

## **MSU HRConnect Meeting Agenda**

April 29, 2015 8:15 a.m.-10:00 a.m.

252 Erickson Hall

### **I. Employee Relations Update: Jim Nash**

#### **A. Negotiation Update**

1. FOP: We have had two negotiation sessions since April 20 and we have weekly meetings scheduled through May. The contract expires on June 30<sup>th</sup> and we anticipate we will have a new contract by that time.
2. GEU: We have had 13 sessions since February and we have five sessions scheduled in the next week. The contract expires on May 15<sup>th</sup>. GEU announced yesterday they would like to have the proceedings wrapped up by next Thursday, May 7<sup>th</sup> to allow them enough time to ratify.
3. We are putting bargaining teams together for APA and APSA and we plan to start those negotiations in late June or early July.

**B. CTU Contract Changes:** These negotiations were very productive because both sides recognized the need to update some of the original language that has been in the contract since the early 1970s.

1. Standby pay: The old language stated employees were paid one hour of standby pay for every 8 hours of standby. The new contract allows employees on standby to be paid 1/8 of an hour for every one hour of standby worked.
2. Family sick: The old contract divided Family Sick into two categories, 24 hours for immediate family members and 40 additional hours for children, spouses and parents. The new contract combines those two categories into one category for a total of 64 hours.
3. Placing Employees on Medical Leave: The old contract language caused confusion regarding when we could or could not put an employee on a medical leave. The new contract states we can direct an employee to go on leave with cause but not as a disciplinary action. We also clarified the role of the University Physician is to review medical documentation, not to perform medical exams.
4. Doctor Notes: The new contract states we have the right to require an employee to provide a doctor's note when there is *suspicion* of misused sick time.

5. Filling a Vacancy: The old contract required supervisors to interview four departmental candidates, (if available) and eight university candidates (if available) before having access to any outside (non-university) candidate. The new contract now allows four departmental candidates (if available), eight university candidates (if available) and one outside applicant to consider for every vacant position.
6. Layoff: Regarding bumping, we have agreed to split the campus into two groups, academic and administrative. Employees laid off in an academic area can only bump into another academic position. Employees laid off in an administrative unit can only bump into another administrative a position. This does not affect bypass.
7. Project Technicians: The old contract limited these positions to grant positions. The new contract creates a Limited-Term position which can be used for non-grant positions as well as grant-funded. A Limited-Term position has to last longer than 180 days, can be initially appointed for five years with a possible extension up to three years, and can be converted to a regular position at any time the unit chooses. Limited-Term positions are still eligible for severance pay as Project Technicians were. There is a cap of 150 Limited-Term positions available across campus. This cap includes the current Project Technicians, of which there are approximately 70.
8. Bridging: The old contract allowed those having a break in service lasting more than twelve months to bridge back to previous retirement benefits. The new contract eliminates these options.
9. Right-to-Work: CTU union reps now have the right to meet with new employees for fifteen minutes to discuss union benefits. The time must be pre-scheduled with the corresponding supervisor.
10. EAP: Each year, CTU members are allowed release time to attend up to three EAP appointments. The program allows them six visits per episode. They are allowed three on release time per year.
11. New classifications: Using the Fair Labor Standard Act (FLSA) we recognized the need to add five new CTU classifications: Office Assistance IV, Unit Services Assistant and Office Coordinator at CTU level 10. Academic Program Assistant and Office Coordinator II at CTU level 11. We

are very early in the implementation phase of this article. The positions are not available now. We will have more information in the coming meetings.

## **II. PayCard Update - Lee Hunter**

There are approximately 2,200 employees who currently receive paper checks. Beginning in August 2015, these employees will begin to be notified to select either direct deposit or Pay Card (a reloadable debit card) for their pay. This change increases security and convenience for the employee while decreasing costs to the University.

An all-employee communication will be distributed in May with information about the PayCard program. Please notify employees receiving a paper check that further details about the PayCard program (such as how employees will be notified to sign up, use of the PayCard, etc.) will be sent in June and July.

## **III. Student Employment Criminal Background Checks (CBC) – Sharri Margraves**

There is no specific policy for undergraduate students. It is strongly recommended that students working in the following positions have a CBC.

1. Students who work with minors.
2. Students who work with cash or other financial transactions.
3. Students who work with computer programming.

Please contact Cristi Moggi at 3-3458 if you have any questions

## **IV. Spartan Experience – Sharri Margraves**

The goal of the class is to create a culture of service and to recognize that employees have a significant impact on the perception of MSU. After one year, the program has had 1,800 attendees. Results indicate that attendees are finding more ways to collaborate within their teams and throughout the campus community and are looking at ways to improve the experience for all stakeholders. To support these efforts back in the unit, there is a Toolkit available at [http://www.hr.msu.edu/toolkits.spartan experience/index.htm](http://www.hr.msu.edu/toolkits.spartan%20experience/index.htm)

## **V. New Processing Considerations—Alice Smith**

- We are continuously looking for potential process improvements with a particular emphasis on processes that are causing pain points for a particular customer group and/or processes that involve potentially unnecessary or inefficient steps.
- We have been analyzing the way we handle layoff transition payments and are considering making some changes.

- The current process is sometimes resulting in long waits for people to get their payments.
- The current process has many touch points and action steps. It starts with Talent Management notifying Solutions Center that a layoff transition payment is due to occur. Solutions Center does the payment calculations and contacts the unit to request they fill out a payment authorization form. The unit fills out the form and sends it to Total Compensation and Wellness in HR. Total Compensation and Wellness reviews the form and sends it back to Solutions Center. Solution Center processes and sends to Payroll for payment processing.
- These payments are contractually required, so there isn't a lot of judgment in the process or the ability to not approve or change amounts. For that reason we are reconsidering whether units should have to complete a form and whether that form really needs Total Compensation and Wellness review.
- We are seeking your feedback on the following potential process changes:
  - Solutions Center would send an FYI notice to units that the payoff is scheduled to occur along with the payment calculations, but would no longer require units to initiate a form. The notice would include what account we intend to use (typically this would be whatever account the laid off person used to be paid on). Units would be asked to contact the Solutions Center within three business days if they have a concern or want a different account number used.
  - Total Compensation and Wellness would no longer review the transaction.
  - If the unit requests a different account number, Solutions Center would honor that. If the unit is okay with the account number in the notice, they would not have to do anything further. Three business days after the notice, Solutions Center would process the transaction and send to payroll for payment.
- We are still having conversations with payroll to ensure these changes would not negatively impact their operations, but we believe this would improve the process for both the laid off individuals who would receive their transition payments on a more timely basis, as well as units that would no longer have to initiate a form to complete an action that is contractually required.
- What are your thoughts? Would this help, hinder or have no impact on your areas?
- Feedback received from the group during the meeting was that this would be a positive improvement. If you have feedback you didn't share, please follow up with Alice Smith at [smitha@hr.msu.edu](mailto:smitha@hr.msu.edu).
- We are completing our internal discussions and will follow up with the group about this process change either at the next meeting or via email.