To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: May 23, 2019 meeting

Meeting is scheduled for May 23, 2019
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord

AGENDA

1. Approval of 3/28/19 Meeting Minutes Attachment One

2. UTime Updates Attachment Two
   • Transition Items
   • Kronos Implementation
   • Community Service Parameters

3. Policy Changes (Housekeeping) Attachment Three

4. Employee Handbooks

5. Future Communications
# SYSTEM HUMAN RESOURCES COUNCIL

## 2018 - 2019 Membership

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Executive Secretary (non-voting)

In the event of inclement weather, please check for an email from Lauren prior to two hours before the meeting.

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SYSTEM HUMAN RESOURCES COUNCIL  
March 28, 2019  
System Office Board Room  
5 Chenell Drive, Concord, NH

Attendance

V. LeBrun ~ UNH (Chair)     M. Hyndman ~ GSC     D. Carpentiere ~ PSU  
P. Eckard ~ UNH              J. Day ~ GSC       J. Smith ~ PSU  
S. Bennett ~ UNH            C. Bixby ~ GSC     J. McGrail ~ SYS  
C. Grimm ~ UNH              B. Dumond ~ KSC     L. Dews ~ SYS  
V. Wijeyesinghe ~ UNH       K. Crawford ~ KSC    M. Fournier ~ SYS  
J. Pierson ~ UNH            D. Goodrich ~ KSC    K. Boyajian ~ SYS  
K. Neils ~ UNH              C. Ines ~ PSU        
S. Clarke ~ UNH

1. **SHRC Convenes**

The meeting was called to order at 9:30 a.m. by Chair LeBrun, and the minutes of the February 14, 2018 meeting were approved as written.

2. **UTime Update**

An agreement has been made with Kronos, USNH’s new time management system. The project team is in the finalizing stage creating a project charter, notifying stakeholders, identifying technical experts, and setting a timeline for implementation. It is likely go-live will phase in over a few months in late summer/early fall, allowing adequate time for testing the system and providing training.

The UTime survey results were reviewed, and are as follows:

- Up to 80 hours of Earned Time (ET) may be cashed out per year. There was some confusion over what month the cash-out could be received, so a subsequent survey question went out to non-exempt employees. Results = January.
- Sick Pool balances will convert to ET (3:1 ration), with a one-time manually processed election to convert ET into Sick Time hours (1:3 ratio).
- Employees will be allowed to supplement Short Term Disability with up to 40% of their Personal and/or Sick Time for weeks 9–26.
- Employees will provide documentation (post participation) to their supervisors for Community Service day. Service may be selected from a pre-approved list, or the employee may choose their own community service activity, giving 15 days advance notice to their supervisor.

A subcommittee consisting of SHRC representatives from each campus will continue its work on determining parameters around the Community Service day (tracking recommendations, best practice, etc.). Maggie will send information to Val on how GSC handles their community service time. The May SHRC meeting will finalize procedural recommendations.

3. **Professional Development Opportunities**

Effective April 1, 2019, USNH will launch LinkedIn Learning for eligible employees via a system-wide contract. With single sign-on in development, employees may access thousands of video tutorials covering business, technology and creative topics by industry leaders.

4. **Workers’ Compensation**

A recent RFP concluded, with USNH’s Workers’ Compensation program coverage returning to MEMIC as of April 2, 2019.

5. **HR Communications**

The Council broke into multiple sections to hone UTime FAQs for posting and distribution to employees.

*The Council adjourned at 11:30 a.m.*
Policy Revisions – “Housekeeping”

The USY-V sections of policy were edited to align with Administrative Board and Board of Trustee policy, promote employee equity, update contemporary legal compliance, streamline administrative efficiencies, and generally improve beneficial flexibility for both the employee and USNH. Portions of these policies may come back for Administrative Board review, due to legislative changes.

Throughout all of policy, updates were made in terms of nomenclature (gender neutral language, acronyms, current tense, “employee” instead of “staff”, etc.), and, where pertinent, combined like employee groups (faculty/staff member = employee). “Campus” is used to specify campus-level applicability, while “Institution” refers to System-Wide representation. General editing included restructuring along with moving and/or combining sections to reduce unnecessary verbiage and redundancies, as seen throughout the redline version of policy.

**USY V.B. Affirmative Action**
- Removed link to AA Plan (4.1), inserting that it is posted on the USNH HR website (due to changing links with intranet and campus links)

**USY V. D. Employee Relations & Safety**
- Deleted specific names of buildings where smoking is prohibited as it is redundant (4.1)

**USY V. E. Professional Development & Training**
- Replaced “Earned Time/Vacation time” with “Accrued Leave time” (2.3)
- Changed “Departments are encouraged to” to “Departments may” elect exclusive internal postings to emphasize this should be more of an exception, and not a common occurrence (6.2)
- Eliminated section 7, Apprentice/Trainee, as this is covered/revised within USY V.C. (6.3.1.3, retitled “Conditional Appointment”)

**USY V. F. Compensation**
- Eliminated the usage of a system-wide classification committee (2.3.2 and 8.4.1) as that no longer is in place, due to decentralization a few years ago
- Eliminated the requirement for an evaluation five and one-half months after a promotion (8.2.6 and 8.4.2)
- Eliminated “Effective Date” of reclassifications (8.4.2.2) as it pertains to the now defunct classification committee
- Changed the parameters around pay changes after a reclassification or demotion, stating pay within a new range will be determined by HR, based upon consideration of the salary range and employee experience. Eliminated the “automatic” increases of 5%, 7.5% and 10% depending upon how many pay ranges an appointment moves (8.4.3). Likewise, eliminated the reduction in pay parameters for demotions, following the same 5%, 7.5% and 10% formula eliminated in reclassifications (8.5.3.1 – 8.5.3.3)
- Deleted Salaried employees receive their pay on the pay period ending date and are paid through the date the pay period ends (10.1.1), as employees are now all on one pay period, as reflected in the newly renumbered 10.1.1
**USY V.C Employment**

Due to the nature of the details of the edits in the Employment section of policy, each specific change will be characterized by “Clarified” (additional information to specify policy intent), “Compliance” (legislative), “Eliminated” (deletion from policy) or “Revised” (existing policy altered).

3.3.2.3: Revised - Combined exempt and non-exempt positions for advertising/recruitment. Duration of advertising is now 10 days for exempt and non-exempt (previous 7 days for non-exempt, 10 days for exempt)

4.2.2.3: Revised – if a rehired employee’s break in service is less than 120 days, a new Background Check will not be required

6.2.5.1.1: Revised – for equity purposes, both exempt and non-exempt employees who experience an involuntary percent-time reduction will receive at least 60 days’ notice (previous 90 days for exempt, 30 days for non-exempt)

6.3.1.3: Revised – Conditional appointments replaces Trainee appointments, but allows for flexibility in hiring new employees and current employees that don’t meet the minimum qualifications of a position classification

6.3.1.2&3: Clarified – Part-time appointments are less than 30 hours worked per week; Temporary appointments are 30 hours or more worked per week

6.3.7: Revised – definition of Executive Officers, updated from previous Principle Administrators

6.3.16.1: Compliance – Adjunct faculty who work 30 hours or more per week may be eligible for medical coverage under the ACA

7: Revised – Performance Review section updated to reflect current practice

7.6.1: Revised – Both exempt and non-exempt New Hires will receive a performance review 5.5 months after their starting date (previously, non-exempt would have a three month evaluation)

7.5.2(previous): Eliminated – deleted the need for a 5.5 month review for employees who are demoted, promoted, transferred, or for non-exempt employees who are reclassified to exempt positions

8: Revised – Unsatisfactory Performance section updated

8.1.4.1: Revised – non-exempt employees may now have their introductory period extended

8.2.1.1: Clarified – oral warnings for unsatisfactory job performance may be given as needed; written warnings must be reviewed by HR

8.2.4.2.2: Clarified - termination can occur after demonstrable effort by the supervisor to help improve performance
8.2.4.2.2.1: Compliance – accrued Vacation/Earned Time will be paid out within 72 hours of the involuntary termination date

8.2.6.3 and 8.2.6.3.1: Clarified – process for job abandonment/termination

9.1.2: Revised – both exempt and non-exempt employees resign by submitting written notification at least two weeks in advance of the effective date (previously exempt employees needed to provide 30 days’ notice)

9.2.2: Revised – both exempt and non-exempt employees should provide 60 days’ notice of intent to retire (previously 60 days for non-exempt and 120 egregious days for exempt)

9.3: Revised – for termination of employment due to lack of funding, USNH shall provide the employee with a minimum of 90 days’ notice (previously 30 day notice for non-exempt and 90 day notice for exempt)

13: Clarified – updates reflecting current program (process changes, not substantive)

14: Clarified – handling and composition of employment files

16.3.1: Revised – an employee may be placed on an involuntary leave without pay with a 90 day notice period (previously 30 days for non-exempt; 90 days for exempt)

16.5(previous): Eliminated – an employee who does not return from leave and is terminated is no longer responsible for payment of all benefit premiums and contributions made by USNH on their behalf during the leave

21.3.3.3: Revised – “Requirements” for teleworking arrangements replace “Training” for teleworking arrangements

21.3.3.4.1(previous): Eliminated – deleted “normal reimbursement policies apply and care must be taken to use the most cost-effective communication method” as it was clearly an oversight that should have been eliminated during the last round of policy changes

21.3.3.6.3(previous): Eliminated – deleted each new teleworking arrangement would be assessed for effectiveness after three months, and annually thereafter. No need for this as policy already makes clear that the supervisor may terminate the flex work arrangement at any time – redundant