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May 18, 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: May 25th meeting

Meeting is scheduled for May 25, 2006
12:00 p.m. at GSC, Concord
Please join the OS SPPC for lunch at 12:00

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

AGENDA

- | | | |
|----|---|--------------------|
| 1. | Approval of Minutes (4/27/06) | Attachment One (A) |
| 2. | Clarification ~ meal and rest periods | Attachment Two (A) |
| 3. | Longevity policy | Attachment Three |
| 4. | Medical cost containment | Discussion |
| | a) plans for FY 07 employee contributions | |
| | b) related medical issues – bid process, Consumer Directed Healthcare | |
| | c) mitigation (?) | |
| 5. | Dates for FY07 meeting year | Attachment Four |

*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

Jane Hampton	jane.hampton@granite.edu	GSC	Concord
Beth Dowling	beth.dowling@granite.edu	GSC	Concord
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Robert Sherry	rsherry@keene.edu	KSC	Rhodes Hall
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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

April 27, 2006
GSC ~ Concord

Attendance

A. Mullen ~ UNH
P. Hammond ~ UNH
T. Boyle ~ UNH
B. Dowling ~ GSC
K. Camacho ~ GSC

J. Hampton ~ GSC
K. Harkness ~ KSC
G. Lodge ~ KSC
A. Thurston ~ PSU
C. Kuzdeba ~ PSU

S. Blakney ~ SYS
G. Pratt ~ SYS
J. Tambling ~ SYS
L. Dews ~ SYS

1. The meeting was called to order by Chair Dowling at 10:00 a.m. Introductions were made around the room, as the Council welcomed Mark Abate of Strategic Benefit Advisors, Inc., who launched into an informative presentation on Health Care Cost Management Strategies for Employers. Mark provided the Council Reps a useful handout detailing current marketplace conditions and existing employer strategies, which he then juxtaposed against “next generation” strategies...essentially boiling down to the need to get consumers more actively aware of health care choices and costs. Currently, employees with CIGNA coverage have access to a very useful website, mycigna.com, where they can access confidential health risk appraisals and information tailored to their needs.

As USNH faces an ongoing struggle with benefits cost containment, it was helpful to hear Mark’s well-informed theories on the history and projections of medical coverage. The next SPPC meeting in May will have on its agenda additional information for BCC, as well as an update on the medical bid process. Reps will begin discussions on their campuses regarding the need for additional BCC and the expected employee increase in cost, as discussed throughout the past year.

2. After additional discussion around benefits costs and potential courses USNH may take (HSAs, CDHPs, HRAs, etc), the Council thanked Mark for his presentation, and then turned their attention to the minutes of the February 23, 2006 meeting, which were approved as written.
3. The non-solicitation policy returned to the agenda for a vote. Although a small PAT Council minority at UNH continues to object to the policy in theory (believing there has not been enough need to create the policy, and fearing a violation of free speech rights), the FPEW SPPC unanimously approved the policy as proposed, with the revised wording which “restricts” (in lieu of the previous use of “prohibits”) solicitation to non-working hours and non-work space. It was noted, in regard to the UNH minority concern, that a lack of a solicitation policy doesn’t mean it’s not needed, or allows for solicitation. This policy will actually enable solicitation, but with parameters.
4. Some questions arose from payroll about meal and break periods, and how they are accounted for. The pay by the hour policy was revised to clarify that meal and rest periods aren’t cumulative, and must be taken and accounted for on time sheets. After review by constituents, this topic will return to the May agenda.
5. The LTD policy needed clarification, noting it is applicable when the employee is “unable to work his/her regular schedule. This policy changes the words “years of creditable service” to “years of service.” This means that a person hired on 5-1-96 would be considered to have ten “years of service” as of 5-1-06, regardless of his/her workload or appointment. The former wording, “Years of creditable service” means that a person hired on 5-1-96 working full time for nine months of a year (such as a PAT Academic Advisor or Athletic Coach) would have 7.5 years of creditable service as of 5-1-06. The Council approved the policy, unanimously.
6. Appointment policy was also approved unanimously, as it was mainly a housekeeping item where exempt staff are provided with a notice period before their appointments can be involuntarily reduced (but it was accidentally eliminated from OS policy). Reduction in time for faculty positions not covered by collective bargaining will be discussed at a later date.

The meeting adjourned at 12:15 p.m.

Attachment One



USY Administrative Board V. Personnel Policies

(Note: OLPM sections on this page may be cited following the format of, for example, "USY.V.F.5.1.1". 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

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 (normally defined to be thirty [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.



F. Compensation

7.5.7 Longevity Pay -- Applicable only to Operating Staff. An extra pay increment awarded to Operating Staff to recognize length of service to the University System. To conform to FLSA regulations, longevity payments are included in the regular rate for the purpose of computing overtime.

7.5.7.1 Increments. Longevity increments for operating staff are as follows:

On completion of 10 years service--2%

On completion of 15 years service--4%

On completion of 20 years service--6%

On completion of 25 years service--8%

On completion of 30 years service--10%

7.5.7.2 Determination of Length of Service. For longevity purposes, a year of service will be equal to a calendar year of status employment, i.e. 12 consecutive months from date of hire equals one calendar year. If an employee held a flex-year appointment of 50% for 10 years, the total years of service for longevity purposes would be 10 years.

7.5.7.3 Calculation of Longevity Increment. The longevity increment, awarded each pay period, is calculated by multiplying the base pay for that pay period by the longevity percentage.

7.5.7.4 Beginning Accrual. Length of employment will start from the first day of status employment of at least 50% time.

7.5.7.5 Effective Date. Longevity increments shall be effective on the staff member's anniversary date of status employment.

No mention of Longevity pay on any of the top ten companies (Best to work for) in NH.

Gaynelle looked at NH State employee personnel rules. By State statute, State employees get a \$300 longevity payment if they have 10 or more years of continuous service with the state. They get an additional \$300 for each additional 5 years of continuous service. That would mean someone with 40 years of service would get \$2,400 per year in longevity (40/5=8 x \$300), right? While our employees with 30 years+ get 10%. (An OS at \$42,700 gets \$4,270 in longevity, compared with \$2,400 if she were a State employee.)

FY07 Meeting Dates

OS SPPC:

September 21, 2006

November 16, 2006

January 18, 2007

March 22, 2007

May 24, 2007

FPEW SPPC:

October 12, 2006

December 14, 2006

February 15, 2007

April 26, 2007

May 24, 2007 (1:00 p.m.)