

Classified Personnel Council FY16

DATE: 06/09/2016

LOCATION: Colorado State University, Lory Student Center Room 304-306

Meeting Minutes

Members present: Stacey Baumgarn, Leah Bosch, Carol Carroll, sandy Dailey, Eric Gardner, Brian Gilbert, Kelly Hixson, Clint Kranz, Megan Skeeahan, Laura Snowwhite, Marvin Withers, Veronica Nicholson, Wayne Hall, Debbie McClelland

Absent: Cathy Anderson Mathern, Geri Baker, Debra Parker, Tammy Perez, Terri Ratzlaff, Ed Schwab

Guest presenters: Diana Prieto – HR; and Annette Murdock-Tangye - HR

Other guests: Pam Jackson – External Relations; Jim Abraham – EHS; Sheila Durnil – Sponsored Programs; and Adriann LaRue – Procurement Services

1:00 pm – Call to Order by CPC Chair, Stacey Baumgarn

Call-to-Order / Announcements / Reports:

- Welcome members and guests
- Approval of 4-14-16 Meeting Minutes – approved as presented
- Treasurers Report – Carol Carroll – ordered meal cards through dining services for everyday heroes, two meals. Will be doing some swag shopping at the bookstore. Executive Committee still needs to discuss the budget for FY17, we hope to be able to continue to provide snacks/refreshments at the 2017 Benefits Fair.

Guest speakers:

- Diana Prieto, CSU Executive Director for Human Resources and Equal Opportunity; and Annette Murdock-Tangye, Associate Director for Human Resources
 - **Fair Labor Standards Act (FLSA)** update – Conversations about FLSA on campus, effective Dec 1, 2016: salary threshold \$913 per week/\$47,476 annually (there will be an automatic update of the salary threshold every three years beginning on January 1, 2020), and job duties will be examined. Campus wide impact: salary equity, changes to internal processes/systems/structures (tracking hours worked), communication (training for managers and supervisors). Later in the summer there will be more thorough training, and sessions on how to create job descriptions. The biggest impact will be seen/felt in AP job classifications, but this does impact everyone. Challenging because some people like to come in a little early to catch up on email or email outside of work, we will have to start tracking these situations as “work time.”
 - **Financial impacts:** back pay for 2 or 3 years for willful noncompliance (penalty), double back pay, punitive damages for retaliatory conduct... etc.
 - **HR oversight:** Will work with departments, colleges and divisions to implement changes, offer supervisor training, and offer employee information sessions. Review/classify AP and SC positions in TMS, specific job duties and the salary must meet all the requirements of the FLSA regulations to be exempt, job titles do not determine exempt status (if there is ever a question about the classification, a

position will be considered nonexempt). A majority of SC positions are ok and will not be reviewed, however 26 positions have been identified as needing review.

- **Compensatory time vs flex time:** when an employee accrues hours worked over their 40 mandated hours, if they use the time within the week it was accrued it is FLEX TIME and is hour for hour. If the employee rolls that time past the week the time was accrued, it then becomes COMPENSATORY TIME that is worth time and a half.
 - **Departmental oversight:** maintain exempt status by raising salary base and reviewing primary duties. Reclassify as non-exempt: overtime cash payment/compensatory time accrual, or change employee to nonexempt for 6 months and then determine salary or overtime basis. Evaluate work-life balance, redefining the work week (flexibility of schedules), on-call requirements, reallocation of duties, or additional staff.
 - **Overtime defined:** work performed before scheduled shifts, work performed during designated lunch breaks, time spent donning/removing required safety equipment.
 - **Not work time activities:** passenger in a vehicle, social dinner with colleagues, down time in a hotel room, breaks taken between work-related events.
- **FY17 pay increase for two job classifications on campus:**
 - Two classification groups will actually receive a pay increase in FY17. Custodian levels I-IV and Police Officer Interns. A statewide salary exercise that examined average pay for these positions throughout Colorado and it was determined that these two classifications required an adjustment. This adjustment will be a \$750,000+ expense effecting the FY17 budget for CSU that was not planned. For FY17 it will be covered with one time funding and in FY18, it will be built into the base-budget. These market realignment adjustments cause an increase to the floor for minimum salary for these two job classifications.

New Business:

- The Chair has received two additional self-nominations of eligible Classified employees to serve as new CPC members for 2016-2019. A motion was made by Kristin to elect both, Eric seconded the motion, motion carried. Welcome to:
 - Sheila Durnil – Sponsored Programs
 - Jim Abraham – Environmental Health & Safety
- Request from Dr. Frank for a formal position on salary database information – we will defer this item again and put it on the retreat agenda. Great!
- The annual CPC Retreat will be held on July 20th, 2016, 9am - 3pm (location TBD)

CPC Committee Reports:

- Communications – Eric Gardner – Met with Pam Jackson to talk about communication, new website shell is being modified now! So much excitement! Pam wants to help us solve problems and to give us access to communication resources on campus. We want to be more effective in communicating to the campus. Want to get feedback on communication gaps that we are aware of with all employees.

- Employee Recognition – this committee does a lot of work and have hard tasks in their committee. Stacey shared a thank you note from a recipient of an Educational Assistance Award.
- Legislative – Brian Gilbert – through a series of emails with DPA, we had asked for information and context on where Classified employees fall within salary ranges and; during the past five years – regarding any salary / wage growth – is it because the floor for their positions have increased, or is it attributable to merit/cost of living annual increases? Are we finding employees who were once at the prevailing wage are now moving toward or are on the salary floor of their position? We plan on continuing these conversations and pushing for information to be collected to verify the situation.
- Outreach Events – Carol Carroll – nothing new, waiting until July for planning
- Work Life – Kelly Hixson – the committee has been looking at the issue of parental leave for Classified employees. As it turns out, CSU cannot do anything outside of what the state dictates when it comes to parental leave; i.e. we cannot borrow from the leave bank. Parking permits will be discounted 50% for all employees who earn up to or below \$35,000/year. AND, SC employees will not see an increase for parking permits FY17. Central Administration is covering this “cost” for SC employees for FY17 (“A” parking permits for all other employees increased from \$442 to \$565/year).
- Executive – Stacey Baumgarn
 - Did you read the *Chair’s Report*? Questions?
 - End of the year report coming soon
 - Women and Gender Collaborative is accepting grant proposals. CPC could submit something with APC for access to the available grant funding? Maternity/parental leave? Literacy programs? Child care?
 - HR thanked us for the snacks and volunteers at the Benefits Fair! Thanks HR for asking us!

Meeting adjourned – **Thanks for attending** – see you next month!

Next Month:

CPC Annual Retreat, July 20th, 2016, 9 am-3 pm (location TBD)

Next (regular) CPC meeting:

Thursday, August 11th, 2016 – 1-3 pm (location TBD)