NDUS Human Resource Council (HRC) Minutes
March 11 and 12, 2014
Lake Region State College
Devils Lake, ND

Attended

BSC Rita Lindgren, Carla Sivesind
DCB Kara Bowen
DSU Gail Ebeltoft
LRSC Joann Kitchens, Sandi Lillehaugen, Becky Lang
MaSU Noah Fischer, Karen Amundson
MiSU Wes Matthews
NDSCS Ann Heideman
NDSU Jill Spacek, Brittnee Steckler, Tricia Johnson
NDUS-CTS Jane Grinde
UND Pat Hanson, Joy Johnson
VCSU Jennifer Larson
WSC Michelle Remus, Jamie Rehak

Unable to Attend

NDUS

Introductions & Approval of Minutes

Brittnee Steckler moved and Jane Grinde seconded to approve the December 3 & 4, 2013 minutes. Motion carried.

Old Business

1. Update on edit to NDUS HR policy 20, Leave (Matthews)

Recommended to change the title of this policy to other paid leave. The change was approved by the SBHE at their last meeting.

2. Flexible Spending $500 Carryover (ADP/Matthews) 1:30 conference call

Kim Wright, ADP, reviewed the Spending Account Carryover Allowance (pros & cons) handout, and gave a brief rundown of the $500 carryover. It would eliminate the grace period (2 ½ months) currently used. A low percentage of the organizations they work with use the $500 carryover method. If we want to use the plan for 2015, we need to make our decision by mid-June. The 2014 rules would not apply, the 2 ½ month extension would have to be dropped for 2015. If additional questions come up, please contact Kim.

Joann Kitchens moved and Jill Spacek seconded not to accept the $500 carryover and continue with the grace period. The Chair called for discussion – no discussion. Motion carried.
3. **Long-term disability insurance contract update (Hanson)**

The committee is looking at rebidding this. The NDUS has had the Standard for a very long time. The request for proposal (RFP) was sent and we received 6 proposals. One was from the Standard. The committee is doing a side by side comparison of the proposals.

4. **Update on market/equity increases for probationary employees (Matthews/Glatt)**

The approved language will be coming out in the NDUS budget guidelines this spring.

5. **Update on edit to NDUS HR policy 4, Probationary Period (Matthews)**

NDUS HR Policy 4. Probationary Period – reviewed proposed changes (attached).

After discussion, Gail Ebeltoft moved approve and Joann Kitchens seconded to approve the edits. Motion carried.

6. **Continued discussion regarding the relationship between overtime and paid leave (Fischer)**

Noah Fischer reported for the committee. He distributed a handout. The committee summarized where we are at as a whole to see if any action needs to be taken or a consensus on how it should be applied/implemented. The committee recommended the HRC seek administrative affairs council review/feedback.

The committee’s research discovered that the State HRMS allowed for leave payout at straight time at the agency’s discretion. Some used that flexibility and some did not.

The discussion that followed included possibly revising HR Policies 19 and 20 to pay those working during a closure or holiday at time-and-one-half and/or possibly revising HR Policy 12 to address the definition of call back pay (possibly dropping the word, ‘emergency’). The budget impact of paying leave at straight time in excess of budgeted salary was also noted.

We reviewed the original auditor’s recommendation.

It was agreed to review the section in NDUS Policy 12. Overtime, where call back (remove the word emergency) is discussed. A committee will also review NDUS Policy 19. Holidays and NDUS Policy 20. Other Paid Leave. Pat Hanson—Time and a half for holidays would need to go to the Administrative Affairs Council because there would be a significant cost. Wes Matthews will Chair the committee to work on the three policies—Pat Hanson, Tricia Johnson and Jane Grinde volunteered.

Brittnee Steckler—Closures and holidays count as hours worked NDSU did this already.

7. **Sick leave for maternity purposes (Kitchens)**

Sandy Lillehaugen is heading up the committee working on maternity leave. There are questions about the purpose of the committee. They know everyone knows we use Sick Leave for maternity, but the questions were regarding adoption. It does not say you can use 6 to 12 weeks of Sick Leave for adoption.
Adoption is covered by the Family Medical Leave Act (FMLA). Sandy Lillehaugen, Brittnee Steckler and Noah Fischer are members of the committee.

**New Business**

1. Affordable Care Act (ACA) as applied to Graduate Assistants and Part-time Adjunct Faculty (Matthews/Glatt)

A question came up as it applies to graduate assistants and adjunct faculty (PT). ACA it’s 30 hours per week. IRS regulations came out per credit hour basis 2.5. A group has been working on this—Pat Hanson (UND), Colette Erickson (NDSU), Harvey Link (NDSCS), Drake Carter (BSC) and Kara Bowen (DCB).

It was agreed the HRC should have a committee working on the ACA relating to graduate assistants and adjunct faculty – Brittnee Steckler, Ann Heideman and Rita Lindgren volunteered to work on this as related to a benefit. We will visit with Teri Thorsen to see if she is willing to play a role. The committee will let Wes and Laura know who the chair will be. Ann—The look back period is a concern—this fall or July 1. Can decide if it is a 12 month or 6 month period the first year, ends 3 months before the end of the year—so a 6 month would be right now. Has to be affordable 6.5%. Look back is setting the time for eligibility. Would have to provide 7-15 or further back depending on look back time. ACA talks about 30 hours, but our policy talks about 20 hours for benefits. Are they regularly funded?

2. Aging Market Data (Matthews)

For the future, it was the consensus to use the published inflation rate as reported by the Bureau of Labor Statistics (BLS) in their January report. The national inflation rate is 1.6% based on the January 2014 BLS report. Joy Johnson will check the Midwest number to verify we have the right number.

3. Family Medical Leave Act (Hanson)

This was on the NDUS College of Council Faculties agenda. After checking, We could not determine why the issue came up.

4. Mission of the newly formed NDUS Retirement Plan Oversight Committee (Grinde)

Jane Grinde – Background info - last May Laura Glatt reported to this group that specifically to our 401A, 457 and 403b, TIAA CREF changed how they classify some of those accounts. Institutional class generates revenue credit for those accounts. The revenue has been set aside in a suspense account. Give back to participants or used for support for the retirement plans. Last fall, Jane took on these responsibilities and her position went FT—it resulted as part of those dollars. The purpose of the committee is to provide fiduciary oversight to the plans. A committee has been put together with a good balance of representation. They had their first meeting last week. The committee is drafting an investment policy statement. The committee provides input on the revenue credit and options for disbursement. Jane will provide a regular update to the HRC. Jane will report back what the committee does and the committee will give reports to the State Board of Higher Education (SBHE) on a quarterly basis. TIAA CREF consultants give good advice and they are looking at outside consultants, using a blended approach.
5. Broadbanding classifications for NDUS SITS employees (Grinde)

Jane Grinde – looking for some history on CTS/SITS. Right now they have their own class 3295, 01 exempt and 02 for nonexempt. She has been asked to separate those and create new job codes and identify classifications through the code.

Jane asked the group if they oppose getting rid of the 3295 and if placing the positions within the broadbanding system was acceptable? It was the consensus for Jane to go ahead and place the positions within the broadbanding system.

6. Return to Work Programs (Larson)

Jennifer Larson – Risk Management Discount Program as part of the discount—through WSI—required to have a return to work program. Designated Medical Provider (DMP) and written return to work, etc. Also, include the process and who to contact for reasonable accommodation. Contact for NDSU is Jolean Pederson, NDSU Associate Director, Safety Office, (231-9587).

7. Potential legislation recommendations (Matthews)

Deadline of April 1, 2014 for retirement, health, etc. Are there any bills or proposals the HRC feels we need to get together? NDPERS is aware of the ACA issues. HRC does not have any health or retiree health issues. Check to see is Sparb Collins (NDPERS) can give us an update at one of our next meetings.

8. Fraud/Code of Conduct Training Timing (Matthews/Glatt)

Do you prefer to stay with the 6/30 compliance date and why? Not particularly
Do you prefer to move to an alternate date and if so what date? More supportive of doing the training in the fall.

It was agreed the training should be issued August 1 and the completion/compliance date should be by December 31.

9. Title IX Compliance (Grinde)

Jane Grinde – Is this something we need to be doing. Rita Lindgren reported that Becky Lamboley from the NDUS has good information and is willing to help the campuses work on Title IX compliance. Ann Heideman sent the information to the HRC. It was agreed each campus should check to see where this is at for their institution.

Other

Joy discussed if an employee has not showed up to work for 3 or 4 days can we terminate? DSU has a policy on Job abandonment after 5 days, they send a termination notice. Wes indicated previous NDUS legal counsel advised you still send the pre-termination notice and if they don’t respond, you can move forward with the termination. It should be added in the letter if there is a circumstance, the employee should let the institution know.
It was agreed to add job abandonment in NDUS HR Policies 25, 26 & 27. Joy Johnson, Jill Spacek and Gail Ebeltoft volunteered to revise the policies to include job abandonment. Joy will serve as Chair.

Adjourned at 4:40 pm.

Future Meetings:
June 11 and 12           University of North Dakota
Next meeting             Bismarck State College