

Operating Staff Council Meeting Minutes Wednesday, July 12, 2006

Members in Attendance: April Damon, Jennifer Dube, Stephen Hunter, Jeff Jones, Doreen Palmer (UNH-M), Lori Parent, Toni Searles, Jason Brodeur (Chair)

Members Not in Attendance: Julie Johnson-Dubois, Matty Leighton, Geri Sanders, Lisa Wilder

Guests: Lon Sattler, SPPC; Sharon Demers, Human Resources

Agenda Items

Opening Remarks/Review of May Minutes – Jason Brodeur, Chair

The May minutes were accepted by acclamation. There was no meeting in June.

Brochure/Website Development - Jeff Jones

Jeff is soliciting ideas to recreate/update our Operating Staff Council brochure. Please forward him your ideas to jeff.jones@unh.edu. We also discussed the amount of text on our website. Ideas were raised as to how to condense the district breakdown areas to be easier for reader. With respect to the new brochure to be used by Human Resources for new employee orientation packets, we agreed to provide a short description of our districts for the brochure. The descriptions will help new employees to know who their OSC representative is and provide them with a direct contact that will help them. Deadline for submission of these brochure entries is Wednesday, July 26, 2006

SPPC Update - Lon Sattler

Lon brought to our attention two matters (see below) of personnel policies documented under *Compensation – Pay by the Hour Policies* that should be enforced throughout the campuses of the University System. Policies like this one can be found on the Human Resources website at unh.edu/hr in the online Personnel Policies manual.

- 5.1.4** Rest Periods. Each full-time staff member is allowed to take two 15-minute rest periods per day away from his/her job, which are considered time worked. The immediate supervisor will determine when rest periods may occur. Rest periods are not cumulative.
- 5.1.5** Meal Periods. All staff members are entitled to take a daily meal period at a time consistent with operational needs, which is considered as time not worked. Meal periods normally last for one hour, but may be scheduled for a shorter period by the supervisor who usually determines a consistent meal period schedule and the time allotted. By state law, no staff member may work more than five consecutive hours without an unpaid half-hour meal break. The Human Resources Office should be consulted if questions arise about conformance with the law.

Lon also noted that USNH must give a 30 day notice to an employee if reducing their hours by more than 10%, if it will result in the reduction of the employee's benefits.

There has been a policy change for employee benefits 15.2 under Section A which better defines Long

Term Disability (LTD). The policy now reads as follows:

15.2 Description. If a faculty or staff member is approved for long-term disability, the plan provides income, as described in the flexible benefit plan choices and coordinated with Social Security and worker's compensation payments as applicable, and continues certain benefits as outlined in [USY V.A.15.4](#). A faculty or staff member who is unable to work her/his regular schedule for an extended period (more than six months) due to an illness or injury may apply through the System Human Resources Office to the disability insurance carrier for the benefit. The carrier makes the determination whether medical documentation supports an individual's inability to work, based on the plan's provisions.

In addition, the Long Term Disability (LTD) Benefit Continuation has changed to calendar years. The policy used to state that if you worked at USNH for 10 years but were a part time employee, your benefit would count as 5 years work. The new benefit is designed so that your employment year is now each calendar year. Therefore, if an employee works part-time for 10 years and an employee works full time for 10 years, they would be considered the same year status benefit because they both worked 10 years of time.

Keene State College has requested a change to the employee longevity salary increase benefit wording from up to 30 years of employment to increase for those employees that work over 30 years. USNH found that we exceed other organizations in tenure in this matter and has decided not to move the 30 year policy beyond the 30 year mark.

It has been reported under Benefit Cost Containment that the filing of University System medical claims was up 15% this past year, which may be due in part to increasing health knowledge acquired and continuing age increase of employees.

Harvard Pilgrim Healthcare Update - Sharon Demers

Sharon explained reasons why USNH has decided to change the employee medical insurance company. A committee interviewed Harvard Pilgrim Health, Anthem Blue Cross, and Cigna. The committee considered many factors when choosing the company that would work best for USNH employees.

The facts are as follows:

- With Cigna, we were facing a 29% increase in the cost of benefits for FY07. This is common nationwide.
- Customer service was a big factor in choosing the right company. Harvard Pilgrim was ranked the # 1 Healthcare Plan in America for 2005 by US News & World Report.
- Harvard Pilgrim has been recognized by JD Powers & Associates for the third year in a row for providing members with outstanding member experience. Sharon handed out information with this listed on the Harvard Pilgrim Health Care website.
- Harvard Pilgrim is committed to a seamless transition for all USNH employees from the Cigna plan.

- Harvard Pilgrim is committed to keeping the rates down in upcoming years. They will work with providers to make sure they are within the network and all hospitals are connected.
- It is projected that Harvard Pilgrim will establish a 2% increase on the employee contribution toward benefits. The premium cost will be 14.2 % increase vs. the 29% increase from Cigna.

Presidential Search Committee - Chair Jason Brodeur

The Presidential Search Committee has been formed and is chaired by USNH Trustee Ed Dupont. A Challenge Profile (job description) is now posted at http://www.usnh.unh.edu/unh_pres_search/. UNH is now accepting applications and advertising the position. The Search Committee is working with a timeline to elect a new president by December 31, 2006 and have retained the services of a search firm to help with this process.

Closing Matters

Interim President Bonnie Newman will attend our August Meeting. All representatives should send new agenda items to Chair Jason Brodeur.

The next council meeting will be August 16, 2006.