

Operating Staff Council Meeting Minutes Wednesday, December 14, 2011

Members in Attendance: Monique Couillard, Alison Harville, Slava Bruder, Lee Calderone, Lisa Canfield, Kathleen Maher, Laurrie Anne Malizia, Karen Mars, Emily Moore, Brian Tobin

Guests: Debra Burnett (Registrar's Office), Wendy Rose (Natural Resources & the Environment), Helen Lonek (McNair Program), Dick Cannon (Vice President of Finance and Administration), Lonn Sattler (SPPC), Ronald Cipullo (Dining), Sari Bennett (University Operations / Human Resources),

Welcome/ Minutes Approval

Minutes from the November 2011 Operating Staff Council meeting were approved.

2012 Election of OS Council Chair, Vice-Chair, and Secretary

- Monique Couillard was reelected to Chair
- Slava Bruder was reelected to Vice-Chair
- Brian Tobin was reelected to Secretary

Election of new members to 2012 OS Council

The following people were all voted into the OS Council. The council now has full coverage in each district on campus.

- Helen Lonek - District 13
- Wendy Rose – District 3
- Ronald Cipullo – District 1
- Debra Burnett – District 2
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Monique Couillard will now be an At Large Member of the Operating Staff Council.

The OS Council website will be updated with the new members' photos and contact info.

SPPC

- Last meeting was November 18, 2011.
- Constant talk about Total Rewards. Any system policy or idea will go to SPPC.
- The USNH Trustees are asking for options regarding shift pay since turnover is high in some positions. Second shift positions are hard to fill. Housekeeping wants shift pay eliminated. Sari Bennett explained this is an example of people wanting to start their shift at 3 am and finish at 11 am. The conflict is people doing this would get paid the third shift rate. They don't want the third shift pay rate. They just want more flexibility and want to set their own time schedule. There is concern Operating Staff are not using their minimum usage of earned time. People on second and third shift need to take vacation time to stay healthy. Supervisors feel shift pay isn't working for them. Some shifts are harder to recruit for.
- There was some discussion on why PAT were not able cash out vacation time. Operating Staff might have been given the option because the university has to pay OS for it anyways (pay now or later). PAT have a cap on vacation time and so to pay them to cash out is additional dollars out of the budget for every day that is cashed out that would otherwise be lost.
- USNH, via SPPC is looking for ways to push more Operating Staff to put Earned Time into Sick Pool. It's a win-win situation for the employees and the university. The question was raised

why do employees have to wait five days before they can use it? For employees with young children they can use it right away. If everyone used Sick Pool without the five day waiting period then the university runs the risk of adverse selection. The comment was made that if you have documentation or surgery you should be able to access the Sick Pool right away. The Sick Pool is like as Insurance Policy, and the use of 5 days earned time, or 5 days w/out pay first, is equivalent to a "deductible". Once Operating Staff put Earned Time into the Sick Pool they never get it back. As in an insurance policy, the days Operating Staff put in are the "premium" they pay for the Sick Pool "insurance". USNH wants this because it gets the liability off the books of paying out Earned Time in the future to Operating Staff. The general reaction from the OS Council was if SPPC wants more Operating Staff to put into the Sick Pool, then the Sick Pool needs to be more assessable. Maybe a three day waiting period instead of a five day waiting period. Or if an employee hits five days of using Earned Time he/she could go back and change it to Sick Pool time. The Sick Pool was originally started and designed by SPPC as an insurance policy for the employee. Using it for kids was done to make UNH parents happy. Plus the university wouldn't have to pay out Earned Time in the future.

PAT / OS maternity leave discrepancy

- There seems to be a discrepancy in part 1 of the Maternity Leave policy for Operating Staff (see appendix). OS have to use five days of Earned Time and then can use Sick Pool. Once Sick Pool and Earned Time are exhausted then OS go without pay. For PAT once their sick time is exhausted they get paid via Pregnancy Related Interim Disability. This doesn't seem equal since it is covering for the same medical procedure. Lonn Sattler explained that UNH started Earned Time after Plymouth State University did a pilot program. Employees at Plymouth loved Earned Time. The OS Council will need to decide if this is an issue worth revisiting or an important topic to address. The OS Council could educate constituents on taking Short Term Disability to bridge the gap after Earned Time and Sick Pool are exhausted for Maternity Leave. Short Term Disability is based on income and individual salary. It is not a flat rate.

Topics for Tri Council Retreat Jan. 2012

- The proposed date for the retreat will be January 11, 2012. The lineup of guests and agenda will need to be finalized. Monique would like to invite Trustee Small to the retreat. He is the chairman of the USNH Board of Trustees Human Resources Subcommittee. It would be great to have a Q&A session with him on Total Rewards and the goals of the trustees in implementing the next steps. Another topic for the retreat could be the Roth retirement accounts. When money is put into a Roth it is taxed up front. As the money grows in the account it is not taxed on growth or when it is cashed out.

Human Resources (Sari Bennett)

- New prescription plans cards are coming in the mail (CVS Caremark). When employees go to the pharmacy they must show the new card.
- There has been some discussion regarding the performance management system and merit. How does Human Resources get an evaluation system employees trust?
- The results from the dependent audit were very good. There was a \$300,000 savings. 54 people dropped out during the amnesty period. 45 employees didn't respond, but were tracked down.

PAT Council Update

- New incoming PAT representatives were welcomed and outgoing representatives were thanked for their service.
- President Mark Huddleston and Provost John Aber were at the meeting for a Q&A session.
- The PAT's are concerned about why they can't cash out vacation time. President Huddleston didn't know the answer, but encouraged the PAT Council to write a letter to him and the trustees.
- The PAT's are feeling there isn't any transparency in communication on campus at all levels.
- The search for a new Human Resources VP should be resuming.
- Every year UNH closes around Christmas time for energy savings. How come some PAT's can come to campus and work on projects during the break while others can't?
- There is no money for salary increase at UNH this year, but Plymouth and Keene found money for salary increases (FY12).

Wrap Up/Adjourn

The issue was raised that academic schedule employees must use Earned Time to cover winter break and January Term. It is basically a forced vacation. How can employees affected by force time off accumulate any Earned Time. It is very hard for them. When working in a compressed time frame there is a big discrepancy of what OS can accrue for Earned Time versus what PAT accrue for vacation/sick time. The ability of bank hours of Earned Time is not equal across campus.

Next meeting: Wed. Jan. 11, 2011 during the Annual Tri Council Retreat.

"Did You Know" FYI's for Operating Staff

This may be of use to anyone planning travel.

On the HR Benefits page – under Travel Assistance Service:

http://www.unh.edu/hr/opt_ins.htm

There's this link to receive free/inexpensive travel insurance:

http://usnh.edu/hr/benefits/pdf/ING_Travel_Assistance.pdf

OS Council: www.unh.edu/os-council/

PAT Council: www.unh.edu/pat-council/

SPPC: www.usnh.edu/hr/sppc.html

Maternity Leave - Operating Staff

Maternity Leave has 2 parts:

Part 1 is absence due to *medical condition* related to pregnancy or childbirth, usually up to six weeks following the birth (normally eight weeks for c-section). **Earned Time is used for the first 5 days, then accrued Sick Pool would be accessed.** If the employee has no Sick Pool balance, she would continue to use Earned Time; under Family and Medical Leave (FMLA) she may reserve up to 10 days of Earned Time. **If Earned Time/Sick Pool becomes exhausted, leave without pay applies.**

Part 2 is the "time away to care for the child", when the employee would otherwise be medically able to return to work. An employee may elect under FMLA, to take up to 12 weeks off from work for the birth of a child. For example, if the employee takes 6 weeks for the medical portion, she may choose to take another 6 weeks "to care for the child" (assuming she has not used 12 weeks over the prior year). The following options apply regarding pay status:

- Sick Pool. Under the University's Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days per fiscal year to care for an immediate family member (the child in this situation)
- Earned Time
- If paid leave becomes exhausted (and employee meets 10-day Sick Pool max under Family Leave), unpaid leave would apply. Under FMLA, the employee may reserve up to 10 days of Earned Time.

Getting Ready for Leave

To apply for maternity leave, the following forms are to be completed and submitted to supervisor and to Human Resources, preferably two to three months before the leave begins:

1. Request for Leave of Absence form is to be submitted to the employee's supervisor. Once departmental approval is granted, the form is forwarded to department's Human Resource Partner.
2. Certification of Health Care Provider (FMLA) form. The employee has this form completed by healthcare provider and forwarded to Human Resources. The Certification form is to include:
 - Projected "due date"
 - Stop work date (if different from due date)
 - Return to Work date - the date the employee is medically able to return to work

The Certification form should indicate *dates of "medical absence" only* (e.g., six weeks after date of childbirth, eight weeks for c-section), not additional leave to care for the child. If the form indicates 12 weeks, the employee will be asked to have the healthcare provider complete the form again with the date the employee is "medically able to return to work". An exception would be if there are complications from the birth that would require medical leave for 12 weeks.

Family and Medical Leave (FMLA) - applies to Maternity Leave

Family and Medical Leave (FMLA) applies for women on maternity leave as long as she has a minimum of 12 months of service with the University and has worked at least 1250 hours during the 12 months before the start of this leave. Both the employee and the supervisor are obligated to follow FMLA procedures, per legal statutes and USNH policy. For employees not eligible for FMLA, the department is not obligated to grant time off beyond the medical portion of the leave (usually six weeks). FMLA leave automatically applies for eligible employees, and it requires the use of accrued leave, as specified above.

Use of Sick Pool/Earned Time

Sick Pool begins on the sixth consecutive work day of absence during the medical portion of maternity leave. Earned Time is used for the first five (5) days. Earned time may be used longer if no sick pool has been established by the employee, or if sick pool becomes exhausted. Earned Time benefits accrue only during the initial 3 weeks (15 working days) of sick leave pool usage; no Earned Time is accrued while on leave without pay.

Not enough Earned Time or Sick Pool

If earned time/sick pool expires, then the leave is unpaid. During leave without pay the employee's medical, dental, life, and disability insurance benefits may continue. Arrangements for paying the regular premiums are to be made with the USNH Benefits Office, 868-1800. Also, during unpaid leave, the employee is not paid for University holidays, doesn't accumulate Earned Time, and is not eligible to utilize tuition benefits.

ISA New England (formerly Lester L. Burdick) — personal short-term disability insurance

Employees who have enrolled with ISA New England may acquire a claim form by contacting: Insurance Specialists, Inc., P.O. Box 2827, Norcross, GA 30091-2827, by letter or by telephone at 1-800-241-7753 x 834. Claim forms are also available at [Human Resources](#). This is a personal short-term disability policy that is unrelated to the University's leave programs. An employee may receive payment under this disability policy while also receiving her regular University salary when using accrued leave.

Receiving Paychecks at Home

Complete a [Paycheck Distribution Form](#) and return it to the Payroll Office. After the leave, a second form must be completed to revert back to the campus mailing address.

EBPA - Managed Care. For employees under EPBA medical coverage:

- Employee must call 1-800-531-4007 at least seven work days before the due date for authorization of hospital admission. If authorization is not obtained, all hospital charges related to the admission shall be subject to a 20% reduction in benefits payable.
- If the baby arrives early, it is necessary to call the 800# within 24 hours or as soon as is medically possible following admission to the hospital.

HMO / Point of Service (POS)

No pre-admission certification is required. Employee deals directly with her primary care physician or referral.

Adding Baby to Medical Coverage

To add your baby to your USNH medical plan, be sure to complete the enrollment process within 30 days of the birth. You can access MyUSNHBenefits.net, USNH's on-line enrollment website. Once logged into the site, click the "Initiate Life Event" button. Questions regarding benefits enrollment may be directed to Susan Nolan or Kristie Camacho in the Office of Human Resources at 862-0501 (voice), 862-3227 (TTY).

Returning to Work

Medical documentation supporting the employee's ability to perform the essential function of the job is required prior to returning to work. This written medical release is to be provided to the supervisor upon return to work and forwarded to Human Resources, so they may return the employee to active employment status. The Business Service Center also needs to be notified by the supervisor of the employee's "return to work" date, so she may be returned to active employment status.

If the employee does not return to work for at least 30 calendar days following the approved leave, the University may elect to bill her for compensation received while on leave, as well as those insurance premiums paid on her behalf.

The individual would be contacted by Aliquant regarding extending medical and dental benefits for up to 18 months beyond her last day of work.

Document Processing - Business Service Center

The employee's supervisor needs to be sure the Business Service Center is informed of the dates the employee *begins and returns* from leave, so the BSC may return the employee to active employment status. The BSC initiates two EPAF's: one to begin the leave, the other to return the employee to active work status.

1. I'm going on maternity leave. What do I need to do?

PAT and Operating Staff on Traditional Leave use their sick leave until it is exhausted and then are paid in full for the duration of the normally 6-week medical leave period, per policy on interim disability. **Operating Staff** on Earned Time need to use their ET/Sick Pool in order to be paid. More information on Maternity Leave for PAT and for OS.

Bring a Certification of Health Care Provider form to your provider for completion, and then return it to Human Resources. Also, complete a Request for Leave form and after your supervisor has approved the leave, submit it to UNH Human Resources. FMLA leave provides up to 12 weeks off with job protection to eligible employees for covered reasons, in conjunction with the University's regular leave programs.

Maternity Leave

Maternity Leave — Exempt Employees

This information is applicable to PAT, Extension Educators, Academic Administrators, faculty on 12-month appointments and not covered under the collective bargaining agreement.

Maternity Leave has 2 parts:

Part 1 is absence due to *medical condition* related to pregnancy or childbirth, usually up to six weeks following the birth (normally eight weeks for c-section). Sick Leave is used, then Pregnancy-Related Interim Disability, which provides salary continuation upon exhaustion of sick leave until the employee is medically able to return to work (usually six weeks following the birth). Sick Leave and Annual Leave do not accrue while the employee is on Interim Disability.

Part 2 is the "time away to care for the child", when the employee would otherwise be medically able to return to work. An employee may elect under Family and Medical Leave (FMLA), to take up to 12 weeks off from work for the birth of a child. For example, if the employee takes 6 weeks for the medical portion, she may choose to take another 6 weeks "to care for the child" (assuming she has not used 12 weeks over the prior year). The following options apply regarding pay status:

- **Sick Leave** - Under the University's Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days per fiscal year to care for an immediate family member (the child in this situation)
- **Annual Leave**
- If paid leave becomes exhausted (and employee meets 10-day Sick Leave max under Family Leave), unpaid leave would apply. Under FMLA, the employee may reserve up to 10 days of Annual Leave.

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Use of Sick Leave/Annual Leave

See Part 1 and Part 2 at top of Maternity Leave section regarding use of accrued leave and Interim Disability.

Unpaid Leave

If unpaid leave applies, the employee's medical, dental, life, and disability insurance benefits may continue. Arrangement for paying the regular benefits premiums are made with the USNH Benefits Office, 868-1800. Also, during unpaid leave, the employee is not paid for University holidays, does not accumulate Annual Leave or Sick Leave, and is not eligible to utilize tuition benefits.

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FOR EXEMPT EMPLOYEES ONLY

Q. Does Family Leave take the place of the Maternity Leave policy for exempt* employees?

A. No. Family Leave may be used *in addition to* maternity leave. Usually maternity “disability” leave applies for the six weeks following the birth of the child. Exempt employees must exhaust any accrued sick leave and then will be compensated with “interim disability” benefit for the duration of the six-week period. Under the Family and Medical Leave Act (FMLA), a parent may take up to 12 weeks off from work for the birth of a child. If an employee has used all accrued her sick leave during the six-week maternity “disability” leave, she would not have any sick leave to add to the maternity leave. However, if the exempt employee has sick days remaining after the six-week maternity period and wants to take more time off, she may use up to 10 days of sick leave under the Family Leave policy (provided she has sick leave available and has not used her 10-day Family Leave limit for the fiscal year).
