University System of New Hampshire

To: Members of the System Human Resources Council

From: Jim McGrail, Chief Human Resources Officer, USNH

Subject: September 19, 2019 meeting

**Meeting is scheduled for September 19, 2019
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord**

AGENDA

1.   Approval of 5/23/19 Meeting Minutes   Attachment One

2.   UTime policy   Attachment Two

3.   Benefits
   - Open Enrollment Reminders
   - MyPath2Wellness premium credit guidelines
   - Claims Data

4.   Communications Timeline Update
   - Kronos Update

SYSTEM HUMAN RESOURCES COUNCIL
2019 - 2020 Membership

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

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May 23, 2019
System Office Board Room
5 Chenell Drive, Concord, NH

<u>Attendance</u>

V. LeBrun ~ UNH (Chair)	K. Timmerman ~ UNH	D. Carpentiere ~ PSU
K. Carpenter ~ UNH	M. Hyndman ~ GSC	J. Smith ~ PSU
S. Bennett ~ UNH	J. Day ~ GSC	K. Schaffner ~ PSU
V. Wijeyesinghe ~ UNH	A. DuBois ~ GSC	J. McGrail ~ SYS
J. Pierson ~ UNH	B. Dumond ~ KSC	L. Dews ~ SYS
K. Neils ~ UNH	G. Smeaton ~ KSC	M. Fournier ~ SYS
S. Clarke ~ UNH	C. Ines ~ PSU	
G. Bradt ~ UNH	N. Domina ~ PSU	

1. **SHRC Convenes**

The meeting was called to order at 9:35 a.m. by Chair LeBrun, and the minutes of the March 28, 2019 meeting were approved as written.

2. **UTime Update**

Marc distributed a synopsis covering the UTime transition plans for Sick Poole, Earned Time Cash-outs and Voluntary Short-Term Disability elections:
   - All sick pool hours will be converted back to Earned Time at a 3:1 ratio
   - Non-exempt employees have from July 8th – September 13th to request a one-time only ET conversion into Sick Time at a 1:3 ration (up to accrual limit)
   - During Open Enrollment, anyone with an ET balance may elect to cash out up to 80 hours; cash-out will be received in the first pay period in January
   - Enrollees covered by Voluntary Short-Term Disability will automatically end coverage on June 30th – no action necessary. An extension may be requested to maintain Voluntary Short-Term Disability through September 31st.

USNH ultimately received a more advantageous Kronos contract than expected, because of prolonged negotiations. The Kronos time management system implementation is proceeding with a go-live expected in October. Implementation will be in employee group stages, still being determined.

3. **Community Service Parameters**

The subcommittee presented parameters and FAQs regarding community service events. After review and discussion, it was determined coding for community service will be done in the WISE time tracking system until Kronos is up and running. There is a desire to enable this benefit in a pragmatic, simple approach (i.e. honor system). As it will become effective 7/1/19, this first year will be considered as a "pilot," with reevaluations and adjustments made in procedure, as needed.

4. **Policy Changes**

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. Updates were made in terms of nomenclature, along with general editing including renumbering along with moving and/or combining sections to reduce unnecessary verbiage and redundancies.

5. **Employee Handbooks**

With the elimination of employee handbooks, efforts will be made to facilitate easier policy searches by topic, online.

The Council adjourned at 11:30 a.m.

USY-V-C 4.9 UTime – Paid Time Off for Employees not covered by a Collective Bargaining Agreement.

4.9.1 Eligibility. Status employees not covered by a collective bargaining agreement (CBA) or Postdoctoral Appointments (see ***UNH V.C.5.16***). Employees covered under a CBA should refer to their CBA to determine eligibility for Paid Time Off benefits. Also, refer to specific guidelines and/or USNH policy designations, including applicable "grandfathered" USNH policies.

4.9.2 Accrual. Unless otherwise stated, Paid Time Off benefits are earned from the first day of employment and may be used after they are earned. For the purpose of the following policies, a regular day is considered 8 hours; a bi-weekly work period is 80 hours. Actual accruals, deductions and salary continuation will be based on work schedules and years of service. Paid Time Off benefits will not accrue when an employee is not actively working (except for absences covered by Personal Time, Sick Time or banked Earned Time).

4.9.3 It is the responsibility of each department to maintain accurate records that verify the use of Paid Time Off and Paid Time Off balances. Campus Human Resources staff will assist with the recordkeeping of extended absences, in conjunction with Supervisors and third-party administrators (e.g., for Disability, FMLA, Parental Leave, etc.).

4.9.3.1 Paid Time Off may not be used to pay for hours that are more than the regular bi-weekly work period. Unless otherwise allowed under policy, an employee must use all of their available paid time off balances (including previously accrued Earned Time) before transitioning to unpaid absences.

4.10 Personal Time. The purpose of Personal Time is to provide you with salary continuation for vacation days and to cover or supplement other out-of-office time to address personal needs not covered by other USNH policies.

4.10.1 Personal Time is taken at a time mutually agreeable to you and your supervisor, unless otherwise mandated by policy. Accrued Compensatory Time will be used before accessing Personal Time or going unpaid.

4.10.2 The accrual rate is no more than 18 days per year for the first five years of status employment, and 24 days per year thereafter for a 1.0 FTE assignment. If you are on a flex year schedule or you are less than a 1.0 FTE (40 hours per week), you will accrue time on a pro-rated basis. You can have a maximum of 45 days of Personal Time.

Accrual Conversion Chart - Personal Time

	Days			Hours		
Service	**Bi-Weekly**	**Monthly**	**Annual**	**Bi-Weekly**	**Monthly**	**Annual**
Up to 5 Years	0.692	1.5	18	5.5	12	144
5 Years or More	0.923	2	24	7.4	16	192

4.10.3 Cash-out. When an employee's employment with USNH ends (termination or retirement), they will receive up to 30 days of unused personal time in their final paycheck.

4.11 Sick Time. Sick Time is designed to provide salary continuation for absences due to personal medical needs or for designated Family Care. Medical documentation may be required at any time to substantiate an absence and/or to indicate an employee's ability to return to work after an illness or injury. For any absences that are expected to last more than one week, the employee should contact their Human Resources Office to discuss extended leave options. If an employee doesn't have a Sick Time balance available, they will use available Compensatory Time, Personal Time or banked Earned Time to cover the absence, before going unpaid.

4.11.1 Accrual. The accrual rate is no more than 15 days per year if an employee is on a 1.0 FTE assignment. Employees can have up to 60 days of accrued sick time.

Accrual Conversion Chart - Sick Time

	Days			Hours	
Bi-Weekly	**Monthly**	**Annual**	**Bi-Weekly**	**Monthly**	**Annual**
0.577	1.25	15	4.62	10	120

4.11.2 Family Care. An employee may use up to 25 days of accrued Sick Time per fiscal year (July 1 - June 30) for Family Care. This aspect of Sick Time may be used for the medical needs of an immediate family member, including support from an illness, accident or medical appointments. Family Care may also include time for activities related to the administration of long-term care for an immediate family member (such as in a nursing facility or hospice). Individuals considered immediate family include the employee's spouse, mother, father, stepparents, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, stepchildren, sister, brother, stepbrother, stepsister, grandparents, grandchildren, and individuals living in your household.

4.12 Parental Leave. The purpose of Parental Leave is to provide employees with salary continuation for up to 4 weeks, to take time off for maternity and paternity, transition of a child through adoption or surrogacy, or long term placement of a child (defined as 30 or more days) as a kindred or private foster care provider. If an employee is also covered by the Family and Medical Leave Act, Parental Leave will run at the same time as the FMLA leave.

4.12.1 Parental Leave will be taken in consecutive days, up to 4 weeks, and within 12 weeks of the effective date of the cause for Parental Leave (e.g., birth, placement for adoption). Parental Leave may also be used by an additional, eligible, USNH employee. Future eligibility will be on a rolling 12-month period from the effective date of the last use of Parental Leave. Parental Leave cannot be taken on a partial or intermittent basis or to supplement another leave type.

4.12.2 If an employee is eligible for Parental Leave, a waiting period or elimination period is not required before accessing the Parental Leave benefit.

4.13 Short-Term Disability. The purpose of Short-Term Disability (STD) is to provide an employee with salary continuation for a total disability due to a non-occupational accident or illness, for up to 26 weeks. Short-Term Disability cannot be taken on a partial or intermittent basis or to supplement another leave type.

4.13.1   Waiting Period. An employee must be employed for a minimum of two months (60 calendar days) to be eligible for STD benefits.

4.13.2   Elimination period. Benefits begin the first day of total disability following a non-work-related accident, or on the eighth day of total disability due to illness (including medical maternity).

4.13.3   Salary continuation. After the elimination period and through week 8 (calendar day 56), approved STD benefits will be 100% of an employee's current salary. From week 9 through week 26 (calendar day 182), the benefit will be 60% of the employee's salary. An employee can supplement the 40% salary gap by using accrued Sick Time. (If Sick Time is not available, the employee may choose to use Compensatory Time, Personal Time or banked Earned Time.)

4.14   Bereavement Leave. An employee is entitled to five days of Bereavement Leave if an immediate family member dies, and one day of Bereavement Leave if other relatives (noted below) die.

4.14.1   Individuals considered immediate family include the employee's spouse, mother, father, stepparents, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, stepchildren, sister, brother, stepbrother, stepsister, grandparents, grandchildren, and individuals living in the employee's household.

4.14.2   Other relatives include the employee's brother-in-law, sister-in-law, uncle, spouse's uncle, aunt, spouse's aunt, nephew, spouse's nephew, niece, spouse's niece, great uncle, spouse's great uncle, great aunt, spouse's great aunt, first cousin and spouse's first cousin.

4.14.3   Additional Time Off. If additional time off is necessary due to the death of a family member, arrangements may be made to permit the employee to use Personal Time/Earned Time or take time off without pay.

4.14.4   Documentation. An employee's immediate supervisor or Human Resources may request supporting documentation to confirm Bereavement Leave.

4.15   Community Service. USNH encourages employees to become involved in our community—to provide voluntary support of programs that positively impact the quality of life within our employees' community. The following guidelines apply to community service through a non-profit community program of a personal interest, or as part of a campus-sponsored activity.

4.15.1   An employee may take up to one day per fiscal year (up to 8 hours) of paid time to participate in a volunteer program. Supervisors must approve Community Service program participation at least 15 days before the program begins, to allow for the coordination of work-related responsibilities.

Volunteer time should not conflict with peak work schedules, result in cancellation of classes, create a need for overtime, cause conflicts with other employee's schedules or otherwise run counter to Conflict of Interest (*USY V.D.7*) or Political Activity Regulations (*USY V.D.8*). If a conflict arises, or the requested activity does not fall within established guidelines, the request may be denied.

4.15.1.1   Eligible activities include, but are not limited to, the following:

- Volunteering with a non-profit, charitable organization, such as United Way, Habitat for Humanity, humane shelters, family assistance services, etc.
- Assistance with grade school activities, such as reading or writing assistance, or chaperoning field trips
- Staffing or donating to a blood drive, such as those sponsored by the Red Cross.
- Providing support to a campus-specific community service event (such as those shown under www.unh.edu/serve).

4.16 Military Leave. Employees on temporary military active duty leave will be paid the difference between their regular salary and military pay if the latter is less than regular pay. Regular military pay does not include any allowances for dependents or reimbursement for expenses. In cases whereby temporary military pay is more than the individual's regular budgeted salary for the same period of time, the employee will not receive any USNH salary. Military leave will not count against Vacation Leave. Sick and Vacation Leave will continue to accumulate during temporary military leave.