

## Marshall University Classified Staff Council Minutes

September 21<sup>st</sup>, 2017, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, David Childers, Kevin Ferguson, Katherine Hetzer, Carol Hurula, Lisa Maynard, Teresa Meddings, Tim Melvin, Amad Mirzakhani, Missy Morrison, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

**Members Absent:** Jason Baldwin, Jami Hughes, Marcos Serrat, Nancy Tresch-Reneau

**Members Absent (Excused):** Tootie Carter, Toni Ferguson, Leonard Lovely

**Guests:** Dr. Gilbert, Bruce Felder, Brandi Jacobs Jones, Mike McGuffey

Chair Chris Atkins called the meeting to order and verified there was a quorum.

### Dr. Gilbert – University President

- Dr. Gilbert announced that the following afternoon he and the VPs would be going to work at Habitat for Humanity.
- Dr. Gilbert's top four goals continue to be: increase enrollment, improve salaries, improve research for faculty and students, and economic development.
- They are putting together a budget presentation with Mark Robinson to bring to faculty and staff in order to explain Marshall's budget and where the money is and is not. The goal is to emphasize that an increase in enrollment will be required to implement raises, and this is a responsibility on everyone at Marshall.
- There was a payroll issue the previous Friday due to direct deposit information not transferring properly with the new bi-weekly system, which resulted in approximately 180 employees not getting paid. Checks were made available for cash advances for those employees who were affected.
- There was recently some restructuring of departments:
  - Both Financial Aid and Recruitment will now report to Admissions.
  - Admissions will report to Student Affairs.
  - Student Affairs will report to the Provost and President.

### Bruce Felder – Human Resources

- Bruce reported that bi-weekly pay conversion and Time Clock Plus continue to be a focus of HR.
  - Bruce added that they added a code for tracking when employees work to install the LED lights.
  - There is another new designation called "Holiday Comp Bank" for individuals whose regular day off falls on a holiday. Only supervisors should have this option to use.
  - TCP has started tracking comp time. Bruce added that one feature of TCP is that at the end of a pay period he can run a report to see how much overtime and comp time is used by department.

- Sick and annual leave used won't be deducted on TCP until the end of the pay period. However, it won't allow leave requests to exceed the number of hours available to them.

*Have there been any problems with overtime rates not being correct? We've been told to also do a paper time sheet to ensure TCP is accurate. – David Childers* – Bruce said that TCP doesn't track rate of pay; it tracks hours worked. There are two designations for hours worked over 37.5 per week: OT-1 for hours between 37.5 and 40, and OT-2 for hours worked over 40. Hours from either OT designation can be either comped or paid as straight time for OT-1 and time and a half for OT-2. Bruce added that while it's not necessary to also do paper time sheets to ensure accuracy, they can do so if they wish. The only OT change from how it was done prior to TCP, is that rather than doing a PAR for OT worked and getting paid for it later than other hours worked that week, it will now be paid in real time with the rest of the hours worked for that week. Bruce added that they added a code for tracking when employees work to install the LED lights.

*Will pay stubs now show how many hours of overtime an employee is being paid for? – David Childers* – Bruce said he will speak with Bob Walker to see if that can be done.

*If someone comes in late due to a doctor's appointment, traffic, etc. can they work over to compensate the hours missed instead of taking sick leave? – Kevin Ferguson* – Yes, but at the discretion of the supervisor.

*Crystal Stewart added that they're working on getting a link on myMU called myPay to be able to see employee paystubs.*

*Have we made any progress toward a Supervisor Training for managing both TCP and exempt employees the same? – Chris Atkins* – Bruce said he still plans to do a letter to supervisors, but also thinks more in-depth training is going to be necessary for that and other issues.

- Bruce announced that they have also put together a steering committee this semester to work on the initial phases of classification and compensation changes. They have created a proposed BOG Policy to begin the process (p. 6). Mike McGuffey was present to help discuss the proposed policy.

*The proposed BOG Policy references an "approved salary schedule". Do we need more clarification on what approved salary schedule it is referencing? – Carol Hurula* – Mike replied that he typically uses more generic terms because names can change over time, and changing the name of the salary schedule in the policy would require taking the policy back to the Board of Governors. When they BOG looks at the whole compensation plan, the salary schedule will be part of it. Dr. Gilbert added that we could use "Marshall Approved Salary Schedule" since there could come a time that the HEPC could have a different approved salary schedule.

*Regarding looking at bringing employees up to the "minimum" salary on the schedule, will employees who are compressed from being redlined at 15 years on our current salary schedule also be brought up appropriately with this policy or will that come later? – Carol Hurula* – Bruce replied that he sees this as being "Round 1" to bring employees up to minimums, and then it can be revised later for the next phase to deal with the compressions since we don't know how that will look yet. The committee has not yet

determined how movement within the new steps will work. Mike added that this policy is to first get out from under the old policy since those steps no longer exist. They need to get this changed as quickly as possible and there are only two BOG meetings left this year. This policy could potentially be approved after one BOG meeting if there are no comments when it goes out for the 30-day comment period. However, if there are comments, it will have to be taken back to the BOG a second time to approve with comments and any adjustments. Once this policy is approved they will be able to more easily move employees up to minimums and give across the board raises once money is available in the budget to do so.

*To clarify, the "specific policy" referenced in 2.4 from the draft policy will deal with performance, merit, etc? – Carol Hurula – Mike replied that was correct.*

*Is there a reason we're moving so quickly with the policy? It's hard to look at the proposed draft without knowing how we're slotted into the salary schedule, or what the policy referenced in 2.4 will be. It's concerning for the 15+ year employees especially. – Chris Atkins – Bruce responded that the best way to address that issue is to reference the timeline. In order to do all of the due diligence work required to address 2.4 the timeline will take at least a year, making it probably January 2019 before being able to truly address it. This policy is just to try and start the ball rolling. However, Bruce added that the steering committee considered giving across the board raises of a set amount to everyone at the same time that individuals are brought up to the minimums. It still wouldn't bring 15+ year employees up to the pay they should be at on the new scale, but it would be better than nothing.*

*When will we all be slotted in on the new salary schedule and be able to see it? – Chris Atkins – Bruce said he doesn't want to release that information until he has all of the documentation ready to support it, meaning it could be February or March of 2018. The goal is to have a website with that information to refer employees to.*

*The policy says that recently hired employees will be exempt from receiving the pay raises? – Justin Tyler – Yes, and Mike added that this has been standard practice in the past as well.*

*Can "recently hired" be better defined in the policy? – Chris Atkins – Mike said he would be comfortable defining it in the policy as "employees who have been employed less than a year" would not be eligible for pay raises and the committee can shorten that if they decide to.*

*There is a specific clause in State Code that discusses that if a job changes in market value that an employee's pay will not be decreased. Is that covered by the fact that the State Code is referenced at the top of the policy? – Chris Atkins – Mike replied that anything in State Code supersedes anything Marshall would put in a policy whether it's referenced or not.*

*Who will make the job descriptions, particularly for Physical Plant? – Tony Waugh – Bruce replied that they're mainly already done, having been pulled from PIQs in place already and put into a system called JDXpert. All of the CHROs in the State have looked at the job descriptions and compared from institution to institution. They also have what's called a "master job spec" to ensure that everyone's Physical Plant individuals fall under the national job spec used to identify the pay range for the position. Bruce also hopes to extract the job descriptions, pay ranges and salary information from JDXpert and pull them into the Marshall website for individuals to have access to viewing.*

## Minutes

It was moved and seconded that the August 31<sup>st</sup>, 2017 minutes be approved as written. Motion passed unanimously.

### Carol Hurula – BOG Report

The BOG will meet on the 25<sup>th</sup> of October.

### Timothy Melvin – ACCE Report

The ACCE meeting was held at WV Northern.

- There are two institutions who have made all of their staff “critical” so they could be changed to non-classified, and in some instances employees are making less money than they would have been. Also, some employees are going from 48 hours of annual accrual to 24 hours. Employees who have more than 24 hours will have a few years to deplete those hours.
- ACCE spoke to the CHRO of WV Northern who said that they were going to give 4% increases across the board anyway, so they went ahead and slotted positions into the new pay system.
- Since HB 2542 took away so much structure and definitions, the institutions are free to do different things. Therefore, meetings no longer consist of institutions that are all on the same page.
- According to HB 2542 there are rules that HEPC is supposed to be giving institutions as guidelines, but that hasn’t been done yet. The consensus was that Bruce Cottrill would have to go to each institution to train CHROs and give guidance to their staff. However, it’s not feasible for one person to do that. Some institutions are waiting for directives and some are going forward with their own ideas.
- They had a discussion about whether ACCE needs to be a “Staff Advisory Council” instead of just classified staff since institutions are changing their classifications.

## Committee Reports

***Election Committee – Nina Barrett*** – The election was concluded last month and winners notified. We’re still missing two representatives for EEO 50 and we will wait an appropriate length of time to hold another special election.

***Legislative Committee – Tim Melvin*** – No report.

***Personnel/Finance Committee – Jason Baldwin*** – No report.

***Physical Environment Committee – Nancy Tresch-Reneau*** – No report.

***Staff Development Committee – Missy Morrison*** – Missy announced that the committee has kicked off a coat drive for September and there are 5 locations for Marshall Employees to donate in addition to the other 25-30 locations in the committee working together. Employees are welcome to come help distribute the coats at Trinity Episcopal Church on the morning of Saturday October 7<sup>th</sup>. Any coats left after that morning will be divided between the other local pantries and outreaches.

Chris added that Staff Council is going to host a Thanksgiving Dinner for students who remain on campus over break. It will be held Tuesday, November 21<sup>st</sup> from 6-8 in the Campus Christian Center. Sodexo will cook the turkeys if we provide them. Chris asked Council to see if any stores in the community would be willing to donate a turkey, and the side dishes can be fixed and brought by our members or cooked in the Christian Center that day.

***Ad Hoc Scholarship Fundraising Committee – Tim Melvin – No report.***

**Announcements**

Chris announced that there is a t-shirt sign-up sheet for anyone interested in getting Staff Council t-shirts. They will be in the \$7-\$8 range most likely, and must be paid for individually.

Chris announced that Student Affairs has folders with instructions on helping students in distress if anyone wants to contact them for one. It has a flow chart of what to do as well as policy information, etc. They may be also be putting the information on the employee myMU page.

Minutes taken and prepared by:   
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by:   
Chris Atkins, Chair, Staff Council

Minutes read by:   
Dr. Jerry Gilbert, University President

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. FA-6

### CLASSIFIED EMPLOYEE SALARY POLICY

# (DRAFT)

#### 1 General:

- 1.1 Scope: Policy regarding salary increases for classified employees.
- 1.2 Statutory References: W. Va. Code § 18B-9A-1 et. seq, 18B-9A-7, 18B-9B-1
- 1.3 Passage Date:
- 1.4 Effective Date: Upon Passage.
- 1.5 Background: Modified policy to address new classification/compensation system in HR xxxx (2017-09-02). Added 2.4 as an alternative to the previous method of distributing increases (2013-09). Removed references to MCTC and republished on 10-Sep-2013 as per BOG resolution. This original policy was required under W. Va. Code §18B-9-4 and 18B-9-5.

#### 2 Policy:

- 2.1 With funds allocated by the Board for general salary increases for classified employees, Marshall University shall fund classified employee salary increases in the following way:
  - 2.1.1 Pay grade minimum salary increases – Any classified employee with a salary below the minimum salary for the employee’s pay grade in the approved salary schedule shall have his salary increased to that “minimum” salary.
  - 2.1.2 Across-the-board increases -- As an alternative to procedure described in Section 2.1.1 or as an additional increase, the President may recommend to the Board a plan for salary increases for classified employees that provides for across-the-board increases.
  - 2.1.3 Across-the-board increases may take the form of each classified employee receiving the same monetary dollar amount increases (adjusted by the employee’s full-time-equivalent employment percentage) or each classified employee receiving the same percentage increase on the employee’s regular base salary.
    - 2.1.3.1 An across-the-board increase recommendation to the Board may include exempting certain recently-hired employees.
- 2.2 Any recommendation to the Board to award a general salary increase to classified employees will include:
  - 2.2.1 The methodology (i.e. pay grade minimum increase or the amount of the “equal dollars” or equal percentage” increase) for the increase,
  - 2.2.2 The order of this increase and any other increase awarded as the same time,

- 2.2.3 A description of any exemption for recently-hired employees (if an across-the-board increase),
  - 2.2.4 An estimate of the number of classified employees receiving the increase, and
  - 2.2.5 The expected total cost of the increase.
- 2.3 The overall goal for salary increases for classified employees is to provide appropriate compensation to classified employees. Nothing in this policy shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines, or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.
- 2.4 Although the classified employee pay grade salary ranges include minimum, midpoints, and maximum salaries, the policy of the Board is that general salary increases for adjustments within a paygrade shall occur only after a specific policy specifying such as approved by the Board.

