Facilitator Susie Baker called the meeting to order at 1:36 p.m.

Approval of November 20, 2008 minutes
The minutes stand as approved.

Agenda items:

Withholding money from employee checks due to overpayment of Worker's Compensation (follow up)
There was discussion regarding a few incidents in the past when employees on Worker’s Compensation had been overpaid and not given a reasonable time to reimburse overpayment. Employee Disability and Leave Coordinator Therese Callaghan described the procedure currently in place for employees when they begin Worker’s Compensation. Therese contacts the employee, their supervisor and the payroll department to communicate details of payment, therefore preventing overpayments. Linda Gruetzmacher described the letter that Tresa Habnick (Payroll) sends to employees prior to payroll deductions. This issue has now been resolved.

Repeat orientations for on-campus employees (follow up)
Training and Development Coordinator, Lori Hoffmann demonstrated a soon to be released video clip option linked to the Human Resource Services’ website. The video clips will describe UNI’s health, dental, vision and insurance. The website is accessible for employees and their dependents 24/7. It was noted that employee interest is heightened during periods of open enrollment and this would serve as a supplemental communication and educational source. Employees will be encouraged to view the website and also attend meetings where vendors will be available to answer questions.

During orientations and periodically throughout the year, employees will be encouraged to preview their health, dental, and vision policies. These clips will provide additional access to do so. Further educational information has also been requested to be developed to direct employees how to make changes when life changing events occur.
How cut off dates are figured for Merit employees (follow up)
Payroll Manager Linda Gruetzmacher described the process of determining payroll cutoff dates because of the expressed need for more consistency regarding equal paychecks for nine month employees. The months of November and December are most problematic for nine month employees. Linda stated that the intent is to have each month’s cutoff date as late in the month as it can be. The number of working days in each month and the number of holidays/shutdown periods are just two of the many factors that play a part in setting of cutoff dates. Linda will keep nine month employees in mind when setting future payroll dates. This issue will be dropped from future agenda items.

Severe weather notice to employees
Nick Bambach noted that the university’s policy for severe weather is located at 4.07 (Weather/Working Conditions) in the University’s Policies and Procedures. It has been the practice of the university, before inclement weather each year in the fall, to inform the campus community of this policy so that employees will be aware of procedures to follow. This issue was tabled until the next meeting to provide everyone a chance to review the policy and formulate questions/suggestions.

Status of Labor/Management meetings
Everyone was in agreement that some issues raised during meetings are taking too long to be resolved and meetings aren’t held often enough. At a minimum, quarterly meetings will be scheduled in the future.

The meeting was adjourned at 2:40 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Agenda for June 29, 2009 meeting – location 025 Gilchrist Hall
Facilitator: Nick Bambach
1:00 – Labor meeting
1:30 – Labor/Management meeting

1. Severe Weather notice to employees (follow up)
2. Status of meetings (follow up)
3. Shutdown notices/work locations