### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: December 18, 2019

### SUBJECT: December 11, 2019 Staff Senate Meeting Minutes

**In Attendance:** Kristi Klien, Jenn Kretsch, Andrea Malia, Pauline Palko, Salisa Brown, Bill Hurst, Michael Rorick, Kevin Rude, Sue Shimsky, Michael Tuffy, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey, Crystal Ondrick and Mark Murphy

**Not In Attendance:** Peggy Doolittle, Jennifer Pennington, Bryn Schofield, Barbara Barletta, Carlene Coombes, John Harris, Ryan Puksta and Ryan Sheehan

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:03 AM, in the PNC Board Room, Brennan Hall 500. Mr. Murphy offered the opening prayer. Ms. Malia will offer the opening prayer at the January meeting. Attendance was checked, a quorum was met.

**Review of Previous Month’s Minutes:** The minutes from both the October and November meeting were reviewed. No corrections were made. A motion to accept the minutes was made, seconded and approved.

**Review of Agenda:** The agenda was reviewed. A motion to accept the agenda was made, seconded and approved.

**Guest (s)** – BethAnn McCartney and Brian Loughney presented on The Time Donation Policy – Draft proposal (see attachment for full proposal)

This policy is designed to address the needs of eligible staff, who have otherwise exhausted all available paid leave time, when employees or eligible family members (as defined) are faced with a qualifying medical emergency. Ms. McCartney explained that they started with the IRS guidelines designed to protect the status of the person donating time so that they do not incur any cost as a result of time donated. The definition of a medical emergency, according to IRS guidelines, is included in the proposal. The emergency may be to care for an immediate family member, defined as a parent, spouse or child according to the IRS.

The donor may donate a combination of sick or vacation time of up to 5 days, provided they maintain the balance of time detailed in the policy. The donor cannot specify the donation is for a specific staff member. It is a pool of time and the privacy of the requestor needs to be respected.

A requesting staff member may request up to 2 weeks of donated time (35 or 40 hours/week, depending on the staff member’s regular work schedule) or up to 1/3 of the available balance of the timeshare pool, whichever is greater, per medical emergency occurrence as defined by the IRS noted above. If released prior to return to work earlier than the requested or anticipated date any unused days will remain in the timeshare pool.

All requests must be reviewed and approved by the Office of Human Resources before any donated time can be awarded or paid to a requesting employee. The Office of Human Resources will normally notify the requesting employee whether the request is approved or denied within ten (10) business days of the request

Mr. Loughney explained the forms created to support this policy. The Time Request Form allows a staff member to request time in increments on ½ days. In the event the full amount of time requested is not used, that time will be returned to the donation pool.

A number of questions were addressed by Ms. McCartney and Mr. Loughney:

Ms. Hambrose – Can time can only be donated during a specific time period? The pool will be open for donations shortly after the policy is approved. Moving forward, H/R anticipates opening the pool for donations October-November, when people review their available time and submit rollover requests. There is potential for it to be reopened if pool is exhausted. H/R needs to see how the needs are met. Banked time will rollover into the next fiscal year.

Ms. Bernard – Will it be standard policy to make people aware of the policy? It will be included in new hire process and in manager training. It will also be publicized once the policy has been approved.

Mr Mullarkey – Will the pool be stored as hours? Yes, the pool will be actual hours donated. Hours will be converted into the hourly rate of the recipient.

Ms. Butler – Will this be included in the open enrollment announcement? Perhaps initially to help familiarize staff with the policy.

Ms. Butler – Can the definition of what is eligible be expanded to other unexpected emergency situations? The policy must meet the IRS guidelines and is subject to audit.

Mr. Mullarkey – Are medical emergency conditions specifically defined? H/R will use FMLA guidelines in applying definition of medical emergency. There is not a running list.

Ms. Hynosky – What is definition of one time? Per occurrence (medical leave occurrence, FMLA occurrence). H/R will identify trends as the policy evolves.

Ms. Butler - If a policy is needed for donation of time for other emergency events, could that be proposed? Such a policy would have to be reviewed separately.

Mr. Murphy – Possibly consider of a staff emergency fund. Some hospitals have such a policy funded by monetary donations and fundraising.

Next steps:

Mr. Murphy made a motion that the Staff Senate support the Timeshare Policy and forms. Ms. Hambrose seconded and the motion was accepted.

Ms. Tetreault will take the policy to Cabinet. Cabinet knows the policy has been in development. They will need to discuss how and when to roll it out. The Executive Committee will discuss ideas for rollout while waiting for Cabinet approval.

### **Liaison Report**: Ms. Tetreault

* Cabinet Update:
  + Cabinet reviewed the new overtime regulation, the weekly earnings threshold is going up. Only 2 positions are impacted.
  + Governor Wolf proposed increasing PA threshold. This could change direction and become a discussion of increasing the minimum wage. It is currently $7.25 and could possibly be increased to $8.50 or $9. This will impact student workers. If approved, the Cabinet will plan for the increase when planning the budget for next year.
  + Cabinet reviewed and approved the pregnancy policy created by OED.
  + The internal audit results for travel policy were reviewed.
  + An Admissions survey of parents and students deposit/not deposit was discussed. Determining factors regarding why a student did or didn’t deposit are important. This was a data report, not a statistical summary.
  + Much time was spent on SEP. Cabinet is now thinking about budget related to planning. Additional sessions will be focused on the budget, which needs to be ready for board review in February.
  + Ms. Shimsky noted that staff called in for snow have to work 40 hours before getting overtime. Some staff had vacation or personal time scheduled on the last snow day which didn’t count towards overtime. Snow teams used to exist, currently all essential employees are subject to getting called in. Staff called in must come in or they will be written up. Is this open to change?
    - Ms. Tetreault noted the law states you must pay overtime after 40 hours worked. State government rules may be different.
    - This topic will be added to the January agenda for discussion.

### **President’s Report:** Ms. Driscoll McNulty

* University Planning Committee – They met recently and talked about planning for the next Strategic Plan.
* University Governance Council – Ms. Klien attended.
  + There will be a draft policy on support animals.
  + Faculty Senate is still discussing shared gov.
  + Student Government is still discussing dining.

### **Previous Business:**

* Shared Governance Definition – This is still in the works.
* Graduate Tuition – Ms. Tetreault followed up with the Cabinet. We are awaiting a response from Fr. Pilarz.
* Non-discrimination and Anti-harassment Policy did go to UGC.
  + A motion was made for the Staff Senate to endorse the policy. The motion was seconded and approved.
* Aramark Survey – Mr. Mullarkey and Ms. Driscoll McNulty will work on preparing data for next steps.
* Staff Handbook – Grievance & Corrective Action Policies – Ms. Klien put together a working group including representatives from each constituency and submitted the names to Mr. Loughney.

### **New Business:**

* Strategic Planning Process – The current process is ending in 2020
  + Feedback will be solicited via surveys to various constituencies. Forums will be scheduled to discuss feedback. The hope is to do this in January.
  + Ms. Tetreault is pulling information gathered over past few years into the process and survey.

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + Reminder to send updates to Jonathon Kirby for the website
* Elections and Membership – Kristi Klien and Bryn Schofield
  + Putting together a basket for the Christmas lunch
* Finance – Rebekah Bernard
  + The budget is stable.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
  + The Christmas lunch is scheduled for December 17 from 11:30 AM to 1:00 PM. Those who rsvp will be entered into a special basket raffle.
* Staff Development – Renee Giovagnoli and Meg Hambrose
  + The Winter Safety presentation was successful.
* Staff Recognition & Excellence Awards –Patrick Mullarkey
  + Four nominations were received for the Sursum Corda Award, additional email reminders will go out.

### **Ad Hoc Committees**

* By-Laws – The updated by-laws were shared
* Time Donation – See above
* Assessment

The meeting was adjourned at 11:35 AM