University of Idaho  
2007-2008  
FACULTY COUNCIL AGENDA  

Meeting #20  
Tuesday, March 4, 2008, 3:30 p.m.  
Brink Hall Faculty Lounge  

Order of Business  

I. Call to Order.  

II. Minutes.  

III.  
  • Minutes of the 2007-08 Faculty Council Meeting #19, February 26, 2008  

IV. Chair’s Report.  

V. Provost’s Report.  

V. Other Announcements and Communications.  
  • FC-08-044: Planned Retirement Options Program (Paul Michaud, Linda Peavey)  

VI. Committee Reports.  
  • FC-08-040: FSH 1640.22 Campus Planning Advisory Committee; 1640.58 Juntura (Guilfoyle)  
  • FC-08-041: FSH 1620: University-Level Committees (Adams)  
  • FC-08-042: FSH 3440: Compensation for Classified Employees (FYI)  
  • FC-08-043: FSH 3460: Overtime Work, Comp Time & Holidays (FYI)  

VII. Special Orders.  

VIII. Unfinished Business and General Orders.  
  • Resolution on FSH 5100 J – Indirect Cost Assessments (FC-08-003) (Oman/Schmeckpeper)  

IX. New Business.  

X. Adjournment.  

Professor Don Crowley, Chair 2007-2008, Faculty Council  

Attachments:  
Minutes of 2007-2008 FC Meeting #19, February 26, 2008  
FC-08-040: FSH 1640.22 Campus Planning Advisory Committee; 1640.58 Juntura  
FC-08-041: FSH 1620: University-Level Committees  
FC-08-042: FSH 3440: Compensation for Classified Employees  
FC-08-043: FSH 3460: Overtime Work, Comp Time & Holidays  
FC-08-044A&B: Planned Retirement Options Program
Present: Adams (w/o vote), Baker (w/o vote), Crowley (chair), Fritz, Guilfoyle, Hubbard, Machlis, McCollough, McDaniel, Mihelich, Miller, Murphy, Oman, Ripplinger, Rowland, Rush, Schmeckpeper, Schmiege, Sullivan, Ci. Williams, Wilson. Liaisons: Newcombe (Coeur d’Alene), Stauffer (Boise). Absent: Griff, McCaffrey, Ch. Williams, Crepeau (Idaho Falls)

Observers: 2

A quorum being present, the chair called the meeting to order at 3:33 p.m. in the Brink Hall Faculty Lounge.

Minutes: It was moved and seconded (Miller, Murphy) to accept the minutes of the February 12th meeting as distributed. The motion carried unanimously.

Chair’s Report: The chair noted that the Jazz Festival had been very enjoyable and successful. He asked whether it would be worthwhile, given the feedback that he and others had received, to have representatives of UI Parking back to council sometime in the future. There was consensus that that would be a good idea.

Provost’s Report: The provost echoed the chair’s praise of the Jazz Festival, and of the conference of history and culture which had preceded it. He noted that a number of influential people attend the Jazz Festival (e.g., Senator McClure) and it is good when these visiting luminaries can be used to speak to appropriate classes or otherwise engaged in the academic service of the university.

Budget Discussion with the President: The president thanked the chair for the opportunity to discuss budget matters with the council. He began by summarizing the budget situation at the state level, first noting that state support counted for some 30% of the university’s overall budget, but that it was a critical 30% (covering as it does the bulk of the universities salaries for instance). Currently the outlook was for a 3% increase in salary monies (the president had requested and the governor had initially recommended 5%, but, in light of the weakening of Idaho tax receipts had amended it to 4% and the legislature, in the light of those same receipts had set it at 3%). Of the 3%, 1% was to be an across-the-board increase and 2% were to be awarded on the basis of merit. Outside of salary issues there was the prospect of $4 million toward UI deferred maintenance, though the eventual sum might be lower. It is likely that the legislature will put another $10 million in a scholarship endowment fund (eventual total, $50 million) as it did last year and then contribute enough extra money that the scholarships paid out would equal the amount that a $50 million endowment would support. There is also the possibility of a legislative appropriation to help with heretofore unfunded occupancy costs. Clearly the legislature is being conservative in its spending, preferring, even more than usual, to fund one-time expenses rather to incur continuing costs. This predilection meant that the request for more faculty lines for the Center for Advanced Energy Studies would likely not be granted this year. In the end he observed that the picture was “not overtly depressing” though not exceptionally positive either. In response to questions, he noted that Idaho tax receipts had been down some $37 million below expectations in January. The legislature was really worried about FY 2010 and was budgeting accordingly.
Turning to more local issues, he noted that, come the end of June, the university would close its books in the black. However, doing so will require an 1.3% adjustment/reallocation in our current FY 08 budget because tuition and fee revenue will be less than budgeted and fixed costs including sewage fees, EMT and police services, audit costs, and energy and utility costs, will be greater than budgeted. Enrollment remains a problem. This year’s budget had been predicated on a flat enrollment; instead we have seen a 1-2% decline. Previous enrollment declines had been made up for, financially, by more robust than expected investment income. Lower interest rates for this year as compared to last means that a surplus in investment income is not anticipated for FY 2008. The university also learned earlier this year that it would receive a reduction in the FY 2009 general fund appropriation as a result of declining enrollment over the last three years. The state uses an enrollment workload adjustment (EWA) calculation to allocate a portion of general education funds to the university. The EWA is a three-year running average calculation using student enrollments designed to increase funding to those institutions that had increasing enrollments and decrease funding to those that had decreasing enrollments. During some of the years that the university had increasing enrollments, the EWA was not utilized. In 2003, the EWA was reinstated and all the institutions were allowed to “bank” what they would have received in those years that the calculation was not done. Since 2003, the university has been able to use the funds that were banked to cover the reduction in the appropriation that would have otherwise occurred due to declining enrollments from 2003 through 2008. For FY 2009, the last of the savings will be used and the university will have a net reduction to the appropriation of $926,000.

Planned budget changes for FY 09 included scholarship enhancements, an increase from 6% to 8% the tax on G&A and a readjustment of the indirect cost returns split 75% to the university and 25% to the colleges for distribution to PIs and other areas. The president will be going to the Board of Regents asking for a 7.9% increase in student fees—a figure lower than they would like to ask for in an ideal world. In addition, there are plans to redirect some $5 million to strategic initiatives: to graduate assistantships (to make our assistantships more competitive and thus draw better, and perhaps more, students), to enrollment initiatives (e.g., enrollment management people centrally and at the college level), to research infrastructure needs (to recruit and fund new researchers), to advancement as we gear up on a major $300 million campaign, and to auxiliaries for reinvestment in the auxiliary infrastructure, particularly the dorms which need upgrading to attract and retain students. These changes reflect the next expression of strategic budgeting. There was no doubt it was a “serious moment” in changing the way we go about business at the university in a period when state support is at a plateau. In response to a councilor’s query as to whether making these strategic reallocations was not just moving from one university pocket (perhaps unstrategically by, say, not having necessary classes for students because of unfilled faculty positions) into another (however strategic) produced an overall strategic effect. The president noted that there might indeed be pain at the unit level but it was, in his opinion, the best way to go forward to improve enrollment in the near term and receipts from research and the university comprehensive fund raising campaign in the longer term. Each college or unit would be deciding how best to meet its share—perhaps with carry-over money. (More than one councilor noted the irony of the provost’s admonishment less than twelve months ago not to accumulate carry-over funds as a “rainy day” savings account.)

In his final budget comments, the president talked about the university’s foundation which had been revamped to enhance its money generating abilities (there are, for instance, higher
expectations that board members will be substantial givers). He also spoke about the status of the university’s comprehensive campaign (for capital projects, scholarships, faculty endowments, and programs). The university hopes to amass $300 million in pledges and gifts by 2014. We are now in the somewhat misnamed “silent phase.” When we reach half of our total, we will go public. So far the campaign has been well received by donors.

Turning aside from budgetary issues, the president announced the planning for a new retirement initiative, the Planned Retirement Option Program (PROP). Under this initiative a faculty or staff member who was at least 55 and had at least 10 years service to the university could, upon the approval of his or her unit reduce his or her commitment to 75% or 50%, say, with concomitant reduction in pay, but the university would contribute to the employee’s health benefit package at the fulltime employee rate. This reduction in service would be for a short time, two or three years, but would allow the affected unit to recruit a replacement at the same time the holder of the position was still working. Thus for a year or so the unit would have one and a half for the price of one and a smoother transition between senior faculty staff and entry-level personnel. This was not like VSROP or the like, which he characterized in part as “paying someone not to work,” but rather a planned and phased retirement opportunity that would allow the employee to begin a new phase in life gradually. In the ensuing discussion a councilor noted that the very seamlessness of transition envisaged by this program might be a problem for departments who counted on a gap of a year or two between retirement and rehiring to accumulate sufficient resources for a start-up package. The president responded that that was why it was so important to provide a mechanism by which start-up resources could be funded from a common pool. Another councilor noted, in defense of prior early retirement plans, that it was not exactly paying someone not to work, but rather buying back the property right of tenure.

Resolution Concerning Indirect Costs: Responding to an earlier Faculty Council discussion of indirect costs, professors Oman and Schmeckpeper presented a resolution that, if accepted by the central administration, would make certain distributions fixed, and not subject to annual readjustment. They had first centered their resolution on providing a 5% distribution to principle investigators, but, after talking with department and college-level administrators had added figures for departments and colleges as well.

Whereas, principal investigators are the lifeblood of external research funding at the University of Idaho; and

Whereas, external funding limitations often preclude the purchase of laboratory facilities and are insufficient for graduate student support and professional travel related to the principal investigators’ research; and

Whereas, principal investigators usually plan their research projects and endeavors several years in advance;

To encourage research and facilitate research related planning and expenditures, the UofI Faculty Council recommends the following changes to Chapter 5 (Part 5100), Section J, of the Faculty Staff Handbook:
J. INDIRECT-COST ASSESSMENTS.

J-1. UI does not waive indirect costs (i.e., facilities and administrative costs, F&A) on any grant or contract unless (a) the granting agency provides in writing its official policy stating that it does not allow indirect costs or allows only a specific percentage or (b) the vice president for research determines that the grant or contract is of such an unusual nature that a waiver, in part or in full, is unquestionably in UI’s interest.

J-2. The annual income generated through facilities and administrative costs (F&A) will be distributed between the university administration and the principal investigators and units that generated the income. This distribution will be reviewed by the Research Council as provided in section J-3.

a. The intended uses of these funds are to support and stimulate scholarly activities by providing financial resources to address administrative, personnel, infrastructure and other costs associated with productive research environments.

b. The unit/department/principal investigator to which the funds are allocated has control over use of these funds. A unit/department/principal investigator may, however, choose to make its funds available to a different unit.

c. In cases where revenues are generated by multiple units on a single project, the units will jointly develop a method to allocate the revenues. If the units cannot agree on a method for allocating the revenues, the Vice President for Research will arbitrate the differences and specify the final allocation.

J-3. A minimum of 5% of the annual F&A income will be distributed to the principal investigators receiving the external grant or contract, to be divided amongst the principal investigators according to the percent of work responsibility defined on the External Support Form (ESF). A minimum of 15% of the annual F&A income will be distributed to the departments of the principal investigators, again divided according to the percent of work responsibility defined on the ESF. A minimum of 30% of the annual F&A income will be distributed to the colleges and institutes involved in the research, with the division negotiated between the heads of those involved units. The remainder of the F&A annual income will be allocated as approved by the Research Council. The Research Council will review the sharing of indirect-cost income and advise the university administration on its use and distribution on an annual basis, provided that the minimum allocations specified herein are not abridged.

The ensuing discussion suggested very strong support for fixing a distribution of 5% for principle investigators but considerable reluctance to fix distributions for departments and colleges. Some councilors at least felt that doing so ran counter to the president’s efforts to create a centrally held pool out of which strategic research investments might be made. In view of the lateness of the hour, the council thanked professors Oman and Schmeckpeper for their efforts and asked them to look further into the matter and perhaps bring a revised resolution to council next week.

Adjournment: It was moved and seconded (Wilson, Ci. Williams) to adjourn. The motion carried unanimously and the meeting was adjourned at 5:07 p.m.

Respectfully submitted,
Douglas Q. Adams, Faculty Secretary and Secretary to Faculty Council
1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Council and the president concerning campus planning, including such areas as the following:

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.

b. To encourage optimal use of UI’s human and physical resources in the planning of campus development.

c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.

d. To be concerned with both short-term and long-term projects and with their immediate and future implications.

e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Council and the president a report on the campus plan. Because of the responsibility of the vice president for administration and finance for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president.

B. STRUCTURE. Eight

Five faculty members, two

of whom are elected by and from Faculty Council. Normally the term of such members is three years, concurrent with the Faculty Council term (and thus normally elected in the member’s freshman year). The committee's chair will usually be

selected from one of the two the third-year member from the council members. The other members of the committee will be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the Executive Director of Information Technology, one staff member, and the Coordinator of Disabled-Student Services (or designee). [rev. 7-99, 7-06, ed. 7-04, rev. 7-08]

1640.58
JUNTURA

A. FUNCTION. To review university policies and programs affecting under-represented and/or under-served students in consultation with various representatives from student services and programs; to recommend changes and additions in university policies and programs that enhance student academic success; and to promote the values of respect, understanding, and equality within a diverse university experience. [See also 4340.] [rev. 9-02]

B. STRUCTURE. Three

Four faculty and, two

one staff members (one of these six whom serves as chair), three students (at least two of whom are belong to an under-represented and/or under-served student populations and the third one of whom is the ASUI Director of Diversity Affairs), and the following without vote or their designees: Coordinator of Student Support Services, or designee (w/o vote), the Director of Multicultural Affairs, or designee (w/o vote), the Director of the Women's Center, or designee (w/o vote), and the Human Rights Compliance Officer, (w/o vote) and the following ex officio members or their designees: the Director of Diversity & Community, the Director of the International Programs Office, the GLBT advisor, and the Director of the Native American Office. [rev. 9-02, 7-04, 7-05, 7-06, 7-08]
UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Council website at http://www.webs.uidaho.edu/facultycouncil/ under the UI Committees link after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, or similar body.

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Council only. [rev. 1-07]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)
[1/08]

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 3440 Compensation for Classified Employees and
3460 Overtime Work, Comp Time and Holidays

Minor Amendment □
Chapter & Title: ___________________________________________________________

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)

Paul Michaud 2/13/08
Name Date

5-3478 michaud@uidaho.edu
Telephone & Email: same

Policy Sponsor: (If different than originator.)

Reviewed by General Counsel  X Yes ____No Name & Date: Danielle Hess – 2/8/08

I. Policy/Procedure Statement: Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Revise policies to delete reference to classified exempt staff, as this employee classification is no longer used at the University of Idaho. Also, in 3460 to clarify exempt leave reporting, B-3.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

III. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None

IV. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 3080 – Classification and Appointment of University Positions
FSH 3710 – Leave Reporting – section A-10

V. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ___________________________________________

Track #: __________________ Date Rec.: __________________
Posted: t-sheet ______________ h/c __________
web ___________ Register: __________________
(Office Use Only)
COMPENSATION OF CLASSIFIED EMPLOYEES

PREAMBLE: This section outlines the policy and procedure by which the compensation of UI’s classified employees is determined. In its original shape it appeared in the 1979 Handbook; it was rewritten in July 1994 and again in 2003. In 2004 section G was rewritten to create sections G & H, and H became I. Unless otherwise noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-00, 7-03, 12-04]

CONTENTS:

A. General Policy
B. Authority for Establishing Compensation Policy for UI Classified Employees
C. Administration of UI Compensation Plan [ed. 7-00]
D. In-Grade Salary Increases
E. Salary Increases
F. Compensation for Night Work
G. Additional Compensation for Classified Exempt Staff for Services Performed Outside of Regular Duties [add. 12-04]
H. Additional Compensation for Classified Staff for Secondary Work Assignments [add. 12-04]
I. Questions About Salary Equity

A. GENERAL POLICY.

A-1. The University of Idaho seeks to provide a high level of responsive service in meeting the needs of students, faculty and staff and the general public. To accomplish this mission, it is the policy of the University of Idaho to provide a total compensation system that attracts and retains employees. Recognizing and rewarding employees for performance in the achievement of service delivery goals and objectives is a foundation of this system.

A-2. Compensation practices should be consistent throughout the university, yet flexible to adapt to specific needs. To this end, employees are compensated from a salary schedule that provides pay grades with open ranges.

A-3. The University of Idaho seeks to pay competitive job market average salaries and intends that classified employees with at least satisfactory performance should expect to advance within the salary range for the pay grade assigned to a classification. [rev. 7-03]

A-4. Advancement within the salary range shall be based on performance criteria, as recorded in the performance evaluation and the ability to achieve the goals and objectives of the particular position. [rev. 7-03]

B. AUTHORITY FOR ESTABLISHING COMPENSATION POLICY FOR UNIVERSITY OF IDAHO CLASSIFIED EMPLOYEES. Salary and wage increases for University of Idaho classified employees are made in conformity with state legislation. An annual plan is established by the president in accordance with guidelines issued by the Regents. Initial appointments, promotions, classifications and pay grades, and other matters related to classified employees, are the responsibility of the president or designee. Oversight of the University of Idaho staff personnel system is within the administrative area of the Division of Finance and Administration which reports to the financial vice president. [rev. 7-03]

C. ADMINISTRATION OF UNIVERSITY OF IDAHO COMPENSATION PLAN. The assistant vice president for human resources is responsible for maintaining the compensation plan for UI classified employees in conformity with Regents’ policy. No classified employee is to be paid at a rate that is not within the salary range for the class, except as noted in C-5 below. The current salary schedule is available from the office of Human Resources website www.hr.uidaho.edu/hr, [rev. 7-02, 7-03, 12-04]
C-1. The classification and pay grade of classified positions are established by Employment Services in consultation with the department administrator and with approval of the dean, director, or vice president. [rev. 7-02, 7-03]

C-2. The entrance salary for new appointees in any class is ordinarily set between minimum rate and market for that class. In unusual circumstances and when supported by acceptable reasons, appointment at a higher rate may be authorized by the director of employment services and the dean or director. All new appointments are made within the salary range. [rev. 7-02, 7-03]

C-3. When an employee is reinstated in a previously-held position or transferred to another position in the same classification, he or she is generally paid at the same salary. Salary adjustments may be agreed upon by the employee, the department administrator, and the director of employment services. [rev. 7-02, 7-03]

C-4. The pay grade of a classified position may be changed by any of the following actions:

a. "Reallocation." A change of an entire class of positions from the current pay grade in the compensation schedule to another pay grade of either higher or lower entrance salary.

b. "Reclassification." A change of a single position from the current class to another class to properly reflect the duties and responsibilities assigned to that position.

c. "Refactoring." A change in the number of Hay Points assigned to a class or position.

C-5. When a particular class or position is reallocated or reclassified to a lower pay grade, the salaries of incumbent employees who are being paid at a rate higher than the maximum provided in the new grade will not be reduced as a result of the reallocation or reclassification. However, the salaries of such employees will generally be held constant and not be increased thereafter so long as they exceed that maximum rate. At the discretion of the dean or director and in consultation with the assistant vice president for human resources, exemplary performance by such employees may be recognized through a bonus adjustment to salary, effective for one fiscal year only. An employee whose position has been reallocated or reclassified is not required to complete a new six-month probationary period. [rev. 7-02]

C-6. When a particular class or position is reallocated to a higher pay grade, the employee will receive a salary equivalent to or higher than his or her current hourly rate. An employee whose position has been reallocated is not required to complete a new six-month probationary period.

C-7. When the position of an employee is reclassified to a higher pay grade, the employee will be assigned a salary in the range of the higher grade that provides a salary increase of not less than five percent. Salary increases must have dean or vice president level approval. The reclassified employee is not required to complete a new six-month probationary period. The employee’s department is responsible for providing the funding necessary for the required salary increase. [ed. 7-02, rev. 7-03, 12-04]

C-8. When an employee applies and is selected for a position in a higher pay grade, he or she may negotiate the starting pay within the pay grade for the new position [see C-2 above]. Each promoted employee must successfully complete a six-month probationary period in his or her new position unless the employee was previously certified in that class. (For the effect of demotion on salary see 3360 C-4; for the effect on salary of a recommendation for a merit increase in the previously held position, see B-3.) [rev. 7-03, rev. 12-04]

D. IN-GRADE SALARY INCREASES.

D-1. In-grade advancement is not a vested right. While employees should expect to advance within their assigned pay range based upon acceptable performance, advancement is within the discretion of the university. Such advancements are considered as a part of the overall UI budget-setting process and are effective at the beginning of the fiscal year. An employee may advance within the salary range only if certified as meeting the satisfactory service requirements on a written performance evaluation approved for the purpose by the president or the president's designee. Normally, an employee receives only one salary increase per year for satisfactory service. [See also 3380 E.]

D-2. Employees who are in probationary status may be recommended for merit increases at the discretion of the department administrator and with the approval of the dean or director; however, merit increases which have
been authorized for employees in probationary status are not effective or awarded until the probationary period has been satisfactorily completed. [ed. 7-02]

E. SALARY INCREASES. Changes in employee compensation are considered annually by the legislature. Salary adjustments reflecting some or all of the following factors may be approved and implemented in accordance with guidelines for UI classified salary adjustments issued annually by the president:

E-1. Changes in the cost of living;

E-2. Fluctuations in the market cost of different types of labor, which are reflected in payline adjustments reallocating some classifications to different pay grades;

E-3. Merit increases based on individual employee performance as documented by written performance evaluation.

F. COMPENSATION FOR NIGHT WORK. A full-time classified employee whose work schedule requires at least 50 percent of his or her working hours during a given pay period to be performed between the hours of 7 p.m. and 4 a.m. is paid an additional shift differential of 5 percent of the employee's hourly rate. The department administrator or designee submits an Electronic "Personnel Action Form" to effect the additional payment. [ed. 7-02, 7-03]

G. ADDITIONAL COMPENSATION FOR CLASSIFIED EXEMPT STAFF FOR SERVICES PERFORMED OUTSIDE OF REGULAR DUTIES. A full-time classified exempt staff who is asked to perform services that are not within his/her current job description and are beyond the scope of his/her primary appointment and classification, may be entitled to additional compensation appropriate for the services performed. To be eligible for additional compensation, the services must be performed on a temporary basis beyond the regularly scheduled workweek, and limited in scope (for example, if a programmer teaches a special course on a one-time basis; or if an administrative support staff provides assistance one weekend with a special research project in another unit or college). An Additional Compensation form must be submitted and approved prior to any work being performed for which there will be additional compensation. (See Salary Increase Guidelines at www.uidaho.edu/hrs/policies) If approved, the employee is put on an Irregular Help—Persi eligible (IP) appointment via an EPAF. [add. 12-04]

H. ADDITIONAL PAY FOR CLASSIFIED STAFF FOR SECONDARY WORK ASSIGNMENTS. A member of the classified staff must be paid overtime for any work that results in the employee working over 40 hours per week, including a secondary work assignment that is not within his/her current job description and outside the scope of his/her primary appointment and classification. The secondary work assignment must be performed on a temporary basis beyond the regularly scheduled workweek, and limited in scope (for example, if a senior programmer teaches a special course on a one-time basis; or if an administrative support staff provides assistance one weekend with a special research project in another unit or college). Per federal law, the classified employee must be paid at least 1.5 times his or her regular hourly rate for each hour that is worked over 40 hours per week. The secondary hiring authority may not offer compensatory time in lieu of cash payment of overtime. The secondary hiring authority is responsible for tracking the hours the employee has worked and coordinating with the primary hiring authority for processing the employee’s pay via a timesheet in PHAHOUR. If the employee’s wage for the secondary work assignment is set at more than time and a half, the employee should be paid via an Irregular Temporary Help – Persi eligible (IP) appointment. If the employee is less than full-time, call Employment Services at 885-3728 for additional information. [add. 12-04]

I. QUESTIONS ABOUT SALARY EQUITY. An employee who believes that his or her compensation is not equitable first should consult with his or her supervisor, and then with the department administrator and/or the director of employment services. In certain situations, the employee also has recourse to the human rights compliance officer, the ombudsman’s office or to the grievance procedure for staff employees. [See 3210 A and 3860 A] [ed. 7-02, 12-04, rev. 7-03]
OVERTIME WORK, COMPENSATORY TIME, AND HOLIDAYS

PREAMBLE: This section outlines the policies and procedures for overtime work and compensatory time. It appeared in the 1979 Handbook and has been rather frequently revised for clarification and so as to reflect changes in federal and state rules and practices. It was substantially revised in July 2005. Unless otherwise noted, the text is of July 1996. Further information is available from Human Resources (208-885-3889). [ed. 7-97, 7-00, 9-06, rev. 7-05]

CONTENTS:
A. Definitions
B. Time and Leave Reporting
C. Overtime Work
D. Compensation for Overtime Work
E. Compensatory Time
F. Holidays

A. DEFINITIONS.

A-1. “Overtime work” is time worked on holidays and time worked in excess of 40 hours in a period of 168 consecutive hours (defined for UI employees as the seven consecutive 24-hour days beginning at 6 a.m. each Sunday). Overtime must be approved in advance in writing by the employee's supervisor. [rev. 7-02, 7-05]

A-2. “Compensatory time” is pre-approved time off from duty provided in compensation for overtime hours worked, holidays worked, or other time worked as approved by the president or designee.

A-3. “Exempt employee” has two meanings depending on the context:

a. “Non-faculty exempt employee”, (also known as “non-classified employee”) is when used to describe UI employees who are not classified employees, includes officers, members of the faculty, and members of the non-faculty staff whose positions are exempted from the provisions governing UI’s classified personnel system. [See also 3080.] These positions also are not covered by federal minimum wage and overtime requirements as discussed below in A-5. [rev. 7-05]

b. “Classified exempt employee,” when used in the context of federal law, means any classified employee who qualifies for overtime compensation under applicable federal laws as described in A-5 below. [ed. 7-00, 7-02, rev. 7-05]

A-4. “Classified employees” are those holding positions which are subject to merit examination, selection, retention, promotion, and dismissal provisions, and whose compensation rates are determined by the position classification system of the University of Idaho. [ed. 7-02]

A-5. Certain positions, including classified exempt, non-faculty exempt, and faculty, are not covered by the overtime compensation requirements of the Fair Labor Standards Act [29 U.S.C. § 201-263 (“FLSA”), and Department of Labor (“DOL”) Regulations, 29 C.F.R. Parts 500-794]. These positions are defined by law and fall into the following categories of exemptions: administrative, professional, computer, executive, outside sales, or creative professional. In all cases, the determination of whether a position is exempt from the FLSA will be made by Human Resources, in consultation with the Office of General Counsel. [rev. 7-05]

B. TIME AND LEAVE REPORTING.

B-1. General Information. Employees are required to report time worked and leave taken. Hourly employees must record the hours worked each day as agreed upon by their supervisor. The expectation for full-time, salaried employees is that they will work 40 hours per week or more to meet the needs and expectations of their position. Flexibility of the scheduled workweek is at the discretion of the supervisor, in accordance with the
The university-approved time report may be used for recording any leave. [rev. 7-05]

B-2. Faculty are salaried employees. All benefits-eligible faculty must report leave taken (annual, sick, jury, medical, etc.) of 4 or more consecutive hours via written, signed form to their department chair for signature. The data is recorded and the form kept on file by the unit for three years [see also FSH 3710]. [ed. 7-05]

B-3. Non-faculty Exempt employees and administrators (non-classified employees) are salaried employees. All benefits eligible non-faculty employees and administrators must report leave taken (annual, sick, jury, medical, etc) of 4 or more consecutive hours via written, signed form to their supervisor for his/her signature. The data is recorded and the form kept on file by the unit for three years [see also FSH 3710]. [rev. 7-05]

B-4. Classified and classified exempt employees are hourly employees. The Fair Labor Standards Act and UI policy requires reporting the time arrived for work, the time lunch was taken, the time left for the day, and any leave (annual, sick, jury, medical, etc.) that was used. The employee may use any university-approved form to record these hours consistent with department guidelines. The employee and supervisor must sign the form and keep it on file in the unit for three years [see also FSH 3710]. [rev. 7-05]

B-5. Temporary Help employees (Irregular Help and student employees) are hourly employees. The Fair Labor Standards Act requires reporting the time arrived for work, the time lunch was taken, the time left for the day, and any leave (annual or sick for those contributing to PERSI) that was used. The employee and supervisor must sign the form and keep it on file in the unit for three years [see also FSH 3710]. [ed. 7-05]

B-6. References. For more information on procedures for these policies see APM 50.06, 50.38 and FSH 3710 and 3090 and Human Resources website at www.hr.uidaho.edu. [ed. 7-05]

C. OVERTIMEWORK.

C-1. Overtime work should be permitted only in emergency or extremely unusual circumstances and requires prior written supervisor approval. The calendar period for determination of eligibility for overtime compensation is the seven-day period beginning on Sunday at 6 a.m. Whenever possible, employees who regularly work four 10-hour days are to receive the same 8-hour holiday compensation. When UI is closed for a holiday, the employee is rescheduled to work four 8-hour days during the week the holiday occurs (taking only 8 hours for the holiday) or he or she makes other arrangements with his or her department to ensure he or she only works a total of 32 hours during the week that the holiday occurs. [See APM 50.05].

C-2. When the need for an employee to perform overtime work can be foreseen, prior approval by the dean or director is required. If overtime work is necessitated by a University-wide emergency, the department administrator should immediately request approval via the dean or equivalent administrator. [ed. 7-05]

C-3. When the department administrator determines that it is in the interest of UI to pay classified employees for overtime work in cash, the appropriate procedure outlined in the APM is to be followed. [rev. 7-02]

D. COMPENSATION FOR OVERTIME WORK

D-1. Eligibility and manner of compensation for overtime work differ for the various categories of employees defined in section A. Overtime work must be recorded on an approved University of Idaho Time Report form, approved by the supervisor and recorded.

D-2. Faculty and non-faculty exempt employees are not eligible for payment of overtime work. However, they may be eligible for equal compensatory time off if they work on official holidays or other times specifically authorized by the president (such as a general state of emergency). [See FSH 3470 and section F-2 of this policy for official UI holidays]. [rev. 7-02, 7-05].

D-3. Classified exempt employees are not eligible to receive payment for overtime work. However, they may receive payment for overtime work at their regular rates of pay if authorized by the Board of Regents during
unusual or emergency situations. Classified exempt employees are eligible to accrue compensatory time at an hour-for-hour rate and must record the compensatory time earned on an official UI Time Report. **Per Federal Law, the maximum compensatory time accrual is 240 hours.**

**D-34.** Classified employees are eligible to receive payment for overtime work. Overtime payment may be paid in cash at 1.5 times their regular rates of pay at the discretion of the department administrator. In lieu of payment, classified employees will receive compensatory time off at the rate of 1.5 hours off for each hour of overtime worked. **Per Federal Law, the maximum compensatory time accrual is 240 hours.**

**D-45.** Temporary Help (Irregular Help) employees are eligible to receive payment for overtime work. Temporary Help employees are paid hourly and qualify for overtime pay at the rate of 1.5. Temporary Help employees cannot accrue or use compensatory time [rev 7-02]. They are to be compensated in cash for any overtime worked in their next paycheck. If an employee has a less than full-time classified position, and at the same time has a temporary position, any overtime worked must be paid to the employee in their next paycheck. Compensation for overtime hours worked by work-study students needs to be processed following guidelines by the Financial Aid Office. [rev. 7-02].

**E. COMPENSATORY TIME**

**E-1.** Classified and classified exempt employees are the only employees eligible to earn or accrue compensatory time. An employee may not have a compensatory time balance of more than 240 hours pursuant to the Fair Labor Standards Act.

**E-2.** Classified employees are paid for unused compensatory time under the following circumstances:

- **a.** If a classified employee has a compensatory time balance over the 240-hour limit, he/she automatically will be paid for the hours over 240. Departments are expected to monitor closely the accrual of compensatory time and not allow it to accrue for longer than a year.

- **b.** Upon termination of UI employment, classified employees will be paid for the compensatory time balance at the employee’s current hourly rate or at the average of the hourly rate paid the employee during the final three years of employment, whichever is higher. [rev. 7-02].

- **c.** If there is a change in the employee’s classification to a non-classified position, or if the classified employee transfers between UI departments in the same classification, or if he/she is reassigned to another UI classified position, the classified employee will be paid for the compensatory time balance or be asked to take time off prior to beginning the new role.

**E-3.** Classified exempt employees are not paid for compensatory time. Classified exempt employees forfeit accrued compensatory time under the following circumstances:

- **a.** If the employee accrues a compensatory time balance of more than the 240 hours, the hours beyond 240 will be forfeited.

- **b.** Upon termination of UI employment, the entire compensatory time balance will be forfeited.

- **c.** If there is a change in the employee’s classification to a non-classified position, the entire compensatory time balance will be forfeited.

- **d.** If the employee transfers between UI departments in the same classification and the new supervisor does not accept the compensatory time balance, the entire compensatory time balance will be forfeited. [ed. 7-05]

- **e.** If he/she is reassigned to a UI classified position and the new supervisor does not accept the compensatory time balance, the entire compensatory time balance will be forfeited. [ed. 7-05]

- **f.** Classified exempt employees are encouraged to use their compensatory time prior to changing positions to eliminate forfeiture. [renum. 7-05]

**F. HOLIDAYS.**
F-1. Compensation for holidays.

a. On an official UI holiday, full-time benefited UI employees will be paid for the number of hours they would normally work, up to 8 hours, even though they do not work on that day. Temporary and part-time employees (excluding employees in the College Work-Study Program) receive the benefit of the paid holiday provided that they are contributing to the state retirement system. They are credited with a fraction of eight hours equal to the fraction of 32 hours that they actually do work during the week in which the holiday occurs. [ed. 7-05]

b. If an employee works or is on paid sick leave, annual leave or compensatory time the day before or the day after the holiday, the employee is eligible for holiday pay. If an employee is on leave without pay on both the day before and the day after the holiday, the employee is not eligible for holiday pay. If an employee is on a fiscal-year appointment and works in a department or unit that closes down, thus precluding the employee’s working on the day before and/or after the holiday, the employee is still eligible for holiday pay. See APM 50.05. [renum. 7-05]

c. Employees who work on an official UI holiday and who are eligible for overtime payments must be paid at 1.5 times their regular rates of pay or be given compensatory time off at the rate of 1.5 hours for each hour worked. Classified exempt employees are paid at their regular rates for working on a holiday and must also be given compensatory time off on an hour for hour basis. Fiscal year faculty and other non-faculty exempt employees who work on a holiday may be given equal compensatory time off if authorized by the president [see D-2]. [renum. 7-05]

d. A new employee whose date of hire normally would fall on a Monday holiday is to be appointed effective on Tuesday. An employee whose employment terminates for any reason is entitled to pay for any holiday observed after his/her last day worked, when the holiday is observed on the last day of the workweek and the employee works the first four days of the workweek or equivalent. [renum. 7-05]

F-2. Official UI Holidays. The following are the official University of Idaho holidays; New Years Day (January 1), Martin Luther King Jr.—Idaho Human Rights Day (third Monday in January), President’s Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), the day after Thanksgiving, the day before Christmas (December 24), Christmas Day (December 25) and New Year’s Eve Day (December 31). In the event that a holiday falls on a Saturday, the preceding Friday is recognized as a holiday; in the event that a holiday falls on a Sunday, the following Monday is recognized as a holiday. The holiday schedule continues from year to year unless the President of the University notifies otherwise.

F-3. Office Closure Around Holidays. The President of the University or official designee has the authority to announce the closure of offices and/or the early dismissal of staff around the holiday seasons. Unless otherwise notified by the president or official designee, regular office hours should be held and staff should not be dismissed early. Staff who must leave early should request the appropriate leave and keep record of this time. For more information on university closures please see APM 05.21. [rev. 7-05]
University of Idaho
Planned Retirement Option Program

1. Purpose
The purpose of the Planned Retirement Option Program (Program) is to assist employees in preparing for retirement through a gradual reduction in work hours with no change in sick and annual leave accrual and no increase to the employee in the cost of health benefits. The Program also provides educational seminars and financial planning services.

2. Program
a. The Program allows employees to reduce their appointment and phase gradually into retirement during a period not to exceed 24 consecutive months. Faculty and staff maintain health program benefits at a cost that is not increased as a result of a reduced appointment. Employees in the Program continue to be subject to generally applicable annual increases in health benefit rates and annual changes in the health benefit program.

b. To further assist employees in preparation for retirement, the Program also offers no-cost “Ready to Retire” informational and educational seminars as well as one financial planning analysis.

3. Eligibility Criteria
a. University of Idaho health-benefit eligible employee whose appointment is greater than half-time.

b. The employee must be at least age 55 on the date of retirement.

c. The employee must complete a minimum of 10-years of employment service specific to the University of Idaho in a health benefits eligible position by the date of retirement.

d. Employees who have received written notice of: a) termination; b) non-renewal of contract; c) suspension with or without pay; or d) initiation of disciplinary proceedings are ineligible for this program.

e. Enrollment in the Program is voluntary, but subject to approval by the unit administrator and dean/vice president. Approval may or may not be granted, depending on the needs of the unit. Any denial must be in writing and accompanied by an explanation of why unit needs preclude the employee’s entry into the Program.

3. Effective Date of Program
An employee will enter the Program on the first day of the month following written approval. Program participation will end on the date in which retirement or earlier job separation for any other reason occurs, or at the expiration of 24 consecutive months.

4. Elements
a. In the first year of the Program, the employee’s appointment and pay will be reduced to at least 75%. In the second year of participating in the Program, the employee’s appointment and pay will remain at or be finally reduced to 50%.

b. Sick and annual leave will accrue throughout the entire period of participation in the Program at same level as afforded on the date before the appointment is reduced and the Program is entered. For example: a fulltime appointment moving to three-quarter time
accrues at the full-time rate. Three-quarter time to half time continues to accrue at the three-quarter time rate.

c. Health benefits will be extended on the same basis as other similarly situated employees who are not participating in the Program, but the employee cost will be based on the appointment that was in effect on the day before the employee entered into the Program. For example, a three-quarter time employee with a reduced appointment to half-time would continue to pay the three-quarter time employee rate during the full period of participation under the Program. Similarly, when an appointment is reduced from full-time to part-time, the employee pays the full-time employee rate. However, benefit programs and rates are subject to change when changes are also made for employees who are not participants of the Program.

d. Employees will remain eligible for all of the health programs of the Custom Choices for a healthy U and Idaho benefits program. ChoiceDollars available to cover the costs of life and disability coverage will not be reduced. However, benefits paid from disability will be based on the reduced salary. For example, a full-time appointment with a salary of $50,000 is reduced to half time at a salary of $25,000. In the event of disability, 50%, 60%, or 66.67% (based on employee election) of the $25,000 annual salary would be replaced by the disability benefits.

e. Retirement plan contributions will also be based on the pay that results from the reduced appointment. Defined benefits such as those available from PERSI and defined contributions such as those made to the ORP impact retirement payments differently. Employees considering participation in the Program should contact their plan administrator to evaluate potential impacts before making a final decision.

PERSI www.persi.state.id.us
AIG – VALIC www.aigvalic.com
TIAA CREF www.tiaa-cref.org

f. Participants will be afforded the opportunity to participate in a series of employer-provided “Ready to Retire” informational and educational seminars that address issues related to retirement.

www.worklife.uidaho.edu

g. Participants also will be afforded the opportunity to attend a financial planning workshop and receive a personalized financial analysis at no cost to the participant. To qualify for this benefit, the financial analyst must be authorized by the University of Idaho as a provider for this purpose.

h. Participants must designate a date certain for retirement, not to exceed 24 consecutive months from the date on which they enter the Program.

i. An employee may choose to fully retire at any time before the end of the Program.

j. Employees are not eligible for sabbatical leave, leave for professional improvement, or promotions in rank after they enter the Program.
k. During the Program period, employees may not take on any additional responsibilities for additional compensation at the University, but will remain eligible for regular annual pay increases.

l. Faculty members will receive full tenure protection but at a reduced salary and set of responsibilities as a condition of entering into the Program.

5. Emeritus and Honored Staff Rank
Emeritus and Honored Staff title and status will be granted in accordance with the terms and conditions for these programs (FSH 1565 and 3730). The rules for these programs are unaltered as a result of this program. An Emeritus or Honored Staff title does not automatically confer eligibility for retiree medical or other University of Idaho benefits.

6. Health Benefits

a. Health Benefits during the Program
Health benefits, as determined by the employee’s elections, will continue and may be changed on the same basis afforded to similarly situated employees who have not entered the Program. The employee’s share of the cost, which is subject to change, will be based on the appointment in effect on the day before the reduced appointment and entering the Program.

b. Retiree Health Benefits
Participants will be eligible for up to 24 full months of service credit in determining eligibility for retiree health benefits while participating in the Program. Service credits for this purpose will be calculated based on the appointment that was held prior to participation in the Program. Participants will enter the retiree health program based on the terms, rates and other conditions that are in effect on the date of retirement and are subject to change.

8. Contract
Participants will be required to sign an agreement and release signifying their agreement to abide by the terms of the Program and to release the University from legal liability for certain specified claims. Under the agreement, a faculty member will relinquish his or her tenure in exchange for participation in the Program. The scope of duties for all employees during the Program must be approved by the Department head and/or Vice President or Dean of the affected department or college.

If you have questions after review of the Program elements and details, please contact a Retirement Specialist in Benefit Services at (208) 885-3697.

Documents are available in Benefit Services or the Office of General Counsel.
UNIVERSITY OF IDAHO
PLANNED RETIREMENT OPTION PROGRAM
APPLICATION AND AGREEMENT

EMPLOYEE NAME: ____________________________
DATE OF ENTRY INTO PROGRAM: ____________________________
DATE OF PROGRAM COMPLETION: ____________________________
DEPARTMENT: ____________________________
COLLEGE: ____________________________
AGE: ____________________________
YEARS OF SERVICE: ____________________________
BASE SALARY: ____________________________

To qualify for the Planned Retirement Option Program (“Program”) at the University of Idaho, I understand and acknowledge that my decision to participate in this Program is voluntary and irreversible and that I may choose to fully retire at any time before the date of the Program completion. My participation in the Program is conditioned upon the signing of a release of all claims against the University (“Release”) (Attachment B). If I am a faculty member, I understand that I will have full tenure protection while participating in the Program with a reduced salary and set of responsibilities. I will sign an agreement with the University of Idaho (“University”) to employ me on a reduced appointment between 50% and 75% time and pay in the first year of participating in the Program, and at 50% time and pay in the second year of the program in a health benefit eligible position not to exceed 24-consecutive calendar months.

Upon the acceptance of my application and signed Release, the University shall employ me on a reduced paid appointment of ______% at the beginning of the first year of participating in the Program. At the beginning of the second year of participating in the Program, the University will reduce the appointment and pay to 50% in a health-benefit eligible position for ______ consecutive months, but not to exceed 24-consecutive months.

- Compensation, retirement plan contributions and salary-based benefits such as life and disability insurance during the phased retirement period will be based on the salary associated with such a reduced appointment.

- However, leave accruals for which I am eligible (sick and/or annual leave) and benefits of the Custom Choices for a healthy U and Idaho cafeteria-style benefits program will be provided to me and my eligible covered dependents at rates based on the appointment in effect on the day before the Planned Retirement Option Program and reduced appointment begins. This is in accordance with the terms, conditions and rules that apply to similarly situated employees who are not participants of a formalized and approved phased retirement program.

- During the Program, my salary based benefits such as life, disability and retirement benefits contributions will be reduced in accordance with a reduced salary and appointment. Benefits of the CustomChoices for a healthy U and Idaho benefit programs and my share of cost will be determined based on the rules in effect at the time benefits are received, but in accordance with the appointment in effect on the day prior to the start of benefit accommodation period.

- During the Planned Retirement Option Program period, I will be eligible to receive one no-cost financial analysis from a list of approved financial analysts participating with the Program.
- During the Program, I will also be afforded at no cost the opportunity to attend “Ready to Retire” informational and education seminars available through University of Idaho Work-Life programming.

I will continue to be subject to performance reviews. I will not be eligible for sabbatical leave, leave for professional improvement or personal leave of absence during the Program period. Military leave will require termination of the Program period. Upon reinstatement from military leave the benefit accommodation period and phased retirement may be reestablished.

I may not take promotion in rank; nor may I take on additional responsibilities for additional compensation, but will be eligible for regular pay increases.

The specific duties which I shall perform under this agreement are as follows:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I remain subject to, and responsible for compliance with, the Idaho State Board of Education and Regents of the University of Idaho Governing Policies and Procedures Manual and Rule Manual, as well as the University of Idaho Faculty-Staff Handbook, and other University policies as all may be amended from time-to-time without notice.

This Agreement may be terminated at any time upon the mutual written agreement of the parties.

**Eligible Employee:**

Print Name: ___________________________ Date

**Department Head:**

Print Name: ___________________________ Date

**Dean:**

Print Name: ___________________________ Date

**Provost:**

Date

**Vice President for Finance and Administration:**

Date

Attachment A - Planned Retirement Option Program Summary
Attachment B - Release Form