

**Clerical Roundtable**  
**February 10, 2021**  
**Zoom Meeting**

**Attendees:** Peggy Doolittle, Melissa Eckenrode, Cheryl Evans, Kristi Klien, Denise Kuzma, Andrea Malia, Rose Striefsky, Pauline Palko, Janet Bernick, Courtney Jones, Linda Scherer, Laura Talerico, Jill Lear, Karyn Marx, Ann Keeler, Jennifer Kretsch, Donna Rupp, Eve Walsh, Cheryl Evans, Tammi Cherra, Ellen Judge, Mary Beth Watson, Lori Flynn, Laurie McCoy, Rosemary Ferris, Amy Black, Tara Seely, “Galaxy J3 Achieve”

**Special Guest:** Patty Tetreault

Peggy Doolittle offered the Opening Prayer.

Before opening the room up for questions, Patty followed up on items from previous meetings and answered questions sent in prior to the meeting.

- Cutbacks possible in the Fall of 2021, possibility of making a position a 10 or 11 month instead of removing position - After Zoom meeting with Father and Ed, regarding the pressure we would feel from Covid. She stated that the University has tried to cut expenses to balance out this year. Federal government has provided some support. What they do for the future is that they will continue to evaluate and look at opportunities with things that come up. We absolutely can save money by making a 12 month position a 10 or 11 month. Certainly, it is an option that supervisors or managers can look at. It does offer a little savings but not a significant savings and may not fit in all situations. We will see how things play out. Denise expressed how there are a lot of people feeling anxious about possible layoffs during this Covid time. Patty explained that our industry is under pressure without the pandemic due to changing demographics. Many schools had to take immediate steps because of Covid in combination from everything to save money. Patty isn't going to lie and hide the possibility from us, but also said that people shouldn't be losing sleep over the possibility of impact on positions. She wishes she could say to not worry about anything.
  
- Timecard Software Update – Payroll, IT and HR have been working on updating the system to TimeClock Plus. Currently the system is in a pilot phase with a number of people participating. Ran into a glitch because there are 35 and 40 hours which needs to be programmed separately. Thirty-five hours needs to have a structure built because it wasn't already built. No date yet, but it is still moving forward and are fixing bugs that are found during the pilot.
  
- Lifting of Hiring Freeze - Technically, there isn't a hiring freeze. There are positions that are posted. Generally, HR is being strict with reviewing the positions and making determinations about moving forward. They are asking divisional leaders to evaluate and

see if they can hold on filling vacant positions so that we can have budget relief. HR is not using the word hiring freeze as it isn't the full relief. It is a strict process at this point.

- HR Policy pertaining to remote working during inclement weather – Now that we have remote work, what happens when there is inclement weather? Current policy is to use your own time when the university is open, and they can't make it in. It was brought up that if the person can work productively remotely why can't they? Shouldn't I be able to work remotely if I can? Not necessarily for all positions as there are students and faculty on campus. Patty will connect with the staff member about the situation that brought this question on. Pauline made comment that it depends on the circumstance. Conversation should start with the supervisor. It is, however, not appropriate to decide when we want to work or don't want work. Laura submitted the question and understood the supervisor's position. She tried to get into the office, but the roads were terrible. She understands that it is a policy. Maybe the policy could be constructed when it is an extreme circumstance. Patty noted the possibility of adding or adjusting language to the policy of inclement weather. Rose expressed some people being frustrated by people who are currently fully remote not having to worry about driving in when there are others who do have to drive in. That there may be some resentment that forms.
- Testing & Vaccines (Feedback) - Surveillance testing began this week. Monday's results are already in (Wednesday). Patty is super excited about it already being done. Hopes that people will find it helpful. New this semester is that we have to set up this separate LabPass account so that people can access their results. When you get the request to test, go in and order a test. After going through it one time you will be good to go. A small supply of vaccines were available to eligible staff last week. As more becomes available announcements will be made.

### **Questions from Meeting**

Q: University closed due to snow, some were told to work remotely regardless of closed. Come to find out that once the University is closed, the University is closed, is that correct?

A: Exempt persons are expected to work, non-exempt persons can work if there is a time sensitive or pressing task that needs to be completed, then they need to work even though the University is closed. At this point we are not doing virtual snow days. If the supervisor is telling you that you need to work because of time sensitivity, then they will need to reach out to HR to accrue more personal time.

Q: How are the lists gathered for testing? Is it based on a supervisor list or royal card swipes, etc? Also, is the 1B section of the vaccines expanded to everyone who works for an educational institution?

A: The list is based on the list that the supervisor sent at the beginning of the school year. They adjust the covid testing list daily based on phone calls made by employees.

Vaccine eligibility--Education in 1B being expanded to include all education employees. From what Patty understands it has been expanded. But she is not 100% until they hear from the state when they move to 1B.

Q: If someone didn't get the email about setting up a labpass account by Sunday what do they do?

A: Send Elisa an email and she will get you set up with an account

Q: If you received the first dose of the vaccine last week, will they be setting up the next dose appointment

A: On the back of the card it, should have the date of your next appointment that should be at the same time as your first one.

### **Some final thoughts**

Send an email to [staffsenate@scranton.edu](mailto:staffsenate@scranton.edu) if there are any additional questions

Send any calls regarding VITA program to Laura Talerico at 570-941-4047. Information will be in Royal News this week as well. Information is also on the University of Scranton website.

Jennifer Pennington couldn't attend. There is a Diversity Initiative Review Board meeting coming up:

o The Jesuit Center and OED will host a Diversity/Inclusion workshop on February 25 @ 12 PM Link to info: <https://www.scranton.edu/equity-diversity/events.shtml>

### **Staff Senate Updates**

Staff senate meeting next Wednesday, February 17<sup>th</sup> at 10am. Meeting are open to all staff. If you would like to attend, get in touch with one of the staff senators.

Communications Symposium on Tuesday, April 14<sup>th</sup> at noon

Meeting adjourned at 12:45pm