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May 17, 2007

To: Members of the University System Personnel Policy Council  
From: Joan Tambling, Director of Human Resources, USNH  
Subject: May 24<sup>th</sup> meeting

**Meeting is scheduled for May 24, 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 (4/17/07)                                       | Attachment One (A)   |
| 2. Leave policy  | Attachment Two (A)   |
| 3. Social Security Number policy                                       | Attachment Three (A) |
| 4. Follow up as needed   |                      |
| • Longevity/Service and Contribution policy                            | Discussion           |
| • Benefits Cost Containment (Attachment will be handed out separately) |                      |
| 5. 2007 – 2008 Meeting Dates   | 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**  
**2006 ~ 2007 Membership**

|                                  |      |                           |      |
|----------------------------------|------|---------------------------|------|
| Kim Harkness                     | KSC  | kharkness@keene.edu       | HR   |
| Tim Garland                      | KSC  | tgarland@keene.edu        | OS   |
| Linda Cucchiara                  | KSC  | lcucchia@keene.edu        | OS   |
| Gloria Lodge                     | KSC  | glodge@keene.edu          | FPEW |
| Rosemary Gianni                  | KSC  | rgianno@keene.edu         | FPEW |
| Cheryl Child                     | KSC  | cchild@keene.edu          | FPEW |
|                                  |      |                           |      |
| Laura Alexander                  | PSU  | lalexander@plymouth.edu   | HR   |
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|                                  |      |                           |      |
| Beth Dowling, Chair              | GSC  | beth.dowling@granite.edu  | FPEW |
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|                                  |      |                           |      |
| Sharon Demers                    | UNH  | sharon.demers@unh.edu     | HR   |
| Lonn Sattler, Chair              | UNH  | lonn.sattler@unh.edu      | OS   |
| Jeff Jones                       | UNH  | jeff.jones@unh.edu        | OS   |
| Tracy Boyle                      | UNH  | tracy.boyle@unh.edu       | FPEW |
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|                                  |      |                           |      |
| Joan Tambling                    | USNH | joan.tambling@usnh.edu    | HR   |
| Executive Secretary (non-voting) |      |                           |      |

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

***Non-Member Distribution:***

|                             |          |                           |
|-----------------------------|----------|---------------------------|
| Stephen Reno, Chancellor    | USNH     | chancellor@usnh.unh.edu   |
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## SYSTEM PERSONNEL POLICY COUNCIL

*April 17, 2007  
PSU Graduate School ~ Concord*

### Attendance

|                            |                    |                   |
|----------------------------|--------------------|-------------------|
| L. Sattler ~ UNH, Co-Chair | K. Harkness ~ KSC  | A. Kulig ~ PSU    |
| S. Demers ~ UNH            | C. Child ~ KSC     | S. Blakney ~ SYS  |
| T. Boyle ~ UNH             | C. Gagne ~ PSU     | G. Pratt ~ SYS    |
| P. Hammond ~ UNH           | L. Wirth ~ PSU     | S. Marquis ~ SYS  |
| A. Crabtree ~ GSC          | C. Kuzdeba ~ PSU   | J. Tambling ~ SYS |
| B. Dalzell ~ GSC           | L. Alexander ~ PSU | L. Dews ~ SYS     |
| T. Garland ~ KSC           | A. Thurston ~ PSU  | T. Sowa ~ SYS     |
|                            |                    | S. Berry ~ GSC    |

1. Chair Sattler called the meeting to order at 9:30 a.m. The report of the April 17, 2007 meeting was approved, with the correction of a typo.
2. The Leave for First Responders policy was approved, unanimously.
3. The Background Check policy was also approved unanimously with a few revisions, including an emphasis on the fact that the applicant must approve and grant authorization for the background check, that credit checks will be made when applicable to the position applied for, and that HR offices will maintain guidelines for record retention and disposal. The updated version will be sent out to Reps via email.
4. The Leave policy returned to the agenda for more discussion. A leave without pay occurs normally when paid leave has been exhausted. The impetus behind the change was to make the benefit results of leave more equitable for employees. After some discussion on how to handle employees on leave who are facing criminal charges, the Council deliberated over whether it was ready for a vote and opted to have one more month to discuss it with their constituents. The policy will return to the May agenda for a vote.
5. The Military leave policy has been under discussion as a result of changes in USERRA effective January 2006. The USNH policy has been “cleaned up” to include details of what benefits employees receive when they leave USNH for deployment and upon their return. Other changes ensure the policy is up-to-date and in compliance with federal law.

Upon Council request, Sandi will research the IRS guidelines on tuition waivers for employees who are in the Reserves. With the acknowledgement that there may be a future change in the policy regarding tuition waivers, the Council approved what is currently written, unanimously.

6. The Social Security Number policy returned to the Council for additional discussion. While the revised policy allows for some flexibility, it does add accountability for obtaining social security numbers for all USNH employees, and assigns responsibility for monitoring outstanding numbers. This policy also follows federal

**Attachment One**

regulations. The Council requested the policy return to the May agenda for a vote, after obtaining more constituent feedback.

7. The Council continued to struggle with the Longevity proposal, with varying opinions across the board on which direction to focus on. While innovative ideas have come forward, there is still a danger of the program actually being too similar to the current one in theory. The topic will return to the May agenda for more review.
8. Sandi discussed the Benefits Cost Containment options for FY08, which will include no employee contribution percentage changes to medical benefits. There's an estimated 21% rate increase anticipated, more than eight million dollars. Without the employee contribution increase, other plan design changes must be made to keep the costs manageable for employees. The Council entertained various ideas, as outlined in Attachment Eight. Reps also asked what the increase would be in no plan changes were made, and employees simply picked up the added cost through their premiums. No ideas were enthusiastically received, representing the general discontent. The Reps will discuss the topic with their campuses, and report back at the May meeting.

*The meeting adjourned at 12:30 p.m.*

## **Leave Without Pay**

A leave without pay **normally** occurs when paid leave has been exhausted. Below are the circumstances under which an employee may be placed on leave without pay for more than one pay period.

### Operating Staff

- When an OS is out for medical reasons and all Sick Pool and Earned Time hours are expended.
- When an OS is out under FMLA to care for a spouse, child, or parent and has used all Family Leave time (a maximum of 75 or 80 hours from the Sick Pool) and all ET hours.
- When an OS is on a leave for personal reasons and has used all ET hours.

### Exempt Staff

- When an exempt staff member is out for a medical condition that does not qualify for interim disability and has used all sick and vacation leave.
- When an exempt staff member is out under FMLA to care for a spouse, child, or parent and has used all Family Leave time (a maximum 10 days from sick leave) and all vacation leave.
- When an exempt staff member is on a leave for personal reasons and has used all vacation leave.

*Draft of New Leave Policy to replace all of the previous Leaves Without Pay policy*

**C. Employment (move from benefits section to employment section)**

**16. Leaves Without Pay.** A leave without pay is used for absences covering a period of time in excess of one pay period. A status faculty/staff member may request a full or partial leave without pay from her/his department for medical or other personal reasons. If a department cannot accommodate a personal leave without pay, the faculty/staff member may request a leave from the institution. In some circumstances, the institution may place a faculty/staff member on a full or partial leave of absence without pay, either from the department or the institution. A partial leave reduces the faculty/staff member's percent-time of service for the leave period. During a leave of absence without pay from the department, the faculty/staff member retains her/his position. For those leaves granted by the institution, the position is not held, and the faculty/staff member must apply, at the end of the leave, for vacancies available for which s/he is qualified, but s/he is not guaranteed a position.

16.1 Voluntary Leave Without Pay. A faculty/staff member may apply for a full or partial leave of absence without pay from her/his department for medical or other personal reasons. Requests for such leaves should be in writing and directed to the faculty/staff member's immediate supervisor with a copy to the Human Resources Office. ~~When documentation from a medical professional supports a medical leave that qualifies under the Family Medical Leave Act and/or Worker's Compensation, such leave must be granted by the department (see USY.V.A.17 and USY.V.A.16). If a department cannot accommodate a personal leave without pay, the faculty/staff member may request a leave from the institution.~~ Generally personal leaves are not granted for more than one year and only to those faculty/staff members who have completed at least one year of service in a ~~status~~ position.

16.1.1 Voluntary Leave for Medical Reasons. ~~When documentation from a medical professional supports a medical leave that qualifies under the Family Medical Leave Act and/or Worker's Compensation, such leave must be granted by the department (see USY.V.A.17 and USY.V.A.16).~~ ~~16.1.1 Exceptions.~~ A faculty/staff member with less than one year of service in a status position may apply for a medical leave without pay. Medical leaves that are covered by Workers' Compensation must be granted (see USY V.A.16). Medical leaves are normally granted for no more than six-months, unless the leave qualifies for Worker's Compensation.

16.1.2 Voluntary Leave for Personal Reasons. ~~If a department cannot accommodate a personal leave without pay, the faculty/staff member may request a leave from the institution.~~ Generally personal leaves are not granted for more than one year and only to those faculty/staff members who have completed at least one year of service in a status position.

16.2 Involuntary Leave Without Pay. Under certain circumstances, a faculty/staff member may be placed on a leave without pay by her/his department or institution.

16.2.1 A faculty/staff member may be placed on a full or partial leave without pay when there are changes in financial conditions or programmatic needs if the duration of such leave is expected to be greater than one pay period. Such leaves require a 30-day notice period for Operating Staff and a 90-day notice period for exempt staff (USY V.C.6.2.5.1.4). In cases where there is no work for faculty/staff members, use of the lay-off policy may be appropriate (see USY V.C.10).

16.2.2 A faculty/staff member may be placed on a full leave of absence without pay pending the resolution of a criminal charge (see policy USY V.C.9.10).

16.3 Benefit Continuation. USNH will continue its usual employer level of contribution to faculty/staff members' benefits for the duration of the leave or for 90-days, whichever is less. Those on partial leave will receive benefits at their normal rate for the first 90-days of partial leave. Following the first 90-days, they will receive benefits based on the percentage of their reduced appointment. For those benefits that require employee contributions, faculty/staff members on full leave will be billed for that portion of the premium. For those on

partial leave, faculty/staff members will be billed for any portion not able to be deducted from their pay check. Those on full leave are normally not eligible for tuition waiver benefits for themselves.

16.3.1 In cases of full leaves that are greater than 90 days, faculty/staff members will be billed for the full cost of benefits beyond the 90 days, unless benefit coverage is required under FMLA leave regulations (see USY V.A.17) or Worker’s Compensation (see USY V.A.16).

16.3.1.1 The Chief Executive Officer or her/his designee has the authority to extend the employer’s benefit contributions by considering such factors as the value of the leave to the institution, the length of the leave, and availability of funds. The employer benefit contributions will be paid for by the faculty/staff member’s department or institution and the faculty/staff member will be billed for her/his contributions.

16.3.2 Accrual for Paid Leave Programs. Faculty/staff members on full leaves of absence without pay do not accrue Earned Time, sick leave, or vacation/personal leave. Those on partial leave will accrue Earned Time or sick/vacation/personal leave benefits based on the percent-time of the reduced appointment.

16.3.2.1 Paid Leave Carry Forward. Unused Earned Time/Sick Pool and vacation (up to 35 days)/sick leave will be carried forward through the period of a full leave of absence. If the staff member does not return to work, any unused vacation (up to 30 days) or Earned Time will be paid at termination.

16.5 Return from Leave. The faculty/staff member must notify her/his department thirty days prior to the expiration of leave of her/his desire to return to work. If the leave was full-time, failure to provide notice of return will be considered a voluntary resignation effective the last day of the leave status.

16.5.1 Leaves for Medical Reasons. Prior to returning to work, a faculty/staff member on leave for medical reasons is required to provide medical documentation supporting her/his ability to perform the essential functions of her/his job.

16.6 Benefit Repayment. Except in cases of death, retirement, or approval for long term disability, a faculty/staff member who does not return to her/his previous status and provide 30 calendar days of active service following a leave of absence will be responsible for the full repayment of all benefit premiums and contributions made by USNH on her/his behalf during the leave. In instances where an employee on leave from the institution or on involuntary leave makes himself/herself available for work but is not rehired, no repayment of benefit premiums and contributions will be required.

| <b>PATs on Leave without Pay FY 06 - FY 07 To Date</b>       |                     |                                   |                                    |
|--|---------------------|-----------------------------------|------------------------------------|
| <b>Type</b>  | <b>Total Number</b> | <b>Ave Number of Days on LWOP</b> | <b># On LWOP More Than 90 Days</b> |
| Unpaid Medical Leave   | 17                  | 26.5                              | 2                                  |
| Unpaid Leave From Department - Not of Benefit to Institution | 16                  | 83.5                              | 4                                  |

## Proposed New Policy Regarding the Use of Temporary Social Security Numbers

The proposed new policy below regarding temporary Social Security Numbers was developed due to a concern articulated by Internal Audit. While Internal Audit found no excessive use of temporary Social Security Numbers, it found there was no policy that addressed their use. Therefore, Internal Audit recommended that HR policy require that a request for a temporary social security number be accompanied by a verification letter or other proof of application for the Social Security Number. Further, it recommended that policy be developed to deal with the expiration of temporary Social Security numbers.

The proposed new policy has been placed in the Employment Section of the USNH Policy Manual as a sub-category of the *Verification of Right to Work* policy.



### USY Administrative Board V. Personnel Policies

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(Note: OLPM sections on this page may be cited following the format of, for example, "**USY.V.C.4.2.1**". 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.)

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## C. Employment

### 4. Placement

**4.1 Verification of Right to Work.** In accordance with the Immigration Reform and Control Act, the institution shall verify the identity and right to work of all new employees no later than three business days from the beginning of employment.

**4.1.1 Temporary Social Security Numbers.** In those instances when a new employee has applied for a Social Security Number and has not yet received it, but provides a copy of the verification letter or other proof of application to the campus Human Resources Office, a temporary identification number may be used.

**4.1.1.1** Each USNH institution will identify an office responsible for immigration. This office will report the status of any employee with a pending Social Security number application ~~will be reported~~ to the institution's Human Resources Office by November 15<sup>th</sup> each year. If no such notification is received, the employee will be unable to work and placed on leave without pay until updated documentation of the application status is received by Human Resources.

**Attachment Three**

**2007 – 2008 SPPC Meeting Dates**  
**Most Meetings at GSC, Concord: 10:00 a.m. ~ 12:30 p.m.**

September 20, 2007 (@ PSU Graduate Facility, Concord)

November 29, 2007

January 24, 2008

March 20, 2008

April 17, 2008 (Optional/Tentative if needed)

May 22, 2008