

Town Hall Meeting Minutes
May 25, 2012; 9:00-11:00 am; 119 O'Shaughnessy

Attending: 56 people attended including three invited guests from Human Resources
Lori Maurer, HR 1-4667
Julie Boser, HR Benefits Associate, 1-5900
Kathy Bossler, HR Benefits Associate, 1-5900

The room was set up “landscape” (as opposed to our usual “portrait” set-up) and Rob Becht, Lori Maurer, and Lynn McCormack sat in front of the group. Items in these minutes were all discussed within the two-hour meeting, just not necessarily in the order presented here.

1) Perception is reality; good communication is the best way to handle situations and is critical for staff understanding.

- For communication improvements the Dean’s office will involve the SAS committee when there are staff issues.
- The Dean’s office has agreed to have meetings with the people involved when it comes to major changes in a staff member’s position.
- Rob also wishes that he had handled the 12 to 10 month reduction differently for staff, instead of assuming that Chairs/supervisors would talk to their staff that were affected. He realizes that he should have called individual meetings with each of the 7 staff, along with their Chair and supervisor (if different), to personally inform the staff member and to find out how this change will affect them and what could be done to make that change any easier for the staff member.
- Staff should also communicate with the Dean’s Office and their supervisor about their positions, if individual staff are concerned about their position not having enough work for 12-month status, in order to see if there are additional duties that could be added to the position.
- *Lynn suggested to staff to be proactive about your job, not reactive. You cannot guarantee anyone else watching out for you but you. You have a choice to make things happen or let things happen and it all comes down to taking initiative.*

2) Why was 12 month to 10 month done and reevaluation of positions?

- In order for the University to pay for the staff retirement buyouts, the University gave the Colleges only half of the salaries to fill or reevaluate positions. The colleges had to reevaluate staff positions and either not fill them and redistribute duties to the current staff or to look at each position to see if the 12 month could be reduced to 10 month.
- Additionally, a large issue in the NDVoice Survey within our College is always that employees issues are not dealt with properly, one being workload distribution. This was a way to help resolve part of that large issue. The College cannot justify paying an employee to sit in an office with minimal work to do, while there are other offices that need additional assistance that the College would have to pay an additional employee to come in and do.
- 100% of the staff salary budget that the College receives is used annually on staff salaries. There is a separate budget for faculty salaries. The College has other operating budgets that fund other operations, but are not to be used for salaries.
- Non-12 month positions will still have their paid Christmas break.

3) **Can benefit premiums be taken out over more than one pay period?**

- Premiums continue such as health benefits and the 403B.
- Benefit premiums may be taken out up to four pay periods on return from the summer. Contact Julie Boser 1-5900 to set this up.

4) **Discussion regarding unemployment benefits during months off.**

- This is not legal as the staff member is still employed by the University and still gets their benefits.
- Because you are still an employee of Notre Dame (receiving benefits—insurance, retirement continuation, etc.), you cannot file for unemployment.
- NB. Lori Maurer has since the meeting written for these minutes to clarify: anyone can file an unemployment claim and it will be researched by Work Force One, the state department that oversees this process (or similar type of unemployment office for Michigan residents). The University receives notification from Work Force One that a claim has been filed and asks about the employment status of the individual. The University provides information, but is not the decision maker on whether an individual's claim is granted. If Work Force One later determines that a claim should not have been granted due to an individual not fully disclosing the situation, they may ask for the benefits to be returned.
- Lynn is aware of at least one A&L staff member several years ago that was unaware of the “rules” and was required to pay the unemployment money back.

5) **Summer employment within the University**

- Please let Rob know you wish to work during the summer months you are not scheduled to work and contact Shawn Oliver, HR Recruitment and temporary staff: 1-5900. She has a list of positions from the entire university which you may be able to fill.
- However, this must be coordinated through the Dean's Office if it is a position outside of the College, as the College will continue to pay your salary and work out a transfer with the other office to insure that there is no interruption to your pay at the start or end of the months “away.”

6) **If you have been working in your non-12 month position less than one year, you may be able to have the “no transfers” rule waived if another position opens that is more suitable for you and it is a 12 month.**

- This is done at the discretion of HR and through a request by the Dean's Office.
- If you are in this position, please inquire with Rob about it.

7) **Performance Review Process:**

- The three categories choices given in the review process are purposefully broad ranges for staff to fall under.
- Most staff will be in the “Valued Performer” category
- Documentation needed to prove “Top Performer”
- Rob must review each performance review and vet it against others within the College, as well as with another group of supervisors within the University to help assure accuracy in the rankings of staff.
- Performance reviews were sent back to some administrators to request additional information to prove top performance.
- There are criteria set by HR for each performance level:
http://hr.nd.edu/assets/44405/performance_rating_categories_2011_2012.pdf

8) Salary to Hourly

- Hourly allows for easier recording of vacation, sick, and overtime.
- Benefits stay the same.
- ~~Best time June 15, 2012 to be as seamless as possible. Be aware that the pay dates are June 15, 2012 and then the next pay date would be July 6, 2012 for the pay period of June 16 through June 29th. Other times would result in a less than two weeks of pay in the cycle.~~
- Since our meeting: The crossed out information above is no longer accurate. Due to the June 15 date being so close to year end, it would be next to impossible to accomplish due to the salary planner software system.
- More information will be forthcoming from the Dean's Office for those still on the salaried pay method, but the new date being looked at is August 25th to begin using UltraTime.

9) Ultra Time and supervisor approval

- Staff will log into UltraTime to add in their hours.
- This can be done anywhere via the web, as long as you have the VPN client on your computer. ALCO can provide directions on how to install this on computers.
- UltraTime is Mac and PC compatible now.
- Supervisors are able to approve staff time supposedly by 9AM Monday morning, every other Monday.
- Staff should have a supervisor named as well as a back-up supervisor.
- If you are in a single person office, Mo Marnocha can be listed as your back-up.
- If you put in your hours, you will still be paid, even if your hours aren't approved by your supervisor, however, your supervisor is still held responsible for approving your hours. The Dean's Office is notified of staff that need time approved, and therefore will know if there is a problem pattern with any approvers.

10) Have upper-level administrators made sacrifices in this slow economy?

- This information wasn't really known. What was known was that a few years ago, upper-level administrators did not take a pay raise.

11) Dining/travel expenses

- The University implemented TravelIND to have a better look at what is spent by the departments and faculty on travel and dining.
- Faculty should be budget conscious when bringing in campus visitors. While we want to impress the faculty, we do not want to give them the wrong impression that money is no object.
- University dining policy at can be viewed at: http://controller.nd.edu/policies-and-procedures/guidelines_business_meals_business_entertainment_expenses.pdf

Current SAS membership for 2011-12 includes:

Kristal Chester	219 O'Shaughnessy	1-7266	kchester@nd.edu
Carol Kraus	219 O'Shaughnessy	1-4262	ckraus@nd.edu
Lynn McCormack	356 O'Shaughnessy	1-4702	mccormack.12@nd.edu
Jessica Monokroussos	323 O'Shaughnessy	1-0481	jmonokro@nd.edu
Teena Sexton	329 DeBartolo	1-5881	sexton.25@nd.edu
Claire Shely	834 Flanner	1-7459	cdeftlin@nd.edu
Michelle Thornton	612 Flanner	1-6433	mthornt2@nd.edu
Amy Williams	101 O'Shaughnessy	1-1135	awilli27@nd.edu