

## Meetings with HR – notes by Faith Olson– April 13, 2009 9:00 am CP

### 1. Status of the layoff plans

Eighteen positions were either eliminated or reduced from 12 months to 9 months and/or full-time to part-time. There are no future initial eliminations or reductions scheduled at the present time. There may be as many as 12 layoffs when the bumping process has been completed. Retirements will reduce the number of layoffs. To be certain that everyone understands the terminology, initial elimination would mean the process for job elimination or reduction has begun again. If the words second round or second phase are used, this indicates that the displacement phase (bumping) has begun.

When directors/vice presidents/etc. are in the planning process for cost savings measures and have selected positions to either be eliminated or reduced from 12 to 9 months usually inform Human Resources at the time they want to put their plan into action.

### 2. Number of vacant classified staff lines – especially those from non-student letters of appointment

The vacant report that is provided to Classified Staff Council by Human Resources lists only those positions that have been posted/advertised. There is currently no method for retrieving vacant non-posted lines from the HCM component of the PeopleSoft System. Once the University implements the position control component in HCM, the vacant positions may be more readily available for review. Becca is checking on the time table for position control implementation.

### 3. How many classified staff employees are there really? 935? 931? 758? 786? 894? Information from Institutional Research web site.

Becca will check with Bill Knight to help determine which numbers are accurate between the several reports that are on the web site. The reports on the Institutional Research web site are always done in October. Because the numbers are always changing, being specific is sometimes difficult.

### 4. The new listing of classified staff employees #'s on a 3/18/09 report to CSC Election Committee includes whom? As of 3/18/09 there were 894 classified employees. There were 58 fewer classified staff employees from the same report dated 4/14/08 (952– 894=58)

A report from Human Resources to the CSC Election Committee on March 13, 2009, when compared to the year before, classified staff numbers are down by 58 individuals. Becca will try to determine why the variance and get back to us.

### 5. Severance pay for those displaced? – two weeks?

There is no severance pay for classified staff employees. Classified staff employees whose positions have been eliminated or they are being displaced

through the bumping process are not given a severance pay. The two weeks mentioned in news reports is the time each classified staff employee may stay in their current positions before moving to a different position or being laid off.

- 6. Status of classified staff funded by former Success Challenge dollars?**  
Becca will check into this. She currently has no information.
- 7. Reporting of layoffs from January 2009 through the present round of job eliminations. Is there a spreadsheet that shows each individual whose position was eliminated and which category (bump/retire/layoff) they chose? If they bump, does the spreadsheet show where their new assignment is and what happened to the person they displaced? Also, does it list positions that were changed from 12 to 9 month?**  
There is such a spreadsheet. It will be shared with the leadership of Classified Staff Council once the process has been completed, but will not be made available to the general public because of the privacy of those affected by the process.
- 8. If an individual goes from a 12 month to a 9 month position, how is their health care covered in the summer when they have not prepaid their health care premiums?**  
Individuals who work 9-month classified positions and are part of the University's health care plan, their health care premiums are prorated to meet the amount needed to carry them over the summer. Individuals who may be changing their employment from 12 month to 9 month will be considered on an individual basis. Health care premiums will be accelerated before and/or after the conversion to 9-month status until the premium payments are on a regular 9-month payment schedule.
- 9. What happens to individual's Flex accounts when they are laid off?**  
Becca will check on this and get back to us.
- 10. Refining of Handbook clarification processes**  
Any changes made by Human Resources to the classified staff handbook will be communicated to Classified Staff Council leadership. Any changes initiated by Classified Staff Council will be given to Human Resources once approved by the Board of Trustees. Any changes that do not require action of the Board of Trustees and are mutually agreed upon by Human Resources and Classified Staff Council will be made through collaboration and communicated to classified staff employees through the CSC list serve.
- 11. Would it be possible for CSC to receive a revised retention point report once the layoffs are completed? If so, how will it be different? Will those who have been laid off still be on the report?**

HR provides CSC with two reports a year – April and October. This time line will remain in affect for the time being. Those individuals who have been laid off will not be on the report. They are listed on a Recall List.

**12. Status of the second Student Service Counselor position in Finance and Administration that was vacated when the employee was hired into a Scholarship/Grant Coordinator.**

Becca will check on it.

**13. What will happen to Dr. Smith's area when he leaves? How can there be an area called "Other" on the apportionment list?**

Becca will check with Dr. Cartwright about this. Faith will place this question on a list for Dr. Cartwright when all the constituent groups meet with her on Thursday, April 16, 2009.

**14. When does the order of layoff come into effect? Probationary part-time, permanent part-time; probationary full-time; permanent full-time?**

If a large number of individuals are being laid off in the same area, this layoff order would be put into affect.