UNC Charlotte Staff Council Meeting

February 11, 2015
9:00 am
Cone 112

Officers present: Jim Kay (Chair), Penny Stevens (Vice Chair), Kimi Tippett (Treasurer), Debbie Roseman (Secretary), Jessica Barton (Communications Officer)

Representatives present: Keisha Martin (Area 1), Madeleine Perez (Area 3), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Dave Frantzreb (Area 6), Julie Ann Howell (Area 7), Cindy Edwards (Area 10), Katherine Humphries (Area 12), Frank Hogan (Area 13), Ronnie Bell (Area 15A), Sherry Bruce (Area 17), Amanda Simpson (Area 18)

Representatives absent with notice: Lora Bassett (Area 2), Ron Greer (Area 9), Robyn Flowers (Area 11), Dwight Nealey (15B), Nancy Queen (Area 16)

Representatives absent without notice: Matt Messina (Area 14)

Alternates present: Ben Miller (Area 2), Tammy Allman (Area 5), Denise Bradley-Fluellen (Area 16), Joanne Kendrach (Area 17)

Guests present: Jeanee Madorin, Tracy Worthey, Kieffer Gaddis, Heather Vernier (Area 13)

I. Call to Order & Welcome, Jim Kay, Chair

II. Moment of Silence, Jim Kay, Chair

III. Guest Speakers: Jeanee Madorin, Tracy Worthey, Kieffer Gaddis

Jeanee Madorin: “Campus Operation Status, Including Adverse Weather and Emergency Events” – Policy 701: Before 2003, employees had to make up time off for inclement weather. When the policy changed, the Chancellor had the authority to close the university. The policy has changed back to the previous 2003 status; time off once again has to be made up. The timeframe to do so has shortened to 90 days and supervisors are encouraged to be flexible with their employees. Leave time isn’t popular, but we have time available. Compensatory time is to be used first. We have always had essential personnel required to come in; however, areas can be different in adverse situations. This policy was written by the state and not the university. Should employees have questions, you are welcome to contact Human Resources.

University policy has three conditions to look at:

OS1 - Normal Schedule - All campus operations are running fully and/or with only slight interruptions.

OS2 - Adverse Weather - Classes are cancelled for students while the University remains in OS2, all offices are open, campus and local areas should be navigated with caution.

OS3 - Emergency Event - While the University remains in OS3, classes are cancelled for students, offices are closed, and the campus and local areas cannot be navigated safely. Essential personnel are required to work. Departments have to report to individuals who are essential. All essential personnel have been informed and it has been noted in their job descriptions; they know they are “essential”.
Questions for Jeanne Madorin:

Q. Has your department communicated with department directors to remind individuals that they are “essential employees”? A. They do send out emails to directors on an annual basis, sometimes two or more. Note that essential can change depending on the adverse condition. As for the library, some have had a misconception; it isn’t HR but the library department that has to determine who is essential. Jeanne volunteered to speak with the Library management. The library opened during the previous campus shutdown which was good for people because for three days, people had nowhere to go due to adverse weather conditions. There were many students as well as over 300 essential employees during that time.

Q. If the university is closed during a Status 3 emergency event, will employees have to make up their time? A. It will be a rare occurrence to have to make up time if we are in an OS3.

Q. Will we be notified? A. We would like to say that this would happen for they will try to be as clear as possible. After an event they will let us know. Think sensibly and do what is best for you during an event.

Tracy Worthy, Employment-Related Background Checks and Criminal Activity Reporting – Policy 101.23: With the new policy and the five year ruling approved, the university is now working on background checks for employees hired between 2003 through 2010. In December, 479 employees had background checks. Out of those 479, less than 9% came back with convictions. Three of these were felonies that had already been reported. The legal department sends out the emails. In February, the next group will be employees hired between 2005-06, 2007-08 will be checked in March and those hired from 2009 up until May 2010 will be checked in April. After that, checks will be made on a monthly basis. Please note that you are required to report to your supervisor any crime at conviction, not at ticketing. It will then be determined if it is a problem with your position.

A previous email had been sent out by one of our vendors which raised concern among many employees; therefore, for security reasons, a new secured website has been established on NinerNet. Employees are welcome to submit their information by paper submission, should they desire to do so. It is suggested to use a secured delivery system or hand delivery. All employees, both staff and faculty, who have sensitive duties, will undergo background checks.

Questions for Tracy Worthy:

Q. How far back does the vendor go during background checks? A. The State of NC has no limits and they go back as far as possible and legally viable.

Q. There are some concerns that we are targeting faculty-vs-staff on criminal background checks. A. Kieffer Gaddis: Faculty members are managed through Academic Affairs and are exempt from FSLA law. Faculty are hired for a specific position and do not normally move to other positions; therefore, the five year background check is normally not necessary unless that specific faculty member has “sensitive” job responsibilities. Staff are managed through Human Resources, are subject to FSLA laws, accrue leave and have sensitive job responsibilities. Jeanne: As employees we have classifications etc. and we know of these when we are employed. All positions are conditional upon employment and outlined in their position descriptions. All employees will undergo a background check, including faculty.

Kieffer Gaddis, Kronos: Time/Leave Reporting – Automated time management systems have been discussed for the past 15 years. Kronos at that time was too expensive and not cost effective. Time Entry came on line and was determined not to offer time stamp functionality as desired, i.e., could not tract/monitor compensatory time, current leave balances, etc. IT began to work on an “in-house” system when Kronos offered a web-based, time/leave management system on a licensed rate schedule at significantly lower costs.

The University decided to do a pilot program beginning with 900 employees to determine feasibility as a campus-wide solution. More departments were added and the feedback from groups was beneficial. Changes were made and the benefits are impressive. Kronos gives a more accurate time keeping solution. It calculates vacation time, compensatory time, as well as “Gap” time. Supervisors and employees do not have to keep up with paper timesheets or balances. Kronos offers the University better compliance with the Fair Labor Act protecting employees. The Department of Labor is becoming more diligent and when asked to present compensatory time in the past, supervisors had to dig through papers to determine the number. If using Kronos, those numbers are current and immediately accessible. Benefits of this program include: accurate time keeping, current leave balances, standardized application of time/leave rules, elimination of hard copy
Kronos has three methods of time entry. Employees use only two that are available at this time. It is computer based, punch in and punch out using NinerNet credentials. The STUN and Maintenance use a clock method. There are 25 clocks distributed throughout campus for these employees. The mobile method of time entry is not being used at this time. Kronos allows you to modify your punch-in and punch-out. Supervisors have to approve modifications and are encouraged to understand circumstances. As with any new projects, there are hiccups, and once most people have used the system it becomes more user friendly and logical.

Questions for Kieffer Gaddis:

Q. In our area when we sign in and our computers shut down, does Kronos need to be active? A. There is no time out for Kronos; it now stays up all day. Because it is a pilot program, you are asked to punch in and out for lunch. The requirement is that you get a minimum of 30 minutes for lunch each day. We do not want to punish anyone. For instance, if you take 10 minutes longer at lunch, just give 10 minutes back. The system gives you flags so you can see something that is happening each week.

Q. If WebTime Entry is not viable for employees, why are we using the program for our students? A. For students, we only calculate their hours and pay them on the hours they turn in. State employees can accrue compensatory time, etc. and a more in-depth system is essential. We are going with the pilot program and after the feedback as been examined, a decision will be made.

Q. Does the supervisor have leeway? A. It is stressed on supervisors to be flexible. Some employees have flexible hours but cases do differ. It also helps to eliminate falsification of timesheets. For some employees who work from home, Kronos can be accessed through Citrix.

Q. How does the email to supervisors work? A. Supervisors get notified for a change or modification, not punch-in and punch out. It is good for the supervisors for they will be aware that there is a leave request for approval, etc. This is discussed with supervisors during training. Once we have an automated time/leave keeping system, such as Kronos, we do not want to go back to a paper system. Salaried employees are doing leave requests only with Kronos, for it is quicker for them. There are a lot of benefits to the employee.

Q. In Housekeeping, there is only one box on the wall and everyone is trying to punch out or swipe out (Scott Hall) at once. A. Swipes shouldn’t take very long. This is an item they are working on and it’s still in the pilot system.

Q. If you use 28 minutes will you still get the 30 minute lunch break? A. You need to take at least 30 minutes minimum for lunch. It is acceptable for employees to tell their supervisors they are taking their lunch break.

Q. Will this affect SPA and EPA employees? A. Kronos is for FSLA – only employees required to do timesheets by law. EPA and SPA employees are based on different laws. There is an attendance feature for scheduling but not turned on. EPA employees do not acquire compensatory (comp) time.

Q. How is comp time calculated? A. Calculated for time and a half. Should you work 42 hours, you will accrue 3 hours of comp time. You can get up to 240 hours, after that amount you are paid for the hours. You cannot receive comp time the same week you have leave, you have to be present and actually work the 40 hours.

Q. Overview of telecommunication policy? A. This is under review at the present time.

Q. Some employees like those who work in the Lockshop, are not always at their desks and may be scattered throughout campus and can’t swipe the clock for lunch breaks. How do we clock in and out? A. You can use any of the 25 clocks distributed around campus. Known locations of the clocks are listed. The mobile app is being looked at for these situations but not available at this time.

IV. Minutes: Minutes approved for January. A revision was requested and a new draft will be forwarded to representatives for review and approval.
V. Report of Vice Chair, Penny Stevens: Request for all subcommittees to meet before March’s staff council meeting.

VI. Treasurer’s Report: Kimi Tippett, Treasurer

See Attachments:
- 2-01-2015 State Financial Statement
- 2-01-2015 Discretionary Financial Statement

VII. Adjournment

Respectfully submitted,
Debbie Roseman, Secretary
February 27, 2015
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Operating Status</th>
<th>Employee Status</th>
<th>Treatment of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 5:00 p.m. Wednesday, 2/25/15</td>
<td>OS1 – Campus Open</td>
<td>Leave Earning Employees (EPA, SPA)</td>
<td>Time missed must be charged to appropriate leave or leave without pay.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essential Personnel</td>
<td>Campus is open under normal OS1 status, so essential personnel designation does not apply.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-leave earning employees (temporary employees, etc.)</td>
<td>Paid for time worked. Time missed will not be compensated.</td>
</tr>
<tr>
<td>5:00 p.m. through 11:59 p.m. Wednesday, 2/25/15</td>
<td>OS2 – Classes Cancelled, Adverse Weather</td>
<td>Leave Earning Employees (EPA, SPA)</td>
<td>Time missed must be charged against accrued comp time, if available. If comp time is not available, vacation/bonus leave may be charged or time may be made up within 90 days (with supervisor approval). (Time to be made up should be recorded in Kronos as COMPREG. On timesheets, record the time in the column “other hours” with a comment.) Otherwise, time missed is charged to leave without pay.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essential Personnel</td>
<td>Required to report to work unless notified by supervisor not to report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-leave earning employees (temporary employees, etc.)</td>
<td>Time missed is not compensated. Employees who are available and work are paid for the hours worked.</td>
</tr>
<tr>
<td>12:00 a.m. through 11:59 a.m. Thursday, 2/26/15</td>
<td>OS3 – Campus Closed due to Emergency</td>
<td>Leave Earning Employees (EPA, SPA)</td>
<td><strong>Time missed</strong> by non-mandatory employees is not required to be made up. Employees who complete timesheets should record the number of hours missed as other hours with “emergency closing” notated. A majority of employees will have both hours worked and hours missed recorded. Employees using Kronos will receive instructions from their Kronos administrator. Employees on pre-scheduled leave (sick, vacation, etc.) will still be charged appropriate leave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essential Personnel</td>
<td>Required to report to work. Comp time is earned for hours worked on an hour for hour basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-leave earning employees (temporary employees, etc.)</td>
<td>Time missed is not compensated. Employees who are available and work are paid for the hours worked.</td>
</tr>
<tr>
<td>12:00 p.m. Wednesday, 2/26/15</td>
<td>OS1 – Campus Open</td>
<td></td>
<td>Same as OS1 Status above</td>
</tr>
</tbody>
</table>

References:
- University Policy 701 – Campus Operation Status
- PIM 12 -- Accounting for Time Not Worked Due to Hazardous Weather or other Unusual Conditions
FAQ

1. Who makes the decision to close campus? The Chancellor has the authority to declare an emergency closing.

2. I want to make up time I missed due to the university being in OS2 status. When can I make it up? Employees have to have their supervisor’s approval to make up time. Let your supervisor know you wish to make up the time and s/he can determine if there is a business need and decide whether or not you will be able to make up the time. Time must be made up within 90 days.

3. Can I work though my meal period to make up time? No. Employees are required to take a minimum of a 30 minute meal period. Also, please see #2 above regarding supervisor approval.

4. If I allow an employee to make up time and they end up working over 40 hours per week, do they earn overtime? Yes. Any hours worked over 40 hours must be calculated at the overtime rate of 1.5 times the normal rate. For example, if an employee is making up 6 hours of missed time and works 4 hours of overtime, the overtime rate is applied and the 6 hours is made up (4 X 1.5 = 6).

5. I was scheduled to be on vacation the week of February 23, 2015. Why do I still need to use vacation leave for the period of time the university was closed on February 26? Employees who were on prescheduled vacation or other leave were not affected by the closing as they were not scheduled to work. Therefore, their leave is charged as planned.

6. My supervisor told me to go home at 3:00 p.m. on Wednesday so why can’t I make up that time? Since the university was not on an OS2 status until 5:00 p.m. Wednesday, any time missed before then is treated as normal missed time.

7. I was able to work from home when the university was closed. Am I eligible for compensatory time? Only employees who were designed as essential, were required by management to report to campus, and did report to campus are eligible for compensatory time.

8. I was able to work from home when the university was in an OS2 status. Do I have to make up my time? If you are non-exempt, you should record the hours you worked as “hours worked”. Any time worked from home must be approved in advance by your supervisor.

9. Can I use sick leave to account for time missed? Sick leave may not be used unless it is for reasons specified in the sick leave policy (i.e., illness, doctor’s appointments, care for a dependent who is ill, etc.). If you had a legitimate reason for using the leave, you may use it. However, you may be asked for documentation (i.e., doctor’s note) to verify your reason.

10. School was cancelled for my child on Thursday, February 26. Can I make up my time? No. The university was on OS3 (closed) status until 11:59 a.m. Time missed until 11:59 a.m. does not require any leave. The university reopened on OS1 status (open) and make up time is not an option. You can charge the time missed to comp time, if available, to appropriate leave or you may flex your hours for the rest of the week, upon approval of your supervisor.

11. I came in prior to 12:00 p.m. on Thursday. Do I get comp time or extra time for coming in? No. Either way you would be paid so while it shows commitment and is commendable that you came in, you are not eligible for extra pay or compensatory time.
**UNC Charlotte Staff Council**  
**Financial Statement**  
*(as of 2/1/15)*  
**117561 State Fund**

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Budget</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Annual Fund Transfer</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

**TOTAL REVENUES**  
4,000.00

**EXPENSES:**

**In State Ground Transportation-925140**
- Motor Fleet-Retreat Luncheon 7/9/14 (8/5/14): 37.80
- Motor Fleet-Golf Tournament Travel 6/17-18/14 (7/2/14): 150.75

**Postage-928040**
- Mail Services-Book of Stamps-20 count (11/21/14): 9.80

**Printing/Binding-928170**
- Repros-Staff Council Brochures 100 Count (10/6/14): 62.00
- Repros-Fall Festival Posters (11/6/14): 31.29

**Office Supplies-931100**
- Staples-Fall Festival Office Supplies (9/24/14): 378.46
- Staples-Card Stock (9/16/14): 47.41
- Promo Logic-SC Pens (8/1/14): 153.95
- Name Tag Country-Executive Staff Name Badges (8/29/14): 49.50
- Amazon.com-1st, 2nd, 3rd Place Ribbons (10/31/14): 27.20

**Audio Visual Equipment Non Cap-944080**
- CDWG-Camera/Bag/Memory Card (10/10/14): 459.09

**Other Current Services-950150**
- Mountain Island-Plaque for Elizabeth Mace (8/15/14): 45.00

**TOTAL EXPENSES**  
1,641.69

**TOTAL BUDGET**  
4,000.00

**TOTAL EXPENSES**  
-1,641.69

**Remaining Balance**  
2,358.31
## UNC Charlotte Staff Council
### Financial Statement
(as of 2/1/15)
#### 139234 Discretionary Fund

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Budget</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>2,639.37</td>
<td>2,639.37</td>
</tr>
<tr>
<td>Annual Fund Transfer</td>
<td>11,000.00</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

### REVENUES:

#### Non Mandatory Inter Transfer-808400
Trans funds - Staff Org (11/18/14) 2,500.00

**TOTAL REVENUES** 5,139.37

### EXPENSES:

#### Contracted Services-922150
- Chartwells-Retreat (7/14/14) 196.08
- Chartwells-Fall Festival 2014 (10/10/14) 3,139.00
- Chartwells-1/14/15 Meeting (ENC) 81.98

#### Rent/Lease-927070
- HAC-SC Retreat 7/9/14 Room Rental (10/13/14) 125.00
- SCE-Fall Festival Rental (10/29/14) 104.00

#### Equipment Rental-927230
- Recreational Equipment Inc.-Fall Festival Entertainment/Game (10/15/14) 370.00

#### Food Supplies (Consumption)-930200
- Walmart-Food for Gold Nugget Program (1/29/15) 59.88
- Stevens, Penny-Food for Gold Nugget Program (8/28/14) 21.07
- Amazon.com-Popcorn Machine Measuring Cup (10/31/14) 16.39
- Amazon.com-Popcorn Machine Oil (9/29/14) 23.99
- Amazon.com-Popcorn Bags 100 Count (9/29/14) 43.76
- Amazon.com-Popcorn Machine Popcorn, gloves, dredges, seasoning (10/31/14) 38.54

#### Non Educational Misc Supplies-932300
- Corpening, Celeste-Fall Festival Supplies/plates/napkins/utensils (10/27/14) 40.75

#### Kitchen Equipment-947050
- Amazon.com-Popcorn Machine (10/31/14) 268.99
- Amazon.com-Popcorn Machine Cleaning Equipment (9/29/14) 37.44

#### Employee Gifts & Awards-950150
- Oriental Training-Fall Festival Supplies (12/5/14) 427.10
### Administrative Meals-951360
Macados-Retreat Luncheon 7/9/14 (8/29/14) 300.66

### Other Current Services-951760
- Mountain Island-SC Shirts 8/25/14 (11/14/14) 699.62
- DJ Lamb Productions/Lamb Novelty-Fall Festival Entertainment (9/29/14) 250.00
- Derberry, Clyde-Fall Festival Entertainment (10/29/14) 250.00
- Jerrod Polk-Polkaun.com-Fall Festival Artist (11/12/14) 125.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Meals-951360</td>
<td></td>
</tr>
<tr>
<td>Macados-Retreat Luncheon 7/9/14 (8/29/14)</td>
<td>300.66</td>
</tr>
<tr>
<td>Other Current Services-951760</td>
<td></td>
</tr>
<tr>
<td>Mountain Island-SC Shirts 8/25/14 (11/14/14)</td>
<td>699.62</td>
</tr>
<tr>
<td>DJ Lamb Productions/Lamb Novelty-Fall Festival Entertainment (9/29/14)</td>
<td>250.00</td>
</tr>
<tr>
<td>Derberry, Clyde-Fall Festival Entertainment (10/29/14)</td>
<td>250.00</td>
</tr>
<tr>
<td>Jerrod Polk-Polkaun.com-Fall Festival Artist (11/12/14)</td>
<td>125.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES** 6,619.25

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING BALANCE</td>
<td>5,139.37</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>-6,619.25</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>-1,479.88</td>
</tr>
</tbody>
</table>