

UNIVERSITY OF HARTFORD

Staff Council Meeting Minutes

November 9, 2022 | Online (Zoom)
Participants: Staff of the University of Hartford

I. Consent Agenda

The consent agenda was approved as written.

Additionally, we ran a poll asking what should be done with

II. Guest Speaker(s): Jen Conley

Update on Staff Compensation Committee

Have met several times. Waiting on data. Have identified 14 positions that will act as anchor jobs. The consultation group will do a deep dive on those positions based on the 6 data points the committee has decided on. The committee will then determine which data point makes most sense to base the decision on. We are a month out from final decision. Will determine salary ranges and how to keep the process fresh. Once a decision has been made there will be a town hall meeting where the committee will be able to speak to the decision and answer any questions.

- With an increase in the health care and a 2% raise, is this something that will be considered in the compensation study? The cost of living is going up but your pay is not.
 - University of Hartford has limited funds. Will have to look at the most equitable way to distribute funds, whether it be across the board or a merit/equity pool.

Information about Open Enrollment/Benefits

Hopefully everyone has started looking at the Open Enrollment page on the Self-Service portal. You go step by step through each option. Ends on November 30 at 11:59 pm. Dental had a very small increase and medical went up a little as well. Town Hall meeting tomorrow (11/10) with Chris Monroe. Link is in the UNotes and the initial email that was sent to staff.

- Was there any feedback on the concern when staff bumps up to \$50000?
 - BTF looked into it. Looked at different options. Initial break out into 3 tiers made it more expensive for those in \$50-75000 range. Will continue to look into it during 2023 more in-depth.

Clarification on how exempt staff manage their time

- How should exempt staff keep track of their working hours?
 - Required a minimum of 40 hours a week to get their job done – may work and in most areas expected to work more than that in week. Manage their time by reporting vacation and personal time only.
- Are exempt staff required to take unpaid lunch breaks? Or can they “work through” their lunch and count it as paid time?
 - Not required to take a lunch break, but should – not included in 40 hour minimum. So if you skip lunch, yes that counts towards your 40 hours. The reality and expectation is that most exempt staff is working more than 40 hours.

- Since exempt staff don't report Personal time of less than half a day, how do they manage that time? Are they expected to make up the time elsewhere in that week or pay period?
 - Should work with their supervisors to make sure the 40-hour minimum is met if they need to take less than 4 hour chunks off.
 - Should be taken in minimum 4 hours increments. Then can be 5, 6, 7, or 8 hours.

Annual performance reviews

Changed this year to be more inclusive of more dialogue to help guide how the employee wants to move forward in their career.

- For the new forms, does the employee evaluate themselves, or does the supervisor do the evaluating? Who does the majority of the writing?
 - Depends on the department. Some departments have the employee fill it out, then the manager fills it out and the final is combined based on the conversation. Some areas fill it out together while the conversation is happening. Some areas have the manager fill it out based on the conversation and have the employee review and sign it.
- What happens when reviews are submitted? Does someone actually read all of them? Does anyone follow up with the employee or supervisor if there seems to be an issue in the review?
 - Comes into HRD and they are entered in Banner by Rachel and Mike to show the date that they come in. Jen and Lindsay then reads all of them to see if there are any flags that need to be addressed.
- Do performance reviews impact an employee's pay or chances of getting a promotion/different job at the university?
 - Part of the official personnel file. We encourage hiring managers looking to hire internally to look at the personnel file for the prospective employee. We are working towards the goal of having them be tied to pay in the future.
- Will the form be updated to be made more clear for the future?
 - Feedback would be helpful since what is clear to me may not be clear to you.
- Was there a communication about when reviews are due?
 - UNotes to let them know when they are due, then supervisors were emailed multiple times to remind them.

Issues at work

- What should someone do if they're having issues with their supervisor? What should they expect to happen? What if there are additional or different issues after they report the first one?
 - First thing HRD will ask is if you have spoken to the supervisor/what have you done to see if you could improve the situation. From there, decisions will be made – does it need to be investigated, does a mediator need to be brought in,

etc. We will do our best to stay confidential but if a third party needs to be brought in, we will need to let those involved what the situation is.

- Can you document an issue with HRD without the person being notified?
 - When Jen or Lindsay have that dialogue with you, they will keep it confidential and documented unless it deals with sexual harassment, etc and the investigator needs to be brought in.

Changes in staff position/salary

- What is the process for requesting a change in position description or salary level? What should staff be prepared to do / what information will they need to provide?
 - Hopefully there has been ongoing dialogue between you and the manager.
 - Manager comes to someone in HR, most likely Tina but Lindsay or Jen can help as well. They ask the question what needs to be changed. Sometimes there is a minor change but sometimes there is a major change that almost completely changes the job description. It can take some time.
 - It's really having that open dialogue with your manager. Combo jobs can feel frustrating since they are intentionally vague. With those we try to work the manager to maybe have some sort of addendum if there are changes/updates that need to be done. Have some more flexibility since they are on online now.
- How often are staff positions actually rewritten/reclassified when a change is requested?
 - Happens each time the manager comes to us with a job description change.

Other questions

- If working from home, do you need to report the work that you are doing?
 - If the work is getting done, no
 - It is not required to track hours/work on a daily basis but a manager can request it to make sure work is being evenly distributed.

CT Paid FMLA

Town hall meetings one in November and one in December about the CT paid FMLA. Starting 1/1/2021 CT workers were taxed. Starting 1/1/2022, paid leave was started to be paid out. CT says you can not be paid more than 100% of your salary. At the start, the University of Hartford paid 100% when you left which was the right decision since there was a backlog from the state up to 10 weeks. It is now down to 2-3 weeks. What happened with we paid 100% then when the employee came back we let them know that they owe us money. Going forward, we are going to pay them based on what the calculator on the CT paid FMLA website said it would pay and off-set them to make them 100%. We understand that this may create a hardship for some. If that is the case, please touch base with HRD and we can work with the employee to get them through the process.

Other notes

- Seated Messages are being offered. Was open on 11/14, filled up. Opened 11/15, that has filled up. Jenna is looking other dates.
- Pam Masi commented: We need more staff to attend Pilates on Wed from 12-12:45. Attendance has been very low and it is a great class!

III. Reports

Benefits Task Force. Traci Giovinazzo and Desirée Kleykamp

Open Enrollment starts started November 1st. Everyone should plan to complete it no later than November 30th. If you do not complete the process, all benefits from 2022 will carry in to 2023 HOWEVER, FSAs and/or HSAs will not carry over.

DEI Task Force. Anthony Ferello

Creating Visibility and Belonging for the LGBTQ+ Community

- Mondays, November 7 and 14, 12:45 – 1:45 p.m.
- Hybrid – KF Room and Zoom
- Nov. 14 – LGBTQ+: Trans and Gender-Diverse Identities
- More information and registration link [here](#).

Nominations for 2023 MLK Beloved Community Awards

- Submission deadline: Nov. 10, 2022 (tomorrow)
- More information and link to nomination form [here](#).

Faculty Senate. Anmarie Magurany

No report this month.

RPPC. Ben Ide

RPPC met Nov 3. Among the topics presented was an explanation of how the enrollment targets are set and how restricted funds can be used to offset operating expenses. We also reviewed progress toward increasing graduate and online enrollment numbers. Finally, the broad “other” category in the budget was broken down and explained. RPPC still needs another volunteer to represent Staff Council at RPPC.

IV. Other Announcements

From Denise, Athletics Community Rep

Our Men's and Women's Basketball teams are starting their 2022-23 seasons. The men's team had their home opener yesterday and another game tomorrow (Thursday) at 7pm, and the women's team has their home opener this Saturday, Nov. 12 @ 2 pm.

November Staff Lunch

Confirmed for Tuesday, November 15.

We will also collect donations for the Holiday Giving Program at the lunch.

Holiday Giving Program, Clarissa Terra

Staff Council is again co-sponsoring Howie's Holiday Toy Drive this year. The goal this year is to donate 500 new toys or gift cards to the Boys and Girls Clubs of Hartford.

See more information in UNotes, including list of items and online sign-up: <https://www.hartford.edu/unotes/2022/11/howies-holiday-toy-drive-part-of-uarts-holiday-giving-program.aspx> . What's on the list is encouraged, but you can donate any new toy for children age 5-18.

There are two more ways to give—Village for Families gift card drive and South Park Inn collection, both sponsored by the Office of Student Engagement and Inclusion. They will be collecting gift cards, toiletries, socks, blankets, and new or gently used coats. More information coming soon.

Lisa adds: We will collect items at our staff lunch next Tuesday, November 15th. Or you can drop off donations at the designated locations between Nov. 14th and Dec. 6.

Additional

Marsha Gaulin noted the Freshman Foundation show in Silpe Gallery is fabulous!

Lisa noted the Allen Library Music and Book Sale is going on now. We have lots sheet music, books, CDs, and vinyl records, all at low prices.

Upcoming meetings

Send questions in advance to staff@hartford.edu, or use our anonymous form: <https://forms.office.com/r/vDPr9rPR23>

- December 14, President Woodward
- January 11, Katherine Black (Interim Provost)
- February 8, Christine Grant
- March 8, President Woodward