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November 16, 2007

To: Members of the University System Personnel Policy Council
From: Joan Tambling, Director of Human Resources, USNH
Subject: November 29th meeting

**Meeting is scheduled for November 29, 2007
9:30 a.m. at GSC, Concord**

In the event of inclement weather, please call 862-0927 for a meeting update

AGENDA

- | | | |
|----|-------------------------------------|--------------------|
| 1. | Approval of Minutes (9/20/07) | Attachment One (A) |
| 2. | Introductory Increase policy | Attachment Two |
| 3. | Civil Unions ~ update | Attachment Three |
| 4. | United Educators Insurance Proposal | Attachment Four |

*Attachments with “(A)” delineate items expected to be acted upon during the meeting.
All others are discussion/review items.*

USNH PERSONNEL POLICY COUNCIL
2007 ~ 2008 Membership

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Executive Secretary (non-voting)			

In the event of inclement weather, please call 862-0927 for an update on meeting status.

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SYSTEM PERSONNEL POLICY COUNCIL

September 20, 2007
PSU Graduate Facility ~ Concord

Attendance

L. Sattler ~ UNH, Co-Chair	T. Garland ~ KSC	P. Atkinson ~ PSU
S. Demers ~ UNH	K. Harkness ~ KSC	A. Thurston ~ PSU, Co-Chair
J. Plodzick ~ UNH	B. Denehy ~ KSC	S. Marquis ~ SYS
P. Hammond ~ UNH	C. Child ~ KSC	J. Tambling ~ SYS
A. Mullen ~ UNH	C. Gagne ~ PSU	L. Dews ~ SYS
M. Leighton ~ UNH	L. Wirth ~ PSU	T. Sowa ~ SYS
A. Crabtree ~ GSC	D. LeBlanc ~ PSU	
B. Dalzell ~ GSC	L. Alexander ~ PSU	

1. The meeting was called to order at 10:00 a.m. The Council welcomed new members as introductions were made around the table. Joan provided orientation information covering the membership, responsibilities and process of the Council, as described in Attachment Two. Lonn Sattler and Ann Thurston were unanimously voted Co-Chairs for the 2007-2008 meeting season. The 2007-2008 meeting dates have been confirmed (all meetings will begin at 9:30 a.m., and take place at GSC, Concord):

- November 29, 2007
- January 24, 2008
- March 20, 2008
- April 15, 2008
- May 22, 2008

Joan also made note of the policy changes and discussions the Council adeptly accomplished during the 2006-2007 meeting year as delineated in Attachment Four, covering areas of benefits, employment, employee relations and compensation.

2. The report of the May 24, 2007 meeting was approved with the correction of a typo.
3. Sandi reported on the Benefits Cost Containment measures and Harvard Pilgrim update from the Spring Council vote. Per the Council's endorsement, the \$10 co-pay for chiropractic visits and the medical "surcharge" (\$26 annually for individual coverage; \$52 annually for two-person coverage, and \$78 annually for family coverage) was approved, while we managed to avoid an increase in physical therapy co-pays. This year's BCC discussions will focus largely on long-term strategies such as consumerism education.

The NH legislature passed several bills of note over the summer, including an extension of medical benefits for dependent children up to the age of 26, regardless of student status. Harvard Pilgrim has sent out letters explaining the implications of this bill, and USNH has scheduled a special open enrollment period in October to allow for employees to bring their dependents into the plan. Two other bills that will affect USNH employees are coverage for civil unions, and continued coverage (up to three years) for an ex-spouse. The November agenda will offer more information about how USNH will handle the domestic partner/civil union coverage for new and current employee benefits.

4. The Introductory Increase policy returned from last year's discussion topics. Originally proposed changes would expand the introductory increase option to include transferred, promoted, and reclassified employees. There is some concern that employees feel "entitled" to the increase, as well as a curiosity to know how the increase is

Attachment One

granted across departments/campuses. The Council agreed that the language should reflect more strongly that it should be used as a reward for proficiently learning the job/new skills. At the Council's request, Gaynelle will add references to the "Bonus" section of policy (noting that bonuses would be applicable in lieu of an introductory increase under certain criteria) and the "Introductory Period" section of policy (adding a definition of the increase and how it would apply).

A future topic on the SPPC agenda will pursue the Council's interest in examining ways to reward exemplary employees who are past their introductory period...something other than a bonus or merit payment.

5. The shift differential section of Additional Pay policy is a work-in-progress. Further identification is needed as to whether temporary or non-status employees are eligible for certain shift differentials. Commentary included finding a more attractive way to approach shift, through a percentage of salary (which could cause a problem with equity) or higher amounts granted. USNH HR will do some research on differentials at comparable universities, and this information will come back to the Council via the January agenda.
6. Current USNH Termination policy sets up a notice period for employees who are being let go due to lay-offs or unsatisfactory job performance, etc. The proposed policy change would offer the options of working through the notice period, or participating in a pay-out which would shorten the dates of employment. Discussion included the suggestion that "mutual" agreement between the employee and employer may not always work when determining which option the employee would pursue.

The Council also turned its attention to the notice period granted for Operating Staff (14 calendar days) and PATs (90 days), and determined they would like to see "best practice" research from other institutions of what sort of notice period is granted for employees, which USNH HR will provide at a future meeting.

The meeting adjourned at 12:00 p.m.



USY Administrative Board V. Personnel Policies

(Note: OLPM sections on this page may be cited following the format of, for example, "**USY.V.F.9.1**". These policies may be amended at any time, do not constitute an employment contract, and are provided here only for ease of reference and without any warranty of accuracy. See [OLPM Main Menu](#) for details.)

F. Compensation

9. Types of Continuing Increases

9.7 Introductory Increase

9.7.1 Definition. ~~An introductory increase is a salary adjustment that may be given upon the successful completion of the initial six-month introductory period.~~ When a staff member is newly hired, transferred, promoted, or reclassified, an introductory increase-salary adjustment may be given, after the successful completion of the introductory period, to recognize the attainment of documented goals during the first six months. (See USY.V.C.8) A supervisor may award a bonus in lieu of an increase. (See USY V.F.7.5.1)

9.7.2 Monetary Payment. Introductory increases are not to exceed five percent and are subject to the availability of funds. The employing department is authorized but not obligated to grant such an increase.

~~**9.7.3 Exception.** If a newly hired, promoted or reclassified staff member is at a salary which is in excess of the first quartile of the salary range, he/she is ineligible to receive an introductory increase.~~

C. Employment

8. Performance Related Personnel Actions. There are specific personnel actions for use in job performance related areas. The application of these policies is dependent on the individual situations as described below.

8.1 Introductory Period

8.1.1 Intent. All new PAT/AA and OS members in status positions serve an introductory period of six months. The intent is to provide the time needed to do a concentrated evaluation of the new employee's performance and to determine if the individual is able to meet the job requirements. (See also USY V.F.9.7)

8.1.2 Responsibility. Supervisors are responsible for setting forth job requirements, expectations and monitoring the staff member's progress in meeting the job requirements and expectations of the position.

8.1.3 Conditions

8.1.3.1 Initial Introductory Period. All rights and privileges of employment are available to staff members during the initial introductory period with the exception of the use of the grievance procedure to appeal termination for inability to meet the requirements of the position.

Attachment Two

8.1.3.2 Subsequent Introductory Period. Staff members who are promoted, demoted, or transferred and OS who are reclassified to PAT, will serve a subsequent six month introductory period and enjoy all rights and privileges accorded the non-introductory employee.

8.1.4 Length of Introductory Period for Newly Hired

8.1.4.1 Operating Staff will have their performance reviewed after three months. A performance review will again take place after five and one half months to determine suitability for continued employment. Thereafter, evaluations will be conducted annually or as otherwise needed.

8.1.4.2 PAT Staff and Academic Administrators will have their performance reviewed no later than the end of six months to determine suitability for continued employment and then annually thereafter. If more time is needed, a supervisor may request that the Human Resources Office extend the introductory period. Such extensions may be granted for a period no longer than one year from the date of initial appointment. By the end of the extension, another performance evaluation must be conducted.

8.1.4.3 Extension Educators will be given a one-year introductory period. If the staff member's performance is satisfactory at the end of the introductory period, the person will be given the opportunity to continue employment. No introductory period is required for Extension Educators promoted from one rank to another.

8.1.4.4 Principal Administrators are employed in an "at-will" capacity with annual performance evaluations.

F. Compensation

7. Additional pay

7.5 Additional Pay -- Recognition, Recruitment, Other. These categories of additional pay shall have approval processes as described in [USY V.F.7.2.](#)

7.5.1 Bonus. Compensation awarded to status and non-status faculty and staff to recognize contribution, extraordinary effort, **attainment of goals at the end of an introductory period**, or for assuming for a period of time extra duties which are not included in the duties and responsibilities as outlined in the staff member's classification.

Tentative Process Plans for the review of the NH Civil Unions legislation

Current policy on domestic partners will continue to be in place and will continue with current interpretation regarding the original intent that partner benefits are offered to those without a comparable alternative to marriage.

- USNH will use about a 6 month period to work on a proposal for continuing policy on partner benefits, aiming to make any recommendations by the end of the academic year. As discussed earlier we are hoping to make these policy determinations working with the GLBT at UNH as well as interested groups at PSU, KSC, and UNH
- USNH will extend the open enrollment/life event window for current employees to enroll in partner benefits to 12-31-7 unless there is a contractual (insurance/tax) reason that we cannot do so (Sandi, any problems here?)
- Beginning 1-1-8 new entrants to benefits plans will – in general - have to be either married or civil-unioned to be eligible for USNH benefit plans. (Note there is still an open question about the eligibility of out of state residents to obtain civil unions in NH)
- USNH employees who have partner benefits as of 12-31-7 will continue to have those benefits through 12-31-8 (or 7-1-9) and thereafter will be subject to whatever the “continuing policy” is. (i.e. no continuing grandfather status is expected)
- An area of potential policy development could be a waiver or application program for those with special circumstances to be covered by partner benefits without benefit of civil union (e.g. loss of a pending adoption of a child – some agencies/states do not permit gay or lesbian families to adopt and thus entering a civil union could invalid an application – or military personnel who would risk loss of job)
- The tentative plan at UNH is to set up a meeting for interested parties to attend to understand the above bullets and to discuss other areas of questions or concerns.

Attachment Three

Discriminatory Harassment Prevention Training Proposal

Objective

The objective of this proposed initiative is to employ a strategy of proactive training and education to prevent acts of sexual and discriminatory harassment on University System of New Hampshire (USNH) campuses.

Our aims are:

- For all current and new employees to participate in discriminatory harassment prevention training upon hire and
- Every three years thereafter to participate in refresher training.

Background

The University System of New Hampshire encompasses five locations:

- Granite State College (GSC) - Concord, New Hampshire
- Keene State College (KSC) - Keene, New Hampshire
- Plymouth State University (PSU) - Plymouth, New Hampshire
- University of New Hampshire at Durham and University of New Hampshire at Manchester (UNH-D and UNH-M) - Durham and Manchester, New Hampshire
- University System of New Hampshire (USNH) - Durham, New Hampshire

Currently, as a part of new employee orientation, 100% of all new employees receive a copy of discriminatory harassment policies and procedures as they pertain to their campus. Each campus and the systems office distribute discriminatory harassment policies and procedures to its employees in its faculty/staff handbook. Handbooks and USNH policy are available as both hard copies and on-line.

The availability and frequency of initial and refresher discriminatory harassment prevention training for all employees, as well as training specifically designed for supervisors, varies widely among the USNH system locations.

The five organizations that make up the USNH system are geographically dispersed, range dramatically in size, and each has its own unique culture. Current discriminatory harassment prevention training efforts vary by campus:

Location:	Status of Discriminatory Harassment (DH) Prevention Training:
Granite State College	<ul style="list-style-type: none"> ▪ Total Number of Employees = 465 <ul style="list-style-type: none"> ○ Status Employees - Staff = 75 ○ Status Employees - Faculty = 0 ○ Part-Time & Temporary Employees = 358 ○ Non-Status Employees (not faculty)= 32 ▪ Policy is reviewed during orientation. Otherwise there has been no discriminatory harassment training available for staff during the last 3 years.
Keene State College	<ul style="list-style-type: none"> ▪ Total Number of Employees = 904 <ul style="list-style-type: none"> ○ Status Employees - Staff = 332 ○ Status Employees - Faculty = 199 ○ Part-Time & Temporary Employees - Staff = 146 ○ Part-Time & Temporary Employees - Faculty = 227 ▪ Currently all new status employees receive discriminatory harassment training on their first day of hire as a part of their new employee orientation.

	<ul style="list-style-type: none"> ▪ There is no discriminatory harassment training for adjunct faculty or non-status employees. ▪ An on-line discriminatory harassment tutorial is available for all employees. It is not mandated. ▪ Once a year more in-depth discriminatory harassment training is offered for supervisors.
Plymouth State University	<ul style="list-style-type: none"> ▪ Total Number of Employees = 840 <ul style="list-style-type: none"> ○ Status Employees (PAT/OS) - Staff = 370 ○ Status Employees - Faculty = 190 ○ Non-Status Part-Time & Temporary Employees = 280 ▪ Discriminatory harassment training is mandated for all employees. ▪ 95% of all employees have completed discriminatory harassment training within the past 2 years. ▪ Initial training is still needed for the 5% of current employees who have not yet been trained as well as for all new hires. An on-going refresher is also needed for all employees.
University of New Hampshire at Durham & University of New Hampshire at Manchester	<p>University of NH – Durham</p> <ul style="list-style-type: none"> ▪ Total Number of Employees = 4852 <ul style="list-style-type: none"> ○ Status Employee - Staff = 2150 ○ Status Employees – Faculty/Librarian = 896 ○ Complementary Hourly = 1268 ○ Complementary Exempt = 185 ○ Complementary Faculty = 353 ▪ Approximately 300 UNH-D employees in supervisory roles have received discriminatory harassment training within the last five years through their participation in the Managing@UNH or Supervising@UNH professional development programs. ▪ Other than information received at new employee orientation, currently there is no on-going refresher training for UNH-D employees. <p>University of NH – Manchester</p> <ul style="list-style-type: none"> ▪ Total Number of Employees = 199 <ul style="list-style-type: none"> ○ Status Employees - Staff = 57 ○ Status Employees – Faculty/Librarian = 39 ○ Complementary Hourly Employees = 32 ○ Complementary Exempt = 11 ○ Complementary Faculty = 60 ▪ A discriminatory harassment refresher is offered to all benefits-eligible faculty and staff every three years. The next refresher will take place within the next six months. ▪ 24 UNH-M employees in supervisory roles have received discriminatory harassment training within the last five years through their participation in the Managing@UNH or Supervising@UNH professional development programs. ▪ Currently there is no training for adjunct faculty or complementary hourly staff. ▪ Other than information received at new employee orientation, currently there is no on-going refresher training for UNH-D employees.
University System of New Hampshire	<ul style="list-style-type: none"> ▪ Total Number of Employees = 120 <ul style="list-style-type: none"> ○ Total Number of Status Employees - Staff = 115

	<ul style="list-style-type: none"> ○ Total Number of Status Employees - Faculty = 0 ○ Total Number of Part-Time & Temporary Employees = 5 ▪ Approximately 95% of all systems office employees participated in discriminatory harassment training in 2000. A portion of this group participated in a refresher training in 2004. ▪ Other than information received at new employee orientation, currently there is no on-going refresher training for employees in the systems office.
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Key Strategies for Development & Implementation of Discriminatory harassment Prevention Training

- Secure executive level buy-in.
- Create a coordinating committee of representatives from key functional areas from all five locations. The purposes of this committee are to share current USNH practices in discriminatory harassment prevention training, seek out best practices in discriminatory harassment prevention training in other higher education settings, and guide the development and rollout of a comprehensive decentralized discriminatory harassment prevention training program for each campus.
- Review current policy and procedures at both the system and campus levels; Revise policy and procedures as needed to reflect compliance with current legal requirements.
- Review current training strategies in use on different campuses and determine the training needs for each of the campus locations.
- Determine a structure for managing the development and rollout of a decentralized training initiative.
- Determine delivery formats (i.e., traditional classroom training and self-paced e-training) and who will provide the delivery for each campus.
- Estimate costs for training design and delivery and secure funding.
- Develop training curriculums with content and learning formats that are tailored to the learning needs and learning styles of a variety of populations, i.e., staff, faculty and administration; individuals new to the college/university or long-time employees; individuals in supervisory or non-supervisory roles; employees who have had no discriminatory harassment prevention training or those who need a refresher.
- Develop structures for program promotion, administration and participation tracking for each campus.
- Develop a training initiative evaluation plan.

Timeline & Milestones

Year 1 11/1/07- 10/31/08	<ul style="list-style-type: none"> ▪ Establish a coordinating committee. ▪ Review and revise policy and procedure. ▪ Determine training needs for each campus. ▪ Determine delivery formats. ▪ Develop training curriculums. ▪ Develop structures to promote and administer training sessions and track employee participation. ▪ Develop a plan for program evaluation. ▪ Estimate costs for training design and delivery and secure funding. ▪ UE progress review 8/1/2008.
Year 2 11/1/08- 10/31/09	<ul style="list-style-type: none"> ▪ By May 1, 2009 pilot the training curriculum (in both traditional and E-based formats). ▪ After making any needed modifications in the curriculum roll out training on all campuses with the expectations that: <ul style="list-style-type: none"> ○ 100% of new employees receive discriminatory harassment prevention training upon hire.

	<ul style="list-style-type: none"> ○ 50% of current employees are trained (either general prevention training or prevention training targeted for individuals in supervisory roles). ▪ UE progress review 8/1/2009.
Year 3 11/1/09-10/31/10	<ul style="list-style-type: none"> ▪ Continue training rollout on all five campuses with the expectations that: <ul style="list-style-type: none"> ○ 100% of new employees will continue to receive training upon hire. ○ The remaining 50% of all current employees are trained. ▪ Begin refresher training cycle for all employees. Employees go through a refresher within three years of initial training. ▪ Assess program effectiveness. Make modifications as needed.
Year 4 11/1/10-10/31/11	<ul style="list-style-type: none"> ▪ Program has become institutionalized and training rollout continues on all five campuses: <ul style="list-style-type: none"> ○ 100% of new employees receive training upon hire. ○ Employees go through a refresher within three years of initial training.

Key Steering Committee Participants & Responsibilities

- Representative (Joan Tambling) from the **Systems Level Human Resources** office (on the steering committee):
 - Point person for interactions with United Educators and USNH.
 - Responsible for forming the steering committee that will oversee the development and execution of this training initiative.
 - Responsible for committee oversight.
 - Responsible for systems level discriminatory harassment policy review and revision.
- Representatives from the **Human Resources Offices** from all five locations, including individuals with expertise in HR discriminatory harassment policy/best practices; training design, and organizational development and change management strategies (on the steering committee):
 - Responsible for helping to determine how to design and execute a decentralized training initiative that takes into consideration the structural and cultural needs of six separate geographic locations.
 - Responsible for representing the training concerns that are specific to their campus.
 - Responsible for campus level discriminatory harassment policy review and revision.
 - Responsible for the design and execution of a discriminatory harassment prevention training initiative that involves multiple populations – full and part-time administrative staff, faculty and adjunct faculty.
- **USNH Legal Counsel** (as needed):
 - Responsible for providing legal advice that reflects current statutory and case law during policy review, training development and training execution phases.
- **Compliance Officers** From all Five Locations (as needed):
 - Responsible for providing advice and assistance regarding compliance with affirmative action and EEOC regulations.
- **Academic Representatives** (on the steering committee):
 - Responsible for advising on the design and execution of discriminatory harassment training targeted for faculty and adjunct faculty populations.
- Representatives from **Computing and Information Services** (as needed):
 - Responsible for advising on the development and execution of electronic discriminatory harassment training offerings.

