



WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes
October 19, 2016 | 3:30 PM
Board of Visitors Room, Blow Memorial Hall

President Morales brought the meeting to order.

- Announcement of Excused Absences
- Enough Senators for a voting quorum
 - Roll call taken and attached

The Staff Assembly meeting for October was somewhat different to our standard Agenda and format. Due to the invited guests and time constraints no further business was conducted.

Sam Jones was invited to discuss salary increases, merit based increases, and potential budget cuts requested from the Governor.

John Poma was invited to discuss the online performance evaluation process, and the impact of the FLSA changes as mandated by the Federal Government.

Sam Jones

- Reiterated that in April the Commonwealth did announce a 3% salary increase IF the state hit its target budget, it did not.
 - If budget had held, the state money to the university would have funded 30% of pool funds for salary increases
 - When state budget money fell through, W&M decided it would still maintain their promise and fund merit increases if they could find the money – they did, for 3% merit pool formula for operational, professional and faculty
 - This does not mean there will be 3% salary increases across the board for university operations personnel
 - Budget managers for each respective department, center, administrative areas, are given a merit pool dollar amount to allocate accordingly and approved by management of said areas
 - Merit increases are based first on the prior performance evaluations (2015), the past 11 months of performance with other factors to be considered, such as market adjustments are secondary factor.
 - Open discussion from the assembly brought up the need for further communication and guidance to go out to the supervisors discussing in detail how balance of merit/market is handled. Some supervisors do not understand this process correctly.
- The increase is for university operations personnel, faculty and professional faculty
- Classified state employees are not eligible for this increase
 - Open discussion from the assembly comment was made that there was not enough communications from HR this year about the deadline to convert to Operational from Classified in time for this year's salary adjustments.
 - Was noted by John Poma that they need to improve on that, and procedures are being reviewed for better communications from HR to the community

- John Poma also explained that there is now rolling open-enrollment for converting from classified to operational (each pay period) and that there is info to this effect on the HR website (Jesse will look for this info and share it on our channels)
- Topic then changed to the current budget cuts for state budgets this biennium
 - For 1st year (FY 2017) state wanted \$1 million back
 - found ways to do that with planned project dollars and initiatives being placed on hold (this year most will not see operational costs cut at all)
 - For 2nd year (FY 2018) expect them to want another \$1 million +
 - W&M won't see state budget plan until late December 2016 to know for sure
 - Project Budget Request still under consideration, but most funding requests will not be funded for FY 2018

John Poma

- More follow-up regarding performance evaluations, merit considerations. Primary topics discussed above.
- Both Sam and John agree along with the Board of Visitors that there is a culture change taking place at universities as a whole.
 - Performance evaluations to be more effective
 - Classifications of staff and professional faculty to be more concise
 - Evaluation criteria and verbiage are changing
 - Our employees are important in all factors
 - W&M is a great place to work; what is it we need to make our work environment great
- John provided detail information on the upcoming FLSA changes and how they are being communicated to staff affected by these changes
 - Primarily the Federal Government determined that employees were not being compensated at levels to reflect the times
 - The changes made are to define the new requirements regarding exempt vs. non-exempt personnel
 - Changes go into effect for W&M on November 25, 2016
 - There are two FLSA rules you must meet to determine if you are exempt from receiving overtime compensation:
 1. Salary test: You make a minimum of \$47,476 annual salary AND
 2. Duties test: You do not conduct specific duties (there are descriptions for HR interpretation listed on FLSA website)
 - If you don't pass both tests, you are non-exempt (eligible for overtime).
- About 10% of W&M employees will have their exempt/non-exempt status changing with new FLSA rules.
 - Letters and info packets from HR disbursed to supervisors to pass out to affected employees on October 20, 2016
 - includes details of an open meeting for all affected employees on November 3, 2016
 - election form to submit to choose overtime leave (earn comp time at 1.5x hours worked beyond 40, max accumulation of 120 hrs per year) or cash for overtime – if form is not submit it will default to receiving overtime leave up to 120 hours then switches to cash
 - For employees who will now be non-exempt that were not previously exempt
 - Communication points: not a demotion; about eligibility for overtime; base salary does not change
 - Will be required to start filling out detailed time sheets because new FLSA rules came with documentation requirements

- Supervisors will need to manage closely to watch the amount of work they assign and and type of activities considered work related even when outside the office or normal work hours. There are detailed descriptions online to determine what is deemed “work”.
- Overtime will have to be pre-approved by supervisors
- In coordination with supervisor, if hours outside of normal hours are needed, perhaps adjusting hours within a single work week (Sun-Sat) to keep at 40 hours, but if schedule not able to be adjusted within the work week, then comp time/overtime pay process must be utilized

John further discussed new W&M classification changes to simplify classification process. These changes will take place the same time as the FLSA changes taking effect

- For any NEW employees hired after November 25, 2016:
 - o Exempt = Professional
 - o Non-exempt = Operational
- For existing employees hired before November 25, 2016, they will have the OPTION to convert using the new classification rules in January 2017
 - o Any Exempt Operational employees will have the OPTION to convert to Professional
 - § Will have to personally weigh the benefit distinctions to decide (both have same standard VRS retirement options, health benefits, etc., but there are differences in leave accrual, sickness/disability plans, and the Optional Retirement Plan that is only available to Professionals)
 - o If you’re Professional, and new FLSA rules switch you to non-exempt, you will NOT have to convert to Operational. The position is grandfathered in as Professional until you vacate it.
 - o For any position where the employee does NOT opt to convert to new classification rules, when they vacate the position, it is auto-converted to new classification rules before re-filled.

Meeting Adjourned

Attendance Record attached

Submitted by:
Debrah Pelata, Staff Assembly Recording Secretary