Minutes for September 12, 2007 and September 13, 2007
Meeting

North Dakota University System Human Resource Council
North Dakota State University
NDSU Alumni Center
Klefstad Conference Room

September 12, 2007 at 12:00 p.m. – 5:00 p.m.
September 13, 2007 at 8:00 a.m. – 12:00 p.m.

Present:
Rita Lindgren, Angie Friez, BSC; Gail Ebeltoft (Chair), DSU; Joann Kitchens LRSC;
Steve Benson, MaSU; Wes Mathews, Susi Mack (4-year rep), MiSU; Anne Bergeron,
MiSU-B; Ann McGaray, Mike Renk, NDSCS; Broc Lietz, Colette Erickson, NDSU; Joy
Johnson, Diane Nelson, Jean Altepeter (doctoral rep) UND; Barb Slagle, WSC; Laura
Glatt, Pat Seaworth, Teri Thorsen, NDUS.

Guests:  Pat Hanson, UND; Eveadean Myers, NDSU

September 12, 2007

Introduce Mike Renk, Interim Director of HR and Gail Ebeltoft
Vice President for Administrative Affairs at NDSCS
With Peg Torrance’s departure, Mike Renk has been appointed by President Richman to
represent NDSCS. Consistent with campus practice, the Director of HR position at
NDSCS will not be filled for at least six months.

NDPERS Advisory Committee Gail Ebeltoft
Laura Glatt has accepted Rita Lindgren’s offer to also attend the NDPERS advisory
committee.

SB2260/Criminal Record Disclosure/Records Checks/Rights of Pat Seaworth
Convicts who have served time
Pat passed out policy & procedure 511 and policy and procedure 602.3
He is discussing these with various councils, and has already discussed them with
Academic Affairs and Student Affairs.
System wide issues –
1. Use of standardized application form language, including divulging criminal history at
time of application
2. For which positions openings will campuses be mandated to include an FBI
background check.
3. For which positions will campuses be authorized, but not required, to include an FBI
background check.
Costs:

$5 For fingerprinting cost at local police, and
$25 for BCI (statewide) check, or
$52 for FBI (nation-wide) check, which is conducted through BCI.
This expense will be an operating cost for the campuses.

Process:

Final applicant(s) will need to have their fingerprints taken onto a card by local
police, the card is given to the employing campus, and they will mail the card, with
payment, into BCI. The time it takes for the results to be returned to the campus can vary
from days to weeks, depending on BCI/FBI workload.

In procedure 602.3, Wes expressed concern with 1g and 1i. What is a “vulnerable
adult?” Does it include students? When does the student union director cross over into
the line of “counselor” under 1i?

Pat reminded the group that campuses already have the authority to obtain a BCI state-
wide check; they also already have the authority to require a job applicant to supply their
own FBI background check.

Broc asked about current employees: Pat pointed out this authorization is about
positions, including current employees.

Broc asked about differences from campus to campus. Pat advised that lack of
uniformity in application of this policy would add risk if there were an incident where
one campus checked and refused to hire an applicant, and another campus didn’t check,
did hire the applicant, and then there was an incident.

HRC’s recommendation is in the re-drafted 603.2 attached below. In general, it says:
Authorized. All benefited positions; designated non-benefited positions
Required to be done on final applicant(s) for
   Chancellor
   Presidents
   Vice Presidents
   Police and security officers
For other authorized positions, it will be campus discretion whether to conduct FBI, or
just BCI.
Process: Conduct background checks for all new hires for benefited positions and
designated non-benefited positions at the time of a new hire. At this time, it is not
anticipated that campuses will do checks on current employees. Each campus will need
to decide on a case by case basis how to use the information received through such
checks depending on the type of position, and the specific information received.
All new hires for benefited positions and designated non-benefited positions

Action items:

1. **Campuses** each check your applications to ensure all are using the same question
   about criminal background checks – **Gail** will send out recommended languages.
   If it isn’t on your application, please add it.
2. **Campuses:** Use your application for all positions filled, or at least include system-wide minimum language it whatever is used for applicants, for those trying for positions that don’t usually involve an application.

3. **Gail:** Assign a sub group to discuss HRC recommendation on which positions with Academic Affairs and Student Affairs Council subgroups

4. **Teri:** Send out draft of 602.3, with revisions, to HRC.

**Benefits termination date for contract employees**  
**Pat Seaworth**

*(Less than 12 month)*

There is recurring debate over benefits for less-than-12-month faculty who resign. What should happen with their health insurance benefits during the summer? Pat noted that less-than-12-month employees are clearly entitled to continuing benefits over the summer if there is a signed contract in place.

Under the PERS contract, benefits end the last day of the month in the month following their resignation. However, this encourages less-than-12-month employees to delay turning in their resignation. This causes significant problems in filling positions at the last minute before the new academic year begins, especially for faculty positions.

Pat’s opinion was that a possible solution is to counsel employees to give early notice of resignation, but with a later effective date. He saw no reason why a faculty member cannot submit a resignation letter as early as possible, but with a resignation effective later. Resignations any time in July would provide coverage through August.

**Annual Leave payout for Terminating Employees**  
**Pat Seaworth**

During the May meeting, the HRC asked Pat to draft policy to specify how annual leave is paid out for terminating employees (there is a final check just to capture leave pay out). Pat had some questions for the Council about this concerning why there was the lag in the leave pay out. It is because leave doesn’t actually accrue until the final paycheck is calculated. Thus, it can’t be added to that final check. **Action Item:** Pat will draft and process amended policy.

**WSI spreadsheet:**  
**Gail Ebeltoft**

In August 2006, the HRC voted to only do the spreadsheet upon request from Bill Kelli at WSI. She wanted the Council to know that despite this vote, the spreadsheet WAS what was used to submit census data to WSI for premium calculation. There were no objections.

**Health Insurance Benefits for temporary employees**  
**Broc Lietz**

Broc asked about who is health insurance offered to? Effective Aug 1, if you don’t meet the 20 hours/week 20 weeks/year you can no longer be offered health insurance. PERS will be sending out a letter of interpretation about this. Is it safe to assume that PERS is the authority on this? Pat Seaworth: Yes, they are the agency charged with this. This comes up with lecturers; they’ve been moving them to COBRA coverage. Is the break only over the summer? Or would it cover a break spring semester to spring semester? More to follow after the letter comes out from PERS.
NDUS HR Policy 6.1 Annual Leave  Pat Seaworth
At the May HRC meeting, the HRC had proposed a change to the Annual Leave policy language. **Action item:** Pat will move the proposal forward to the Chancellor’s Cabinet and SBHE.

Headcount Report  Colette Erickson
Joy Johnson, Ellen Erickson, Denise Bischoff (UND); and Colette Erickson and Sandy NDSU; met to draft definitions for the 2000 band. In addition, they arrived at the following proposal for consideration by the HRC:

1. All campuses should use Job Family 2125 for part-time instructional
   a. **Action:** Campuses using 2103 and 2999 will make those by October 18 with an October 1 effective date on Position Data (verify with Job Data). **Action:** Teri will inactivate 2103 and 2999 in PS effective October 1.

2. **Action:** NDSU Job Families 2450, 2451 and 2452 will be removed from the web page, but not from PeopleSoft.

1. **Action:** NDSU Job Family 2065 will be removed from the web page and inactivated in PeopleSoft (**Action:** Teri) by the end of the week.
4. The title for 2060 should be changed on web page and PeopleSoft to Program Administrator effective 9/1/07. (**Action:** NDSU/web, Teri/PeopleSoft).

2121 Senior lecturer – UND and NDSU are the only two using this. The number is OK, the title is OK, and the two campuses will blend their definitions for the web page. (**Action:** NDSU).

Proposals for descriptors are approved: 2230, 2235, 2240, 2420. **Action:** NDSU will add descriptors to the web page.

Families 2421 and 2422 will be written, and used, by (**Action**) MISU.

Family 2440 is used and will be written by NDSU. **Action item:** Colette will draft and send to UND for feedback.

2510-2615 are used only by, and defined by, NDSU (agriculture). They will be added to the web site (**Action:** NDSU).

2810 Colette will talk to Evye about folding NDSU folks like this into other job families. **Action item:** Colette will research and bring back to the next meeting.

NDUS HR Policy 20.6.1b Donating Sick Leave  Wes Matthews
Wes asked how the group handles issues of people leaving and the 5% limit on donations. It was the consensus of the group that the policy/statute is silent, so 5% per donation seems appropriate.

Broc added that 20.6 says this applies to non-temporary, non-probationary employees.
If you cannot earn, you cannot contribute or receive leave donations. Does there need to be language clarification in policy? After group discussion, Broc stated he is comfortable without policy clarification.

**Action Item:** Colette will look for previous HRC minutes about the payout. – All state service or just University System service.

**Business Process for Obtaining EMPLID (Prior to Start Date)** Teri Thorsen
Teri asked if campuses are using the previous method (new employees needing quick EmplIDs are added through the student system) or the post 8.9 upgrade method (new employees needing quick EmplIDs are added as a Person of Interest – Future Employee – in the HRMS). Campuses all reported using the post-upgrade method. However, BSC and WSC reported still having trouble getting e-mail services for Future Employees because they are being told the new people aren’t in the system. **Action Item:** Campuses please file a Remedy ticket to Teri if this happens so she can work with specific examples. Teri will then continue to work on the interfaces between HRMS and CS and the systems that use PeopleSoft to authenticate email services.

**Holiday Pay for Extended Day Schedules** Ann McGray
NDSCS has a department that is moving to 4 ten-hour days. How is holiday pay handled for full-time people not working a regular shift? Because of the 24/7 nature of our operations, the majority of the campuses said if they miss 10 hours of work because of the holiday, they are paid 10 hours of holiday pay. However other campuses count holiday pay as 8 hours, regardless of the shift one works.

**SBHE Policy 820, Section E** Laura Glatt
The question has again come up as to how some campuses have classes with more than the usual number of credit hours, so is it right/fair that those classes count as one class for the purpose of the Employee Tuition Waiver. The Administrative Affairs Council discussed this at a recent meeting and agreed to not recommend a change to the policy. It was pointed out in the Admin. Affairs Council meeting that release time is a separate issue and at the discretion of the employer. The HRC had no recommendations for change, and would like the policy to stay as is.

**Direct Deposit** Ann McGray
As the CND HRMS team and campus staff work group work on self service, they are wondering if this an opportunity to require direct deposit. Broc reported he has been putting feelers out to extension center staff and staff senate about this.

Pat Hanson (UND) stated that as of August 1, 2007, UND has made direct deposit mandatory for newly hired benefited employees, and January 1, 2008, will do so for all employees. UND has also looked into using pay cards for those employees who don’t have bank accounts for direct deposit. Pay Cards have turned out to be very expensive, but UND is still looking at vendors. Will continue to cut checks for those who absolutely
can’t get a bank account. P-cards would only be beneficial to those campuses also looking to redo their campus ID cards.
MISU requires it for all benefited employees as of last spring.
BSC is looking at going to mandatory.
If everyone goes direct deposit, then is there a benefit to a group contract for p-cards?
Is Bank of ND in this business? Laura pointed out there isn’t much volume if it only impacts those that do not have a bank account. According to Pat Hanson, ND century code says you can make this mandatory.
Action item: HRC reps go back to their campuses and talk to people there about potential support for mandatory direct deposit – report back on next meeting.
Teri will check with Karin on an individuals access – “withhold printing of device.”

**W-2 Reissue Charges -Report**

Do campuses currently charge for W-2 reissues? Do they want to?

- **BSC** - No
- **DSU** - No
- **LRS** - No
- **MAY** - No
- **MIS** - No
- **MIB** - Done by MIS
- **SCS** - Yes ($5)
- **NDS** - Yes ($5)
- **UND** - No, but willing to if this is system-wide
- **VCS** - No
- **WSC** - No

Campuses print off Year-End Forms Combined form for financial aid purposes in the fall for students; they do not re-issue a W-2. This meets the needs of students for FA purposes.

**Action item - CND:** Use wording on self-service screen “Your campus may charge for this service – contact your HR/payroll office.”

---

**September 13, 2007**

**Internal Controls for Payroll Process**

Tricia Johnson is contacting the individuals on the committee are going to the ND HEUG conference and talk about this there. They are aiming for December. Committee is:

- Tricia Johnson (NDSU)
- Pat Hanson (UND)
- Linda Fossum (BSC)
- Darcy Trenda (NDUSO)
+ two controllers
+ state volunteer.
IPEDS Ethnicity/Race Data Collection

Teri Thorsen

There will be no change in IPEDS reporting as far as ethnicity data again this year. The new ethnicities will probably go into effect next year. The CND team will compare the 2006 report to the 2007 report to see what minor changes may need to be made for this year.

Wes clarified that there are no percentages to ethnicity; simply mark one as primary.

SBHE policy 608.2 Non-renewals and Dismissals

Gail Ebeltoft

The committee assigned in February has not met. Peg Torrance was chair, but has now left NDSCS. Does the HRC want to add another member and get this group going? The issue was, if someone is moved into an officer status from a broadbanded status, do their years as broadbanded, or just their time as an officer, count toward any notification period? The committee was also going to review to see if HRC policy 25 and 608.2 work together. **Action:** Gail will ask Pat if the HRC approved this 608.2 change.

NDSU HR Policy 24 Reduction in Force

Wes Matthews

Is an FTE reduction considered a Reduction in Force? Or does there need to be a termination? If it is voluntary, get it in writing from the employee. Pat: If it is involuntary, use the RIF policy or the grievance policy. **Action:** Wes will draft amended language and Diane will give him feedback about clarifying FTE reductions.

FTEs

Teri Thorsen

From time to time, statements are made such as “the FTEs in the system are unreliable,” or “are incorrect.” The issue is that what an FTE is depends on who is asking and what definition they use.

In PeopleSoft, an FTE represents the amount of time a week a person works during the time they are scheduled to work. For example, a full time employee who works only nine months, has an FTE in the system of 1.0. They work 40 hour weeks for the months they are scheduled. A full time employee who works twelve months also has an FTE in the system of 1.0.

When an FTE report request is made, it depends on the definition being used by the requester as to how the information would be programmed by CND developers, and reported.

A typical HR definition (private sector/corporate world) of FTE would be \# hours/week x \#weeks/year divided by 2080. Thus, the FTE report would show the full time, 9-month employee with an FTE of .75, and the full time, 12-month employee with an FTE of 1.0.

The OMB Risk Management division, however, uses a different definition. For them, the 9-month employee is counted as .75 if they are a staff member, and 1.0 if they are a faculty member. The 12-month employee is counted as 1.0 if they are a staff member, and 1.2 if they are a faculty member.
**Action:** Jean Altepeter will contact Carla Vail to test/troubleshoot UND Medical School’s FTE questions.

**Action:** Campuses need to review their detailed FTE queries/clean up any FTE data by September 26 and report any concerns to Teri by that date. The FTE Risk Management report will be forwarded to OMB by the Chancellor’s office on September 28.

**Officers of the Institution:** Rita Lindgren

**Action:** Campuses were asked to send Rita a list of their Officers and what definition they are using.

**HRC Meeting Schedule** Gail Ebeltoft

After discussion, the dates for the next meeting were left as November 7 and 8.