January 11, 2006, HRC Meeting
Bismarck State College
Horizon Building
Foundation Conference Room

Attending:
Rita Lindgren  BSC  voting
Gail Ebeltoft  DSU  voting
Wes Matthews  MISU  voting (chair)
Jim Borkowski  MISU-B  voting
Peg Torrance  NDSCS  voting
Broc Lietz  NDSU  voting
Colette Erikson  NDSU  non-voting
Ray Boyer  NDSU  voting (doctoral staff rep)
Diane Nelson  UND  voting
Joy Johnson  UND  non-voting
Pat Seaworth  NDUS  non-voting
Teri Thorsen  NDUS  non-voting

Regrets:
Steve Bensen  MASU  voting
Cynthia Pulskamp  MASU  non-voting
Lisa Ziegler  MASU  voting (4 year staff rep)
Erin Klingenberg  VCSU  voting
Andrea Heller  WSC  voting (2 year staff rep)
Barb Slagle  WSC  voting
Joann Kitchens  LRSC  voting
Laura Glatt  NDUS  non-voting

Wes called the meeting to order at 12:18. He acknowledged there may have been items people were expecting to see on the agenda for this meeting, which will be on the agenda for next meeting instead. They include:
Updates on NDUS employees
NDUS HR/SBHE policy manual merge
Board policy 603.1 rewrite (sexual harassment policy expansion to cover all harassment).

Old Business

NDSU Worker’s Comp Audit Update  Ray Boyer
The WSI group has met twice. They’ve talked about composite rate codes and on-campus/off-campus rate codes. They will next work on the 2000, 8000 and 9000 bands. WSI is not inclined to make composite rate codes for those bands. Those in the 2000 band who teach will be allowed to stay in the 9062 rate code. Others in the 2000 band, plus the 8000 and 9000 bands will need to be examined position by position. This will be difficult, because these are the bands not managed by most HR offices on campuses.
Ray invited any member of the council to join the subcommittee on Wednesday, January 25 at 1:00 pm to have another working session at STTC in Fargo.

Wes asked the group if they wished to pursue a legislative remedy for the next session. Pat outlined a couple of options: 1) a bill just for Higher Ed and/or State Government or 2) a bill that would provide relief for all ND employers, soliciting support from the private sector.

Pat described the bill process. It would start with Administrative Affairs council and then presentation to the Board. Any bill coming out of the SBHE would have to be ready by the end of November for Board consideration the first week of December, 2006. Another alternative is to seek individual legislative sponsor.

Broc asked if Pat had a sense of the most effective way to proceed. Pat’s thought is that the most effective collaboration would be SBHE + State Government + private sector (Chamber sponsorship).

HR Policy 2.4 (“length of service”) Colette Erickson

Wes reviewed the issue of how the leave accrual rate is determined for those joining a campus who have prior service. What credit are they given for their prior service?

A question was raised as to why the policy changed from 3 months of credit to the current policy? Ray recalls that the 3 month language came from an old AFL-CIO agreement (which has subsequently been invalidated).

The answer to the “length of service” question is: you go back to the hire date of the most recent hire, regardless of FTE or schedule (i.e. 9 months vs 12 months)

Diane moved “Employees do not earn annual or sick leave benefits while on temporary status. However, when a temporary employee is changed to regular status, credit will be given for the employee's prior length of service, not to exceed three years for the purpose of determining the annual leave accrual rate.” Broc seconded the motion. After much discussion, Peg called the question. Motion failed 2-5.

Broc moved “Employees do not earn annual or sick leave benefits while on temporary status. However, when a temporary employee is changed to regular status, credit will be given for the employee's prior length of service equaling a maximum of three months per year of service for the purpose of determining the annual leave accrual rate.” Ray seconded the motion.

Pat Seaworth suggested “Employees do not earn annual or sick leave benefits while on temporary status. However, when a person with service as a temporary employee, is appointed to a regular position, when a temporary employee is changed to regular status credit will be given for the employee's prior length of service equaling a maximum of three months per year of service for the purpose of determining the annual leave accrual rate.” Broc accepted this change as friendly amendment.
To address a concern Ray had about disparity, Broc accepted the next amendment suggested “Employees do not earn annual or sick leave benefits while on temporary status. However, when a person with service as a temporary employee within the last 12 months is appointed to a regular position, credit will be given for the employee's prior length of service equaling a maximum of three months per year of service for the purpose of determining the annual leave accrual rate.”

Vote failed 3-4.

Ray moved that 2.4 be removed from policy. Jim seconded. Motion passed 6-1. **Action item:** Pat Seaworth to draft and move through the policy approval process.

**NDUS Positions**

Laura Glatt

No report. Next meeting on this is January 23.

**New Business**

**NDUS HR Policy 19**

For part-time employees, is their holiday pay pro-rated? YES
The group reiterated that Christmas Eve is a CLOSING not a holiday.

**NDUS HR Policy 20 (Storm Pay)**

Peg Torrance

The question is, if someone is out on leave (sick, annual, etc) do they get storm pay? The policy is silent on this issue, so it needs to be defined.

**20.4 Storm Days** - Official closing of the institution during periods of severe weather will be announced over local radio stations and when necessary, by department heads. Return to normal working conditions shall be announced in the same manner. Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other employees shall be granted leave with pay for hours which they would normally work during a storm period. All employees properly authorized to work shall receive additional pay for hours worked during the official closing.

What does the phrase in the policy above “hours they would normally work” mean? Regular schedule? Or a day you were scheduled to work (i.e. not scheduled on a regular day because you are out on annual or sick leave).

Peg made a motion to add the italicized language below: “All other regular employees shall be granted leave with pay for hours which they would normally work during the storm period. *If an employee is not scheduled to work because of a previous arrangement (annual leave, sick leave, etc.), then storm pay will not be granted*” Ray seconded.
Motion passed 7-0.  **Action item:** Pat Seaworth to draft and move through the policy approval process.

**NDUS HR Policy 21**
The group agreed that when someone is out on a leave without pay, there is no holiday pay. The issue of Military Leave without pay needs to be further examined. **Action Item:** Pat Seaworth to research.

**NDUS HR Policy 28 (Grievance)**
We had a short discussion to clarify section 28.5.2. A grievance is addressed by no more than three levels of supervision. The HR Director will identify the three levels if there are more than three levels present. When advancing a grievance, the employee takes the grievance to the next identified supervisor.

**Annual Salary/Contract Letters**  
Teri Thorsen
Teri shared a handout with the feedback she’d received pertaining to last year’s annual salary/contract letters. The group asked her to pursue a different format than last year. This year HECN will prepare two downloads, a salary notification download and a contract download. Then two mail merge letters in Word will be created (one for salary notification, the other for contracts), and campuses can choose to use the standardized letters or use the download to go into their own campus documents. If a campus wants a signature font, they will need to purchase a signature cartridge like the one they use for payroll checks, except this one will have the signature of whoever on their campus signs the salary letters/contracts (usually the President). Campus HR people should check with their payroll people to get that cartridge ordered.