number will not help because if the Institution Name is listed, you can search online to get the routing number)

Awaiting response.

RFI #9 2016-2017: Assigned to Salary and Employee Benefits Committee

Enter your comments/request: I am not hating clocking in. This is a record of proof of when I was actually here. I thought it would be awful, but it is working. However, while the change was to record accurate time, the 15-minute rounding does not make for actual accurate pay! I have never worked at an organization that used a time clock that did not pay to actual real time. When I clock out at 4:53 I only get paid to 4:45, that is a discrepancy of 8 minutes, or for my pay about \$2.13 I'm being docked. The whole point was accuracy, so BSU thought we were not working our time, but getting paid for 8 hours, but now we are essentially BSU is getting away with not paying employees for time worked due to rounding. That seems to me to be a violation of the Fair Labor and Standards Act, the very act which was used to enact the time clock punches in the first place. It seems BSU wants to be, "that guy" who has his cake and wants to eat it too. You either want to pay us for accurate time worked, or you don't. Rounding is not accurate. Rounding robs people of pay. 1st. I think we should get paid in straight time, or at the most 5-minute rounding, not 15. If we all clock out at 4:53, then we all leave, and close the office, but the office is to remain open until 5. But we aren't to work off the clock. Once I clock out I'm gone. Straight time, actual minutes worked would alleviate this. Secondly, if we accrue comp time and vacation in minutes, but we can only take it in hours? We should be able to take it in as little as 15 minute increments, if we can accrue it in 15 minute increments. Otherwise what is the point of getting comp time if we can never use it? Times when I have medical appointments are still a nightmare because instead of being able to come and clock in when I get here, say my appointment was at 8 am and I get to work at 8:45. I can't clock in until 9 because if I do I'll get 15 minutes of comp time because I cannot take 45 minutes of sick time to cover my appointment. THIS IS WRONG, this needs to be changed. We should be able to fill in our time card with sick, vacation, and comp time for just the hours and minutes needed to create a full 80 hour 2-week paycheck for staff. I understand it is more work for payroll, but that is what needs to be done to have a better and richer experience for staff and have us stop losing so much worktime for appointments just so we have even hours. Our departments are only budgeted for even work hours, and this fits in with that mindset. Time in the office is valuable to students and faculty served... we have important jobs and the University should recognize and assist in doing their very best job to assist us in working as many actual hours as possible to serve our students and faculty. I also think it is absolute and utter madness that employees are unable to be trusted to enter our own sick and vacation time. I DO NOT think this should be put all on just the supervisor, but should be able to be delegated still the former Kronos managers such as Secretaries or Admin coordinators. The supervisors still must sign off on the timecards. The boss knows if an employee is absent that day, and somebody changes them to being clocked in. I think payroll and HR are sending the wrong messages by being so mistrustful of staff employees, almost to the point of treating us like we are going to do something wrong and try to get paid for work we didn't do, or cheat in some way, so we must automatically remove that temptation. Give us a little more credit, we are honest, hardworking, educated folks who love and care about this University. I'm an Alumni and I love my job and I truly believe this is an opportunity to better the lives of all staff employees, while the change is still new. The time to move is now, and the time to make policy is right now. Please consider looking into these issues and if nothing else giving them some further thought, this is all I am asking. Thank you. There needs to be overall policy to address gross abuses of employees by bosses. For example, department luncheons are a problem now. I was made to clock out and attend a work luncheon on my actual lunch break and this absolutely needs to be addressed with a best practice recommendation through HR because I should not have to sit in essentially a meeting with co-workers on my unpaid lunch, simply because I am eating food and not answering emails or the phone. MY unpaid time is my own, and I should not be forced to use it in that capacity. We were eating food, but also doing teambuilding stuff which is absolutely something I should be paid to participate in as a part of my job. I'm sorry this is very long and contains several parts, but with this change to procedure with the time-clocks comes a great opportunity to really effect change for better protections and overall change for the greater

good of staff employees, instead of just building a culture where we feel mistrusted and underappreciated by the majority of the University. I am sure HR and payroll are considering these types of things, but without asking staff council to explore this for the greater good I do not expect they will always act or think with the staff in mind.

Research: There are no clear definitions for how employee lunches are to be used. We are not permitted to work off the clock. The above employee could file a grievance, and it has to go through all steps of the grievance before the staff council can represent further.

RFI #10 2016-2017: To be covered in RFI #9

Why are staff being held accountable for their time by a time clock when professional staff have no verification whatsoever? Staff are told it's a new law and that time clocks are necessary for compliance for accurate timekeeping. In order for the time clock to be considered "accurate timekeeping", the rounding needs to be turned off. Rounding your punch is not considered "accurate" timekeeping. Professional personnel in my area, are far more inclined to cheat the university of time than staff. I have multiple professional personnel in my department that show up at 8:20ish, take 1.5 hour lunches, and are the first out the door at 5:00. During summer hours, they don't show up until after 8:00 consistently, still take an hour for lunch and are the first out the door at 4:00. Shouldn't professional personnel be setting an example for the staff of the University? I realize they have flexibility because they don't receive overtime, etc. when they do actually work over, but it's another slap in the face to non-exempt staff to be held accountable when they aren't. I'm not saying all professional personnel take advantage of the system, but the one's I'm around certainly do. I have two questions: Can rounding be turned off on time clock to actually show accurate timekeeping and secondly, can something be done to hold professional personnel more accountable for their time?

Awaiting Research.

**Add to Agendas:
Upcoming Emens Events
Blood Drive Dates**

Tamara Edwards made a motion to adjourn the meeting. Angela Pickett Seconded. Motion Passes.

Adjourned at 1:53 pm.

Respectfully submitted,

Melissa Nagle, Secretary