Benefits & Compensation Committee

2015-2016 Annual Report

Committee Members: Carla Geib, Pamela Terango, Harley La Roche, Menard Lontoc, Margo Grubic
Submitted By: Carla Geib, BCC Chair
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Purpose of committee

- “A committee of at least three (3) and a non-voting advisory member from Human Resources shall search for and recommend to the Council any improvement that staff feel is needed to classified employee compensation, benefits, and any other special interests.”

Annual and standing charges

- Re-visit the process and results from the Fee waiver for classified staff and family members. What percent of peer institutions have grant-in-aid for family and spouse and what percent have the transfer of employee for family members to use if employee doesn’t use them?
- Investigate use of flex schedules for classified workers. Is this a policy that can vary between departments or colleges? Or is this something that must be structured alike within the University/State guidelines? What is the process for approval of flex schedules? Investigate if different departments on campus are allowed to have different set of rules regarding NSHE Benefits (flexible work schedule, call-in policy and termination policy).
- Continue to work with the Faculty Senate Salary and Benefits Committee as a liaison or get minutes from the committee when they meet.
- Look at possibilities of differential pay for those Classified Employees with higher education degrees; an AA, a BA, MA. What, if anything, do the surrounding agencies and/or possibly the surrounding state institutions do for Classified Employees with degrees? Or are they all paid at the same scales?
- Annual Report due June 2016
**Previous Recommendations Regarding Classified Education Benefits**

- In March of 2014, the SEC BCC recommended an educational benefit for family members of classified staff based on data collected from each of the surrounding state university systems. Three possible options were proposed:
  - Transfer of the current classified Grant-In-Aid fee waiver of 6 credits per semester to one dependent or spouse/domestic partner
  - Tuition Reduction equal to the UNR faculty benefit, or similar to that of Peer institutions of 50-75%, with the option to transfer to dependents or spouse/domestic partner
  - Tuition Reduction for classified staff, dependents and spouse/domestic partner equal to that which is offered to University of Nevada, Reno faculty which covers 2/3 of tuition costs

- In 2010, an Ad hoc committee comprised of classified representatives from each of the eight NSHE institutions, noted that “there is a benefit gap with relation to the grant-in-aid benefit, which only classified staff themselves can use at present. It is also the recommendation of this committee that, when economic times improve, classified staff within NSHE petition the board of regents to extend the grant-in-aid benefit to classified employee spouse and dependents.”

- In 2009, the SEC BCC recommended a transfer of the current classified GIA waiver or to extend the faculty education benefit which includes dependents and spouses to classified staff.

**Action taken on charges**

- **On the charge of re-visiting the process and results from the Fee waiver for classified staff and family members**
  - The subject has been approached at most of the monthly SEC Committee meetings this year with President Johnson and Provost Carman in hopes of moving forward with an education benefit for spouses/dependents.
    - August 18, 2015 President Johnson stated he had not seen the FY 14 report of surrounding states and suggestions of the committee. He was sent the report again. His assistant was also sent the report who saved it to the President’s drive for easy access.
    - On Aug. 26th, he acknowledged receipt, that he had read it and shared it with others. Neither President Johnson, nor Ron Zurek, were aware that classified staff had any education benefit for themselves.
    - President Johnson stated that GIA for classified staff spouses/dependents was rejected by the Chancellor because it would need to be offered to all classified staff in the state. It was brought to his attention that we already have a benefit that other agencies do not have, a 6 credit benefit for ourselves. He was not aware that other state agencies did not have our 6 credit benefit.
We have asked that consideration be given to transfer the 6 credit benefit to a spouse/dependent (not multiples). This would:
  o Be a huge step forward for classified staff
  o It would help with retention and recruitment of classified staff
  o It would lessen the influx of classified staff looking for Administrative Faculty positions in order to obtain the benefit
  o It would be a good faith effort in bringing this benefit in line with the Administrative and Academic faculty benefit
  o It would not add any additional benefit that isn’t already available to classified staff

President Johnson stated he would look at allowing a transfer of the current GIA that we have as an option.

During the April 19 meeting Provost Carman expressed interest in reading the report. He was sent the report on 4/25. No response was given.

During the May 17 meeting, President Johnson was asked by the committee who we could send our FY 14 & FY 16 reports to outside of UNR for further consideration with the rejection this year coming from the Chancellor.
  o With the recent resignation of Chancellor Klaich, he suggested the Chair of Regents, Rick Trachok. The committee will be forwarding the education benefits findings to him at the end of this SEC term.
  o He also stated that other agencies would need to able to support a GIA benefit on their own. WNC and other community colleges do not have the funding available at this time.

The current process for using Grant-In-Aid as a classified employee can be found at [http://www.unr.edu/hr/benefits/educational-benefits](http://www.unr.edu/hr/benefits/educational-benefits)
  o In short, classified staff at .53FTE or more are allowed to take up to 6 credits per semester (including Wintermester, Fall, Spring or Summer) with a maximum of 12 credits per fiscal year at no charge. Classified Grant-In-Aid (GIA) covers all mandatory fees.

### On the charge of investigating use of flex schedules for classified workers

Denise Madole in HR was contacted, she stated that *The department and the employee should have an understanding about the expectation on these issues.* Here are the rules pertaining to each:

- **Flex time. Admin Manual 2300 and 2235**
  o Specifically variable workweeks. *On this an arrangement needs to be made between the department and the employee so an understanding of what the new schedule will be for this arrangement.*

- **Call-in sick. Please see NAC 284.554 and NAC 284.566 Admin manual 2303**
  o Specifically on time needed to call in. *There is more information in the NAC’s. The State would like as much notice as possible on any leave taken.*
so the employee and departments should have an understanding of the expectations.

- As stated in the NAC 4. An employee shall request sick leave at least 30 days in advance if the need for leave is foreseeable and the sick leave is to be taken in conjunction with a planned leave of absence without pay.

- **Annual Leave**
The employee should give as much notice as possible. Same day isn’t really giving enough notice. The employee and appointing authority could have a special arrangement but I wouldn’t think this case would be approved often.

**Admin manual 2302:**

- Annual leave shall be granted by the supervisor after considering the needs of the department and the preference of the classified employee. Managers may direct employees, in writing, to use annual leave in accordance with the needs of the department. This includes directing the use of annual leave after a resignation is tendered. Written approval or denial of annual leave must be obtained in writing before the annual leave is requested to commence or within 15 working days after the appointing authority receives the request, whichever is sooner. The appointing authority may not prohibit an employee from using at least five consecutive days of annual leave in any calendar year (NAC 284.539)

- **The B&C committee would also like to mention:**
  - Annual leave accrues as follows:
    - 10 hours per month up to 10 years of service
    - 12 hours per month from 10 years to 15 years of service
    - 14 hours per month from 15 years on
      - All hours are based on an FTE of 100%, they are prorated for part time status.
  - Sick leave remains at 10 hours per month
    - There is also a sick leave payout policy in place upon retirement or voluntary termination.
      - [http://www.leg.state.nv.us/NRS/NRS-284.html#NRS284Sec355](http://www.leg.state.nv.us/NRS/NRS-284.html#NRS284Sec355)
      - For 10 years-not more than $2500.
      - For 15 years-not more than $4000.
      - For 20 years-not more than $6000.
      - For 25 years-not more than $8000.

- **On the charge of Faculty Senate**
  - We have continued to have a liaison with the Faculty Senate Salary and Benefits Committee by receiving their minutes as they were sent out
• On the charge of differential pay for classified employees with degrees including surrounding agencies and state institutions
  • This charge has been investigated with Washoe County, however, it is inconclusive and it is suggested that this charge be carried forward.
• In addition to these charges, BCN HR was asked to attend an SEC Meeting and sick leave was investigated with the Facilities Department who appear to have different rules than other departments.
  • BCN HR: Migle Valunte-BCN Manger for Benefits & Janet Anderson-Employee grievance coordinator were scheduled to attend an SEC meeting on 12/15/2015
    o Migle briefly went over the sick leave policy and how FMLA works. FMLA could be used for several unscheduled sick leave reasons so a person will not get reprimanded or need a doctor’s note every time they are out sick.
    o Janet briefly discussed the process and rule for filing a grievance. You can file a grievance up to 20 days after the grievance is felt. If the grievance is against their supervisor then it could be sent it to Janet. A group grievance can also be submitted.
• Facilities sick leave: An open forum petition was sent out to Facilities classified staff outside of the B&C committee and feedback was received. After which a meeting was scheduled with the appointing authority to discuss the issues.
  o A revised policy Feb. 5, 2016 was sent out outlining changes and clarification. In addition, training to mid-level managers and supervisors was offered so enforcement would be consistent.
  o Changes and the research analysis of 3 years will be attached to this document for future reference
    • PolicyAttendanceLeaveandBreakPolicyFeb2016.doc
    • XcelSickLeaveAnalysisDepartment.xlsx
  o According to Sean McGoldrick, he has modified the policy in three ways:
    o There was an increase in the total from six days (48 hours) to eight days (64) of unplanned sick leave
    o There was an increase in the number of incidents from eight to nine
    o There was a decrease in the need for medical certifications once an LOI (Letter of Instruction) is issued from six months to four months. Meaning that they would only need to provide the certification for four months, not six, if they were suspected of abusing the time and number of incidents.
Recommendations

• The committee continues to recommend an educational benefit for family members of classified staff. We recommend that this continue to be listed as a charge in the future for this committee.
  • Based on data collected from each of the surrounding state university systems we would like to continue to propose three possible options at this time:
    1. Transfer of the current classified Grant-In-Aid fee waiver of 6 credits per semester to one dependent or spouse/domestic partner
      ▪ This would allow utilization of a benefit that NSHE Classified Staff currently have
      ▪ Does not increase any financial liability to the University
    2. Tuition Reduction equal to the UNR faculty benefit, or similar to that of Peer institutions of 50-75%, with the option to transfer to dependents or spouse/domestic partner

Both of the above options offer benefits which would:

• Bring University of Nevada, Reno classified staff in line with surrounding state peer Institutions
• Allow the University to utilize this benefit without any obligation to other state agencies
• Aid in retention & recruitment of staff
  3. Tuition reduction for classified staff, dependents and spouse/domestic partner equal to that which is offered to University of Nevada, Reno faculty which covers 2/3 of tuition costs

This option would bring University of Nevada, Reno classified staff in line with DRI’s classified technicians, other Peer Institutions, as well as, University of Nevada, Reno faculty

• The committee recommends charges this next year continue regarding research of differential pay for classified employees with higher education degrees including surrounding agencies and state institutions.
• The committee recommends continued representation as a liaison with the Faculty Senate. Michelle Hritz will be notified that the current liaison is tracking off of SEC and a new liaison will be assigned.
• The committee recommends charges for next year to include investigating on-call compensation policies and use of state vehicles vs. personal vehicles. The City of Reno has a take home policy of vehicles when they are on-call.

Additional Recommendations

• There has been no HR representation for the past three years on the Benefits and Compensation Committee. We would like to see an addition of a non-voting advisory representative from Human Resources to bring the committee where it should be according to the By-Laws
**Budgets**

- No Budget established and zero costs were incurred

**Timeline**

- Most BCC charges require research work outside of a physical meeting and are completed separately then gone over together as a committee. The BCC is currently meeting either in person or by email. Meetings are suggested every other month or quarterly.