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April 20, 2006

To: Members of the FPEW University System Personnel Policy Council  
(Faculty, PAT, Extension Educators, Wheelock School Faculty)

From: Joan Tambling, Director of Human Resources, USNH

Subject: April 27<sup>th</sup> meeting

**Meeting is scheduled for April 27, 2006  
9:30 a.m. at GSC, Concord**

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

AGENDA

- |    |  |                    |
|----|--|--------------------|
| 1. | Benefits Healthcare Inflations<br>• Guest: Mark Abate, Strategic Benefits Advisors, Inc. | Emailed Attachment |
| 2. | Approval of Minutes (2/23/06)  | Attachment One (A) |
| 3. | Solicitation policy  | Attachment Two (A) |
| 4. | Compliance (USY V-F.5 rest/meal period)  | Attachment Three   |
| 5. | LTD & years of service   | Attachment Four    |
| 6. | Appointment policy ~ percent time change in position                                     | Attachment Five    |

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

**USNH PERSONNEL POLICY COUNCIL**  
**Faculty, PAT, EE, WSF**

*2005~ 2006 Membership*

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Joan Tambling	joan.tambling@unh.edu	USNH	Dunlap

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

Non-Member Distribution

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**SYSTEM PERSONNEL POLICY COUNCIL**  
**Faculty/PAT/Extension Educators/Wheelock School Faculty**

*February 23, 2006*  
*GSC ~ Concord*

Attendance

A. Mullen ~ UNH  
S. Demers ~ UNH  
P. Hammond ~ UNH  
T. Boyle ~ UNH  
B. Dowling ~ GSC

K. Camacho ~ GSC  
J. Hampton ~ GSC  
K. Harkness ~ KSC  
S. Armstrong ~ KSC  
A. Kulig ~ PSU

A. Thurston ~ PSU  
L. Alexander ~ PSU  
C. Kuzdeba ~ PSU  
G. Pratt ~ SYS  
J. Tambling ~ SYS

1. The meeting was called to order by Chair Dowling at 10:00 a.m., with the report of the December 15, 2005 meeting approved as written.
2. The policy on Leave of Absence for crime victims/family member victims was well received by campuses, especially with the inclusion of utilizing family sick leave to cover court or legal/investigative proceedings. Acknowledging that USNH policy is more generous than NH law by allowing the benefit to apply for any member living in the employee's household (rather than strictly an immediate family member as defined by the State Statute), the Council voted to approve the policy unanimously.
3. The Compassionate Leave Donation Program returned to the agenda, with feedback Reps gathered from their constituents. After discussion, changes were made including a deletion of the line "Any compassionate leave not used by the recipient is returned to the last employee who donated time," an increase from a maximum of 10 to 12 days of donated time from any one employee, and a sentence added in allowing for campuses to provide provisions for a retroactive contribution (no more than 30 days after the leave).  
  
After a short discussion on the success of the UNH donation program, and a determination that any "unused" gifted time would not be redistributed to any donors, the Council approved the policy unanimously.
4. The proposed non-solicitation policy also returned to the agenda after campus review. UNH expressed an emphatic displeasure in the policy as it is currently written, stating several of their constituents view the proposal as a rights infringement. PSU questioned how the policy would effect USNH-sponsored solicitations (such as United Way, sports and festival tickets, etc.). Instead of solicitation in the workplace being "prohibited," the language could be changed to mention it is restricted to nonworking hours in designated common areas, etc. Gaynelle will work on rewriting the language, and a revised version will return to the April agenda.
5. The BOT Fraud policy was unanimously approved with a few last-minute suggestions to pass on to Ron Rodgers. The Council would like to see the language broadened to include truth and best effort accuracy to "all formal USNH records and documentation." Under the reporting section, it was noted that retaliation against anyone reporting fraud is strictly prohibited when the report was made in good faith. However, the Council would like to see a line or two that addresses what the consequences are in addressing deliberately malicious (false) reports. The conversation concluded with the suggestion that the Internal Audit policy be reviewed to make sure the definitions for both policies are similar in intent and clarity.

**Attachment One**

6. Joan Tambling gave an update on the status of the next ARC (Additional Retirement Contribution) buy-out and BCC (Benefits Cost Containment). At the Council's request, Joan and Sandi will work on proposing a buy-out program for employees currently in the MCP plan who want to switch over to ARC. Most likely, the proposal will come about in the late fall, allowing time for Medicare Part D information to be better understood in helping employees make their decision about utilizing ARC or not.

USNH medical plan benefits are going out to bid this spring, which will affect BCC and employees' annual Open Enrollment decisions. Sandi will consider a CDHP (Consumer Driven Healthcare Plan) option (the Council interest is high in obtaining HSAs (Healthcare Spending Accounts) but those can only be offered in conjunction with CDHPs. Medical BCC will continue to be a strong focus for USNH, given that out of an approximate \$90 million benefits budget, \$40 million goes towards medical costs and \$20 million towards retirement/FICA. Updates will continue on future agendas, starting in April, when Mark Abate of Strategic Benefit Advisors, Inc will attend our next SPPC meeting with information on the history and trends of Health Care Cost Management.

*The meeting adjourned at 12:15 p.m.*



## USY Administrative Board V. Personnel Policies

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### D. Employee Relations

#### *Policy proposal to address solicitations in the workplace*

##### D.13 Non-work Related Solicitations.

13.1 The University System of New Hampshire also strives to provide a work environment free of non-work related interruptions. Faculty and staff are expected to engage in the work of the University System or USNH-sponsored activities during work time and in the work place, free from interruption, disruption, or distraction from sources unrelated to their work.

13.1.1 As such, solicitation of or by faculty and staff on behalf of non-USNH entities during work hours and in the workplace is **restricted to non-working hours and non-work space, such as a designated web site.** Institutional level policy may permit the use of lunchrooms and/or other appropriate common areas for solicitation by, or on behalf of, appropriate non-USNH organizations so long as that activity does not interfere with the ability of faculty, staff, and supervisors to maintain a work environment appropriate to the conduct of USNH's work.



## USY Administrative Board V. Personnel Policies

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### F. Compensation

#### 5. Pay by the Hour Policies (Pertains to Non-Exempt Pay Policies)

##### 5.1 Hours Worked

**5.1.1** Definition and Authority. The workweek begins on Saturday and ends on Friday. The standard workweek is 37.5 hours for office and technical staff, and 40.0 hours for facility, craft, service and dining hall staff. Authority to determine what constitutes time worked to comply with FLSA resides with the campus Human Resources Office with advice from the USNH Office of Human Resources as appropriate.

**5.1.2** Records. The campus Human Resources Office is responsible for maintaining time and attendance records, which must be completed by the staff member and signed by the supervisor.

**5.1.3** Work Schedules. The supervisor may not change a staff member's regular work schedule without prior approval by the campus Human Resources Office. When this occurs, the supervisor must give ~~reasonable~~ 30 calendar days' advance notice to the staff member. This policy is intended to cover permanent or major changes, and is not intended to prohibit flexibility in dealing with ad-hoc/short-term needs. (See USY.V.C.6.2.5.1.4.)

**5.1.4** Rest Periods. Each full-time staff member is allowed to take two 15-minute rest periods per day away from his/her job, which are considered time worked. The immediate supervisor will determine when ~~this rest periods~~ may occur. ~~Rest periods are not cumulative.~~

**5.1.5** Meal Periods. All staff members are entitled to take a daily meal period at a time consistent with operational needs, which is considered as time not worked. Meal periods normally last for one hour, but may be scheduled for a shorter period by the supervisor who usually determines a consistent meal period schedule and the time allotted. By state law, no staff member may ~~be required to~~ work more than five consecutive hours without an unpaid half-hour meal break. ~~When feasible the supervisor may give the staff member permission to eat while performing his/her job.~~ The Human Resources Office should be consulted if questions arise about conformance with the law.



## USY Administrative Board V. Personnel Policies

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### ***Policy changes to reflect calendar years of service, not “creditable” years of service***

#### **A. Employee Benefits**

##### **15. Long-term Disability**

**15.1 Eligibility.** All status faculty and staff who enroll in the long-term disability plan are eligible to apply for the benefit (see [USY V.A.5](#)). An individual may not receive long-term disability income concurrently with income from a USNH retirement plan, Separation Incentive Plan or a USNH Early Retirement Plan.

**15.2 Description.** If a faculty or staff member is approved for long-term disability, the plan provides income, as described in the flexible benefit plan choices and coordinated with Social Security and worker's compensation payments as applicable, and continues certain benefits as outlined in [USY V.A.15.4](#). A faculty or staff member who is unable to work **her/his regular schedule** for an extended period (more than six months) due to an illness or injury may apply through the System Human Resources Office to the disability insurance carrier for the benefit. The carrier makes the determination whether medical documentation supports an individual's inability to work, based on the plan's provisions.

**15.2.1 Waiting period.** There is a six-month waiting period from the onset of a disabling illness or injury that requires the individual's absence from work until the beginning of long-term disability income. After a three-month absence from work, a faculty or staff member must apply to the System Human Resources Office for the long-term disability benefit. During the waiting period, salary continuance is dependent on applicable leave policies. (See Earned Time/Sick Pool, [USY V.A.11](#); Sick Leave, [USY V.A.13](#); Interim Disability Leave, [USY V.A.14](#)).

**15.3 Position Status.** A faculty or staff member's position is held for a time period not to exceed the six-month waiting period, except in cases of worker's compensation. When a faculty or staff member is placed on long-term disability, the individual's position is no longer held. While his/her employment is terminated, certain benefits may continue as outlined below.

**15.4 Continuation of Benefits.** The former faculty/staff member will be eligible to continue coverage under the USNH benefits program for the period of LTD leave based on the schedule below in [15.4.1](#). The USNH will continue its contributions toward the faculty or staff member's medical and/or dental plan(s). Group life insurance contributions may continue (subject to meeting life insurance plan provisions). Benefits requiring employee contributions will terminate if the faculty/staff member fails to pay his/her portion of the premiums. Tuition waivers for spouse and eligible children continue; however, the tuition waiver policy will not continue for the faculty or staff member's personal use.

15.4.1 Schedule.

<del>Years of Creditable Service</del> Years of Service	Continuation Period for Benefits
Less than 5 years	Applicable COBRA provisions (18 months; 29 months if determined to be disabled under Title II or XVI of the Social Security Act)
5 years up to 10 years	1 year, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
10 years up to 20 years	5 years, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
20 years up to 25 years	10 years, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
25+ years	Continuation until no longer disabled, no longer eligible for long-term disability or reaches retirement age, whichever comes first

**Note:** All continuation periods of coverage for medical and/or dental run concurrently with COBRA provisions. Employees with less than five (5) years of service are required to pay the full COBRA rate for continued coverage. Employees with five (5) or more years of service are required to pay contributions at the same level as active employees and are subject to change.

**15.4.2** If the individual meets the requirements for a USNH retiree, he/she receives either retiree Medicare supplemental coverage through USNH or ARC (see [USY V.A.8](#)).



## USY Administrative Board

### V. Personnel Policies

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*Reason for Policy Change:* Old policy manual included language surrounding involuntary reduction in appointment percent-time that was inadvertently left out of the conversion to our new policy manual that was only applicable to Exempt Staff. Our proposal includes transferring the intent of the old language for PATs. In addition, we'd also propose that OS be afforded the same notice period available to them currently under an involuntary termination as outlined in USY V.C. 9.5.

## C. Employment

### 6. Appointments and Employment Relationships

**6.2.5 Duration and Commitment.** Appointments are based on a Fiscal Year, which is 12 consecutive months, beginning each year with July 1 and ending with June 30; or on an academic year of approximately nine months, with the exact dates being determined every year by each USNH institution. The specific dates of percent-time appointments are determined each fiscal year, based on the calendar for that year.

**6.2.5.1 Appointment Percentage for status appointments.** Each status appointment is either full-time for the fiscal year (July 1 - June 30) or a percentage of the fiscal year. Faculty academic year appointments with a full schedule shall be considered full-time appointments (100%).

**6.2.5.1.1** For hourly appointments, the appointment percentage is determined by the number of hours worked per fiscal year and based on a typical full-time appointment of 1957.5 hours for those with a 37.5 hour work-week base and 2088 for those with a 40-hour week.

**6.2.5.1.2** For salaried, non-faculty appointments, the appointment percentage is determined by the number of full-time days worked each fiscal year, based on a full-time appointment of 260 days per fiscal year.

**6.2.5.1.3** Dual appointments. Normally, a faculty/staff member is not appointed to more than one status position by the University System. Occasionally, a faculty or staff member may hold two status percent-time positions. In such a case, the total percent-time of that individual shall not exceed 100. Faculty or staff members may not be employed in both a full-time position and an additional percent-time status position.

**6.2.5.1.4 Involuntary Percent-Time Reduction in Staff Appointments.** In cases of involuntary percent-time reduction in PAT/OS staff appointments, adequate notice of such reduction, in writing, will be given to the staff member affected. The notice period will be at least 90 calendar days for PAT and 30 calendar days for OS when the percent-time reduction amounts to more than 10%, or when the reduction affects the employee's level of benefits contribution status, e.g., reduction from 75% to 72%. (Administrative Board/May 1983)

**Attachment Five**