North Dakota University System Human Resource Council
North Dakota State College of Science
Riley Conference Room in Riley Hall

May 3, 2007 at 1:00 p.m. – 5:00 p.m.
May 4, 2007 at 8:00 a.m. – 12:00 p.m.

Voting members present:
Rita Lindgren  BSC
Angie Friez  BSC
Gail Ebeltoft  DSU (chair)
Steve Bensen  MASU
Wes Mathews  MISU
Peg Torrance  NDSCS
Broc Lietz  NDSU (Friday)
Diane Nelson  UND
Jean Altepeter  UND
Erin Klingenberg  VCSU
Barb Slagle  WSC

Non-voting members present:
Colette Erickson  NDSU (Thursday)
Joy Johnson  UND
Teri Thorsen  NDUS

Absent:
Joann Kitchens  LRSC
Laura Glatt  NDUS
Pat Seaworth  NDUS

Visitors:
Tricia Johnson  NDSU (Thursday)
Pat Hanson  UND (Thursday)
Brady Weisenberger  AFLAC (Thursday morning)
Brad Balkan  TIAA-CREF (Friday morning)
Lisa DeMorst-Benton  TIAA-CREF (Friday morning)

May 3, 2007

AFLAC Update  Brady Weisenberger

Brady came to the group to talk about the new flex grace period, which will be implemented this calendar year. This grace period means that services incurred from 1/1/08 through 3/15/08 can now be submitted against the 2007 flex/calendar year. He asked the group to therefore consider extending the NDUS run-off period (the period
after the calendar year through which you can submit claims) from March 31 to April 30. The group took no action since this is what was approved by the Chancellor’s cabinet.

Brady also handed out an example of a benefits summary AFLAC could provide free of charge for AFLAC campuses. Campus representatives can contact him directly if they wish to utilize this service. Pat Hanson has set up such a benefit summary for use at UND. She cautioned the group that the real work is in getting the information from PeopleSoft; the mail merge Brady offered is the easy part.

**IRS 409A**

Peg Torrance

Peg informed the group that this doesn’t appear to be an issue for Higher Ed.

**Life Insurance Coverage (PT/Temporaries)**

Colette Erickson

Colette asked if campuses are asking PT/Temporary employees life insurance. One is, most campuses aren’t. Sparb will be asked to address this in his presentation.

**NDPERS Update (2:00 p.m.)**

Sparb Collins

Sparb went over the legislation from the 2007 session, which goes into effect August 1.

- **SB 2044** passed, providing a 13th check to retirees if the return is greater than 9.06%
  

- **SB 2045** passed (but not the section that increased life insurance), revising the definition of temporary employees.
  

- **SB 2047** passed, automatically enrolling non-TIAA-CREF employees in deferred comp
  

- **SB 2048** – Highway Patrol – does not affect Higher Ed

- **SB 2050**, which would have allowed temporary employees to purchase retiree health credits failed to pass.

- **SB 2051** which would have increased Highway Patrol retirement contribution rates failed to pass.

- **HB 1432 and 1433**
  
  Authorized the development of a collaborative drug therapy program
  
  

2007-2009 billed rated for health insurance will be $658.08

NDPERS annual conference is June 13 in Bismarck.

Laura Glatt is the NDUS representative on the NDPERS Benefits Planning Committee. Because of her schedule, she is not always able to attend the meetings. Rita volunteered to attend since she is already in Bismarck. If we had been represented at the meeting when they drew up SB 2047, we may have helped draft the bill so it fit better with Higher Ed.

**Action item:** Gail will talk to Laura about Higher Ed’s representation on the committee.

**Action item:** Gail will send out Sparb’s power point to the group.
Headcount Report
Colette Erickson
Colette reported that the first meeting of the sub-committee is May 22nd at 9. The group is tasked with studying the 2000 band and how to see if campuses can come to agreement as to how to use the job families consistently. **Action item: Gail** will place on next agenda.

Benefits termination date for contract employees
(Dless than 12 month)
Diane Nelson
Pat Hanson

Pat Hanson distributed notes of her research on this topic. The group wants an NDUS interpretation of 54.52.1-03(7), and an opinion of if this can be managed by including language in faculty contracts talking about what will happen with health insurance over the summer if an employee does not return in the fall. Executives on some campuses want benefits to end when a person’s contract ends, as opposed to continuing benefits over the summer for non-returning faculty and staff.

In addition, can language be written into contracts that assess a penalty if someone leaves mid-contract? **Action Item: Pat Seaworth**

Adding a WSI code
Gail Ebeltoft

Job families in the 0-7000 bands can have multiple job codes and corresponding Workers Comp codes. Job families in the 8-9000 bands were designed around Workers Comp codes. If a campus has to use a new Workers Comp code for an 8-9000 band job, do they request to set up a new Job Family? Answer: Send out an email to HRC and ask if anyone else needs the new Workers Comp code for students or other temporary workers. If so, then pursue creating a new 8-9000 job family. If not, choose a 8-9000 job family to which to add a job code.

Direct Deposit
Peg Torrance

Ann McGray, from the self-service work group has asked: With employee self-service on the horizon to go live in PeopleSoft, is this an opportunity to head toward requirement of direct deposit as allowed by statute and/or paycards? There was no consensus at this time. **Action item: Campuses** will discuss within their campus leadership, but the self-service Work Group will continue their work assuming this will not be standardized. **Action item: Gail** will place this on the next agenda.

W-2 Reissue Charges
Peg Torrance

Ann McGray has also asked for a discussion on W-2 reissue charges. What are campuses doing? Is there any desire to have a common charge for this? If so, it can be set up that way to notify employees in self-service. A couple of campuses reported they are charging $5 for a re-issue. There was no consensus at this time. **Action item: Campuses** will discuss within their campus leadership. **Action item: Gail** will place this on the next agenda.
Annual Leave payout for Terminating Employees  Barb Slagle
Barb asked for a discussion on the payout of leave, and referred the group to an exchange of email between her and Pat Seaworth, which Gail had distributed before the meeting. The issue is the method by which accrued leave is paid out to terminating employees.

During the PeopleSoft implementation, this issue had been brought to the HRC and the Payroll representatives and the following method had been proposed as NDUS procedure:

1. In order to maintain the integrity of the leave accrual system, leave cards must be entered within a reasonable timeframe.
2. Leave taken in December must be submitted prior to January 10th each year in order to avoid forfeiting hours. Hours not submitted prior to the 10th will be applied against the next years balance. Hours above the allowable carry over will be forfeited with the 1st payroll of January.
3. Leave pay out at time of separation of service will be paid based on current accrued balance, with the system calculating the accrual for the final pay period which will then be paid on the next regularly scheduled pay day.

We cannot track what happened to this proposal, but it remains the desire of the HRC to process final leave payment in this manner. The reason for this is because leave does not accrue until after the payroll is confirmed, and thus can’t be added to the check being computed. This method of paying out leave allows for the most accurate payment.

Action item: Pat Seaworth – HRC requests a legal opinion about the proposed NDUS Procedure. If it is adopted, does this satisfactorily address the “…payable at the regular paydays established in advance by the employer…” clause of 34-14-03? If so, please move this procedure forward.

SBHE Policy 820, Section E  Laura Glatt
Deferred until next meeting since Laura was not able to attend. Action item: Gail will place on next agenda.

Early retirements
FICA needs to be taken out of Faculty just like administrators now on early retirement buyouts. The case against the IRS originally brought and won by NDSU has been overturned.

May 4, 2007

Meet the new TIAA-CREF representatives (8:30 a.m.)  TIAA-CREF
Brad Balkan(800-842-2009 x2250) talked about staffing, plan design and investments. Lisa DeMorst-Benton (800-842-2009 x2192) is the primary contact for the North Dakota University System. She went over:

1. Premium remittance – data and payments have to match exactly – either underpayment or overpayment won’t work. The effective date is when everything is reconciled. They would like to receive the data first. They want just positive
numbers on the data submitted and the refunds handled separately. For North Dakota, the payments have been going very well.

2. Plan Administrator Website use
3. On-line enrollment – plans for this for the future.
4. Contacts – in addition to Lisa, for issues of prior service credits, campuses can contact Brandon Tancredi (800-842-2638 x 2796). For Enrollment Kits, campuses can contact Starr Pacheco (800-842-2009 x 4608) or Colleen Asay (800-842-2009 ext 2738)

**Internal Controls for Payroll Process sub-committee**

Broc Lietz

Tricia and Pat have had some informal discussions. The committee has not yet met. **Action item:** Gail will place on the next agenda.

**IPEDS Ethnicity/Race Data Collection**

Teri Thorsen

Final rules have not yet been issued for Higher Education. **Action item:** Gail will place on the next agenda.

**Extended Grace Period Implementation**

Gail Ebeltoft

AFLAC forms need to be revised. Currently they say that services need to be incurred by December 31. AFLAC will adopt a method by which they will apply claims submitted during the grace period to the prior plan year until that money is exhausted, and then apply claims to the current plan year. Campuses that self-administer can adopt their own methods. **Action Item:** Gail will double check that the AFLAC contract now says grace period to obtain services to March 15 and the run-off date to April 30.

**SBHE policy 608.2 Non-renewals and Dismissals**

Peg Torrance

**Action item:** Gail will place on the next agenda.

**NDUS HR Policy 6.1 Annual Leave**

Diane Nelson

Diane proposed changing 6.1 to read “Annual leave with pay is earned by staff employees for the purpose of freeing them from their regular duties to spend time in rest and recreation.” **Action Item:** Pat Seaworth is asked to process this change.

**Position Description Review**

Diane Nelson

Risk Management is proposing changes to employee position descriptions. Primarily these proposals apply to state agencies. It is unclear whether or not they apply to Higher Ed. However, since Higher Ed has had these items on their position descriptions for years, it was felt that no further action is needed at this time. Joy recommended that we review the forms at www.nd.gov/risk

**Administration of Shared Leave**

Broc Lietz

What is severe and extraordinary? Campuses seem to be interpreting this differently. No consensus was reached.
In Pat Seaworth’s absence, the group discussed how to proceed. The group wants to identify all positions as authorized, but leave it as a campus by campus decision as to which ones are actually checked.

What are campuses actually doing?
BSC – using BCI to check executives, security, and positions with financial responsibility. Now will include more types of positions and will ask to extend the check to include an FBI check.

VCSU is checking all positions.

**Action Item:** Pat Seaworth is asked to research what rights criminals have in hiring situations after they have paid their debt to society. **Action Item:** Gail will place this on the next agenda.

Meeting locations were set for 2007-2008
September NDSU
November VCSU
February BSC
May MISU