

2016-2017
BSU Staff Council Agenda
Meeting # 3
Thursday, October 20
1:15 pm
Student Center, 301-302

- Call to Order
- Speaker: Diane King and Wilisha Scaife, *United Way of Delaware County*; Jerry Winans, *Ball State Learning and Development*
- Roll Call

Present: Chris Caldwell, Bob Cope, Cindy Dillingham, Peggy Dixon, Adam Dungan, Christine Edgeman, Tamara Edwards, Andrew Fisher, Diane Frankland, Matt Gaither, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Melissa Nagle, Sarah Newell, Kurt Noel, Melissa Perry, Angela Pickett, Christine Rhine, Cheryl Simpkins, Cheryl Veatch, Robert Weller. Excused Absences: Heather Melton, Susan Bourne, Jackie Mead, Nikki Sherfy. Unexcused absences: Jennifer Haney. Alternates: Kathie Nix and Ashley Pilmore.

- Approval of Minutes from 9/15/16

Motion made by Adam Dungan and seconded by Diane Frankland. Motion passes with the correction of spelling of Tori McClain.

- Committee Reports
 - Employee Relations – Angela Pickett – No report
 - Public Relations – Heather Melton – Collective donations valued at \$1185.
 - Elections – Chris Caldwell – No report
 - Hospitality – Melissa Perry – Contacted the Salvation Army and will have the Adopt a Family information by November 7th.
 - Research – Christine Edgeman – No Report
 - Salary & Employee Benefits – Tamara Edwards – No Report
 - Angels for Life – Tori McClain - Wednesday, September 14th: there were 107 units donated, 99 donors, and 31 deferrals Thursday, September 15th: there were 115 units donated, 103 donors, and 25 deferrals.
 - Special Committee Public Safety Committee – Sarah Newell – No Report
 - Jane Morton- Adam McLachlan - No Report

- Old Business

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.

10/4/16: Response from Kate Stoss, HR: I do not have an update at this time.

10/20/16: Response from Kate Stoss, HR: I do not have an update at this time.

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.

9/27/16: Response from Angie Gregory, Employee Benefits (Rebecca Olson is no longer with the University): I wanted to communicate to you that this RFI has been forwarded to Kate Stoss in Human Resources. The Benefit Review Team views this as a policy establishment issue and it is outside the realm of this team.

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.

10/3/2016 Update: Kate scheduled a meeting to discuss this question but it was canceled. Awaiting response from Kate Stoss, HR.

10/20/16 Update: Kate Stoss is revising the employee handbook; she intends to cover these concerns.

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.

10/20/2016 Update: DOL Website: Doesn't require a lunch or coffee break to be provided by the employer. Employers do not have to provide a lunch period. The policy in the handbook is in the best interest of the employee. Please defer to the supervisor and work out any changes in the scheduled breaks.

With the new information, motion to resolve by Robert Weller and seconded by Melissa Perry.

Kurt Noel started discussions that this information isn't currently presented this way ~~currently~~ in the handbook. Kate Stoss is going to work with her team and amend the information to ensure language is updated in the handbook. This RFI will remain open until changes are made.

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?

Response 10/3/16: Thank you for inquiry. For those of you who are not aware, an employee's timecard is a legal document that serves as the authorization to pay employees. Timecards can be reviewed, audited, or subpoenaed at any given time. For this reason, it is imperative to have documentation to support all manual changes to the timecard. The Kronos Adjustment Form requires the employee's signature (or approval) of the change to their timecard and gives the reason for the change which serves as the supporting documentation. The department is required to keep the Kronos Adjustment Forms for three years, my concern with email correspondence is from the retention aspect. What happens when a Supervisor/ Manager/ Kronos Manager terminates employment or has issues with their email account, we put ourselves at risk for losing the necessary documentation.

I do understand the issues with paper documentation. I am currently working with Kronos to set up "workflow" that could potentially eliminate the need for paper forms to correct a timecard and/or request time off.

10/20/2016: Motion to resolve made by Robert Weller and seconded by Tamara Edwards. Abstention: from Bob Cope. Motion passes.

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.

Response 09/12/2016 from Kate Stoss, HR: On a limited basis, a supervisor may permit a non-exempt staff employee to reduce his/ her lunch hour of flex schedule during the same work week. The arrangement must meet the business needs of the department and be pre-approved by the supervisor. Neither state nor federal wage and hour laws mandate specific lunch periods. However, it is a good business practice to provide rest and meal breaks as employees need sustenance and an opportunity to take a break from work. During the academic year, a supervisor may elect to permit an employee to take a reduced lunch hour of no less than 30 minutes or flex his/ her schedule. During the summer, the supervisor may permit the employee to flex his/ her schedule.

10/20/2016: Motion made to resolve by Robert Weller and seconded by Kathy Nix. 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.

Response 9/15/16 from Nancy Wray, Parking Services: If a full-time employee resigns and does NOT turn in their parking pass, the remaining balance is deducted from their last pay check. If they turn their pass back in, we will immediately notify payroll in cancel and further deductions. We have many temporary employees that do not work steadily receiving a paycheck, but are still considered employed. There is no way for the system to manage that.

10/20/16: Parking Services is working with Human Resources to get fundamental information out to employees.

Motion was made to resolve by Robert Weller and seconded by Bob Cope. Motion passes.

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.

Response 10/6/16 from Staff Council: Ball State University offers Voluntary Short-Term Disability (STD) Insurance to Faculty, Professional, and Staff employees during Open Enrollment to current employees who are benefit-eligible. The plan allows the employee to choose to begin coverage on the 8th or 30th day of disability. The employee also chooses a maximum of 13 or 26 weeks of coverage. Open enrollment is November 1, 2016 – November 18, 2016 with coverage beginning on January 1, 2017. Please visit the following link for information concerning the Short Term Disability Insurance program offered through The Hartford or simply go to the Ball State University Payroll and Employee web page and click on Benefits for Current Employees and then Voluntary Benefits.

<http://cms.bsu.edu/-/media/www/departmentalcontent/payroll/pdfs/2016%20oe%20documentation/2016%20mo%2012%20highlight%20sheet.pdf?la=en>

10/20/2016: Motion to resolve was made by Angela Pickett and seconded by Melissa Perry. Motion passes.

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)

Response 10/3/16 from Shana Rogers in Payroll: Thank you for your suggestion. I understand your concerns and will work with internal and external resources to find out what options we have available to us for your recommended change.

Response 10/4/16 from Shana Rogers in Payroll: After consulting the appropriate resources, it was determined that we can mask account number under Direct Deposit Allocation. I am currently working with internal resources to accommodate this requested change.

10/20/2016: Sarah Newell and Tamara Edwards have both checked the system for masking ID numbers and it is currently working.

Motion was made to resolve by Diane Frankland and seconded by Cindy Dillingham. Motion passes.

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 Response 9/15/2016: After researching, there has not been found a clearly defined example, rule, or guideline on departmental luncheons. The handbook says that nonexempt staff are afforded a 65-minute unpaid lunch break. By University policy also, nonexempt staff employees are not permitted to work “off the clock” (see page 8 of the Handbook for Nonexempt Staff Personnel).

By University policy of not being permitted to work off the clock, the practice of being made to attend a departmental luncheon would directly violate this. The supervisor could ask the employees to attend the luncheon by they could only make it mandatory if they were on the clock, be as University policy states employees receive a 65-minute unpaid lunch and employees may not work off the clock.

In order to address the abuse of the policy, it’s recommended the employee follow the grievance procedure as indicated on page 12 of the Handbook for Nonexempt Staff Personnel.

Response 10/3/16 from Shana Rogers in Payroll: Thank you for the questions. Rounding is not required but rather allowed by FLSA if an organization chooses to use it. Ball State chooses to use rounding because of the convenience and flexibility it provides to our employees. Rounding does not jeopardize accuracy because the actual punch times are still recorded and visible in the Kronos System.

10/20/2016: Motion was made to resolve by Tamara Edwards and seconded by Tori McClain.

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?

Response 10/3/16 from Shana Rogers in Payroll: Rounding is not required but rather allowed by FLSA if an organization chooses to use it. Ball State chooses to use rounding because of the convenience and flexibility it provides our employees. Rounding can be turned off. Regardless of rounding, Kronos displays the actual punch times on each timecard to ensure accurate record keeping.

Response 10/3/16 from Shana Rogers is Payroll: Per FLSA, Professional (exempt) employees are not required to track their hours. However, if our organization required exempt employees to track their hours, we may be obligated to pay them for all hours worked including overtime which nullifies the previous overtime exemption status.

10/20/2016: Motion was made to resolve by Robert Weller and seconded by Michelle Jones. Motion passes.

- New Business

RFI# 11 2016-2017

I would like to express concern over the withdrawal of the skills test for the moving/ inventory department. I'm concerned this will create a revolving door of people who think they can do the job but can't and then we get someone else. This doesn't give us the proper amount of time working with them to get them familiar with everything we do. If they don't work out, we have to get someone else and start all over again. I'm also concerned that without the skills test, we will have people that have no background in the job or are unable to perform the job especially since people are hired based on seniority instead of how they perform on the skills test. I would like to know why the skills test was taken away and how are you going to ensure that the person you are hiring can perform the job?

10/20/2016 Response: Staff Council appreciates your concern, thank you for submitting your question. Unfortunately, upon review, it was determined that request for information about Service Personnel positions would be best directed to the following university representatives to ensure accuracy:

Melissa Rubrecht, Director of Employee Relations and Affirmative Action, 285-1823 or mrubrech@bsu.edu
Brian Scott, President, AFSCME, Local #293, 729-0680 or bjscott2@bsu.edu

Motion was made to resolve by Robert Weller and seconded by Angela Pickett. Motion passes.

RFI# 12 2016-2017

After seeing all the negative RFI's about the new procedure to clock in and out, I wanted to state that I don't mind documenting my times. I actually appreciate that they are documented somewhere. I will admit I did struggle with clocking in and out for lunch, but once I "caught on" to the 7-minute round.

10/20/2016 Response: Thank you for your comments.

Motion to resolve was made by Robert Weller and seconded by Christine Edgeman. Motion passes.

RFI# 13 2016-2017

What is the status of the approval of the revised Staff Council Constitution? There is no mention in the agenda from your last meeting, and you have not published minutes yet.

10/20/2016 Update: Minutes from July have been updated. We will add September's meeting minutes, not that it has been approved.

Kate Stoss, HR, assured Staff Council members, during the meeting, that Bernie Hannon is looking over the constitution submitted in July 2016.

- Announcements

- Next meeting will be held on November 17

- Angels for Life Blood Drive Schedule:
November 9/10, 2016
January 18,19, 2017
March 22/23, 2017
May 24/25, 2017
- **Buy One Get One Free (BOGO) Ball State Faculty, Staff, and Alumni:**
Buy one regular adult ticket and get one free. Present BSU ID at the Emens box office to claim. Tickets are available at the Emens box office (temporarily moved to Sursa box office), all Ticketmaster outlets, and charge-by-phone at 800-745-3000 or online at www.ticketmaster.com. Click each show title below for more information on the event including ticket prices. If you have any questions, please call the Emens box office at 765-285-1539.
 - October 20, 2016 - *The Hot Sardines* (Pruis Hall)
 - October 27, 2016 – *Hypnotic Brass Ensemble* (Pruis Hall)
 - November 3, 2016 – *Rhonda Vincent and the Rage* (Pruis Hall)
 - November 10, 2016 – *Ustad Shafaat Khan* (Pruis Hall)

Motion to adjourn was made by Angela Pickett and seconded by Robert Weller.

Meeting adjourned at 2:03 pm.

Respectfully submitted,

Melissa Nagle

Staff Council Secretary