University of Idaho  
2015-2016 FACULTY SENATE AGENDA  

Meeting #27  
3:30 p.m. - Tuesday, April 26, 2016  
Brink Hall Faculty-Staff Lounge & Skype  

Order of Business  

I. Call to Order.  

II. Minutes.  
   • Minutes of the 2015-16 Faculty Senate Meeting #26, April 19, 2016 (vote)  

III. Chair’s Report.  

IV. Provost’s Report.  
   • Spread Pay Update  

V. Other Announcements and Communications.  

VI. Committee Reports.  

VIII. Special Orders.  

VII. Unfinished Business and General Orders.  
   • Vandal Alert Protocol (Dorschel)  

IX. New Business.  
   • Teaching/Research Assistant Parenting Leave (McMurtry/St. Claire)  

X. Adjournment.  

Professor Randall Teal, Chair 2015-2016, Faculty Senate  

Attachments: Minutes of 2015-2016 FS Meeting #26  
TA/RA Parenting Leave
Present: Adams, Anderson, Barbour, Brandt, Brewick, Brown, Caplan, Couture (Boise), Crowley (w/o vote), Dallas, Flores, Folwell, Foster, Godfrey (Coeur d’Alene), Hiromoto (Idaho Falls), Hrdlicka, Jeffery, LaPrath, Latrell, Mahoney, Murphy, Nicotra, Stoll, Teal, Staciesiak, Stevenson for Wiencek (w/o vote), Wolf. Absent: Boschetti, Chung, Wiencek (w/o vote). Guests: 7

The Chair called meeting #26 to order at 3:30. Given that the agenda wasn’t sent out twenty-four hours in advance it is necessary to have 2/3 of the Senate approve today’s agenda. A motion (Brewick/Folwell) to approve today’s Agenda passed unanimously. The Faculty Secretary inserted the following into last week’s minutes. “A Senator asked if under E-1 (1) an employee has a child join his or her family before the elapsing of the waiting period, could the employee then take parenting leave (which is permitted within 12 months after the child joins the family)? Ms. Ellers confirmed that this was permitted under this policy.” A motion (Stoll/Murphy) to approve the minutes (as amended) from the April 12th meeting passed without objection.

Chair’s Report: Chair Teal returned to the annual evaluation forms that we discussed last week. He noted that when the Senate sought to combine the two forms on the table there was another slight difference that had not been discussed. The FAC version of the form stated next to the check box “Faculty Member is meeting the performance expectations as defined in the position description...” while the version he presented stated “Faculty member is meeting the performance expectations of their Appointment...”. Some members of FAC have expressed a strong preference for their original version and Chair Teal suggests that we accept this portion of the FAC proposal as a friendly amendment to the hybrid form we passed last week. Hearing no objections this revision was accepted.

Chair Teal recognized Senator James Foster for recently receiving the University’s Distinguished Professor Award. This was met with applause from his fellow Senators. Chair Teal also recognized Senator Kat Wolf for receiving a Presidential Mid-Career Award. This was also greeted with applause although she was not able to be present today.

Provost’s Report: Vice Provost Stevenson stated that she had a longer report than normal today. She drew our attention to various searches that are currently in process:

- Dean of College of Education. Two candidates have been interviewed.
- Vice President for Research and Economic Development. Five candidates will be brought to Moscow and Coeur d’Alene. After the initial visit, some will be invited back for interviews at campus sites in Southern Idaho.
- Dean of College of Graduate Studies. This is an internal search that was posted today.
- Vice Provost for Strategic Enrollment Management. This search is just starting.

Vice Provost Stevenson reminded everyone that we have ongoing student recruitment efforts. UI Bound is this Saturday and Explore Idaho is the week after. Both of these are important recruitment efforts. A Senator asked a question about how these efforts have gone compared to last year. Senator Brewick reported that the first UI Bound was down, while the registration for the one this Saturday is up, so total participation is about the same. Vice Provost Stevenson also reported that the Strategic Plan was basically accepted by the Regents last week. The Provost will report on spread pay next week. She also announced that yesterday five proposals (out of 38) were accepted as Vandal Ideas and will receive startup funding between $40,000-80,000. The winning proposals were:

- Center for Digital Inquiry and Learning: Building Capacity Through Collaboration
Anyone interested in participating in one of these projects should contact those who submitted the proposal.

Spring 2016 Graduates. The Senate was presented with the list of Spring 2016 Candidates for Degree. A motion (Murphy/Hrdlicka) to accept the list was passed without objection.

FS-16-059: FSH 3050—Faculty Position Description. The Senate was presented with two marginally different versions of a new Faculty Position Description Form. Chair Teal stated that the difference between the version he was presenting, and the FAC version, were mainly formatting. One difference was that the language passed by the Senate last year referring to including learning outcomes on the syllabus was missing from the version FAC had received, but is now included in his version as a footnote. A Senator suggested the research he had seen on presenting information was not favorable to donut charts and he instead suggested that we use bar charts instead. Another Senator stated that he favored keeping the titles from the FSH contained in the FAC version. The reference to “scholarship and creative activities” is more all-encompassing and inclusive of a wider range of research activities. There was a brief discussion of where extramural service like manuscript review should be counted. It was pointed out that the current FSH explanation includes such extramural service as part of outreach. Apparently, this is not widely understood in some areas of the University. A motion (Brandt/Nicotra) was made to adopt the form proposed by the Chair with the changes suggested from the floor. These would include:

- Adopt a bar chart to show distribution of effort
- Retain the four category titles from the FAC version that reflect the FSH

This motion passed without objection.

FS-16-063: FSH 3710—Leave Policy (2014 remaining changes-non parenting). These changes to FSH 3710 are mainly remaining edits to leave policy to ensure that the policy is in compliance with federal law. Vice Chair Brandt read some further edits suggested by HR and the General Counsel’s office to clean up the policy after FAC had passed it. There was a short discussion as to whether Staff Affairs had reviewed these changes. The view of the Faculty Secretary’s Office was that Staff Affairs had reviewed earlier versions of this policy, but not the recent edits proposed by HR/GC. These proposed edits only came to Faculty Affairs a day ago and the minor edits, read by Vice Chair Brandt, came to the Faculty Secretary’s Office late last night.

Most of these changes were editorial, although a question was raised about the wisdom of dropping the term “reasonable” in C-8 and the phrase “within a reasonable period of time” from C-10. After some debate, a motion (Brandt/Flores) was made to accept the proposed edits from HR/GC with the exception of dropping the word “reasonable” from C-8 and the phrase “within a reasonable period of time” from C-10. The motion to accept the edits (with the exceptions above) passed without objection. The proposed changes to FSH 3710 as amended passed without objection.

FS-16-061 (UCC-16-044): Regulation J. Chair Teal welcomed back Professor Kenton Bird to discuss proposed changes to Regulation J. Professor Bird was at the Senate in his role as Director of General Education to propose two changes to Regulation J. This regulation is the section of the university catalog pertaining to general education. The first change in J-3 reflects UCGE’s desire to add the university’s
learning outcomes to the description. Professor Bird noted that in looking at other university catalogs, they frequently include the learning outcomes. In response to several questions, Professor Bird did not think that including the learning outcomes in J-3 would entail any changes in how courses are currently taught. Placing the learning outcomes here provides a preamble to the other general education course requirements that follow.

The second change is in Regulation J-3-e. The goal here was to allow a core science course to be counted as a diversity course. The Registrar’s Office suggested that the way J-3-e was written, it would not allow any of the natural science courses to be counted as a diversity course, or an international course. The wording changes will allow a broader range of courses to count as diversity or international courses. The vote on this proposal from UCC was 21-1-3.

**FS-16-062 (UCC-16-043): Law Expansion to Boise.** Chair Teal introduced Professor Richard Seamon from the College of Law to discuss the proposed expansion of law courses in Boise. The proposal is to begin offering 1st year law courses in Boise in 2017. Currently only 2nd and 3rd year courses are offered at the Boise campus. Currently the College of Law offers two sections of most 1st year courses in Moscow. The proposal is essentially to offer one section in Moscow and one section in Boise for these 1st year courses. To provide the teaching resources, three full-time faculty positions would move from Moscow to Boise and a new full-time faculty would possibly be added to the Boise campus. They are asking to receive legislative funding for the new positions and additional resources necessary to accomplish this transfer. In response to a question from a Senator, Professor Seamon clarified that the funding request was $732,000.

There was some discussion of what would occur if the UI was unable to obtain the necessary funding from the legislature. The answer seemed to be that the College of Law would seek to accomplish what it could through reallocation. This would obviously have to be subject to ongoing discussions and negotiations. If the proposal isn’t funded by the legislature, a Senator expressed concern that this potential reallocation might have effects on other parts of the campus. The point was made that there are various places on campus that could use some reallocation of funds.

A senator wondered that if this was successful, would there be a law school on the Moscow campus ten years from now? Vice Chair Brandt (from the law school) responded that it was certainly their intention to keep a law school in Moscow. She didn’t support this plan in order to move the law school from Moscow. Rather, she felt that in order to remain viable here, it was necessary to expand its offerings in Boise. Various Senators expressed the notion that it made sense for the law school to have a strong presence in Boise. However, some Senators expressed concerns about whether it was a prudent use of resources to have two sets of law faculty, one in Boise and one in Moscow. One stated that if we didn’t do this we might look back on this as a missed opportunity. After a variety of further comments on the benefits and possible problems of the proposed expansion the Chair suggested that we vote. The proposal passed 20-1-4.

**FS-16-064: FSH 2800—Student Fees.** Chair Teal invited Vice President of Finance Brian Foisy and Mrs. Trina Mahoney to discuss proposed revisions to FSH 2800 dealing with student fees. Mr. Foisy explained that FSH 2800 was currently out of date with Regent’s policy. All student tuition and fees are established by the SBOE. Their initial inclination was just to remove all of FSH 2800. However, after consultation with the ASUI, it was felt that some reference to appropriate consultation with the ASUI should be maintained in the *Faculty-Staff Handbook* (FSH). Thus the revision would now state: “Student tuition and fees will be approved in conformity with Idaho State Board of Education (SBOE) policy. In addition, the university president will consult with ASUI prior to establishing or revising any activity fee. The university president
will also provide opportunity for student feedback on proposed tuition and fee changes prior to SBOE approval.” This proposed change has received support from the ASUI President. A motion (Latrell/Brewick) to accept this proposal passed unanimously.

**Thesis/Dissertation Deadlines.** Senator Jeffrey reported on a letter he received from one of his constituents. The deadline for filing theses and dissertations has been moved up to April 22nd. Moving up the deadline has created ripple effects which effectively means that students must be done at earlier points in the semester. The problems caused by this shift are totally disproportionate to the advantages. Senator Jeffrey suggested that we might initiate a dialog with the Graduate School over this issue.

There was general agreement that this is an issue the Senate should look into; although, given that the end of the semester is fast approaching, the discussion will have to extend to next fall.

**Adjournment:** Having reached the end of a long meeting, a motion (Foster/Brewick) to adjourn passed unanimously at 5:07.

Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
Spread Pay
Agenda

• Context, Recap of Work
• Final recommendation from Taskforce
• Next Step – Memo from VP Finance on Options
Thank You

Rebecca Tallent (Chair)
Jack Miller
Yunhyung Chung
Marty Ytreberg
Sarah Nelson
Brandi Terwilliger
Mellody Miller
Cretia Bunney
Wendy Kerr
Mary Stout
Genesis and History

• Suggested over 5 years ago, stopped by President Nellis
• Suggested again a year ago along with consolidated fringe rate
• Decision to proceed occurred late Spring 2015
• Announcement came in June 2015
• Recalled the decision shortly after memo issued - needed more thoughtful discussion
To: University of Idaho faculty and staff  
From: John M. Wiencek, Provost and Executive Vice President  
Date: July 16, 2015  
Subject: Provost Forming Spread Pay Working Group

On July 6, my office sent a memo to UI faculty and staff announcing that, beginning with salary agreements for 2016-17, the university would no longer offer faculty and staff that are on less than a full calendar year contract the option of spreading their pay over the fiscal year. The decision to end spread pay was made last May and my July memo was the formal announcement of that earlier decision. Since making the announcement, I have heard from a number of people who were distressed by it.

I am convinced that more engagement and dialogue with faculty, staff and others is needed. This assessment is based on a careful review of the issue, a close look at the concerns from employees and meetings with several key stakeholders. I have recommended to President Staples, and he has agreed, that we do not move forward to eliminate spread pay until we come together as a UI community and discussed the issue more thoroughly. I am confident that together we can find a workable solution that minimizes or eliminates the impact on our faculty and staff and positions the university to minimize its legal and financial risks.

Together with Faculty Senate and Staff Council, I will establish a spread pay working group whose charge will be to investigate a range of options with respect to this matter. The charge of the working group will be shaped by President Staples, pending discussion at our next cabinet meeting on Monday, July 20. I anticipate the discussion at cabinet will consider the full range of options for the working group’s charge, from leasing things as they are now to eliminating spread pay in a manner that minimizes the impact on faculty and staff. I will continue to communicate with faculty and staff leadership as we go through this process and will send a more detailed plan of action next week.

I regret that our first order of business together has been difficult and I am committed to doing all I can to continuously improve the process we use to make important decisions like this one. Further, I recognize the phrase “part-time employee” is not an appropriate way to refer to our faculty and staff colleagues who work tirelessly year round to advance their craft and their profession and serve the UI community in remarkable ways. At the heart of this matter is the need to come together in a collegial and professional way with the same goal in mind: helping this great university grow and thrive.

I look forward to this opportunity and I hope you will join me.

John M. Wiencek, Ph.D.  
Provost and Executive Vice President  
Professor of Chemical & Materials Engineering

“I am convinced that more engagement and dialogue with faculty, staff and others is needed. ... I am confident that together we can find a workable solution that minimizes or eliminates the impact on our faculty and staff and positions the university to minimize its legal and financial risks.”

“I will establish a spread pay working group whose charge will be to investigate a range of options with respect to this matter.”
Summary of Taskforce Effort – Becky Tallent

1. The committee was formed with nominally 50% staff and 50% faculty.
2. The committee is split – mainly along those same staff vs faculty lines.
3. The faculty view spread pay as an important, longstanding benefit.
4. The staff view spread pay as undermining the Banner finance system to the point that there is significant risk to the UI.
5. Moving to deferred pay within UI causes multiple new problems – missing 3 pay periods for current employees, compensation deferred across fiscal years, IRS constraints/impacts.
6. Path forward – **do no harm.** Give current employees options. Let them keep what they have but also let them know that other options are available. Nudge employees to save via direct deposit strategies.
Over 83% of respondents feel the broad university community was consulted at or above expectations. Major goal of this work was accomplished.
Path Forward – Do No Harm!
Path for Current Employees

**FY2017**

- Those on spread pay will remain on spread pay (grandfathered), may elect to convert to regular pay.
- Notice to current spread pay employees by end of semester with education about options, benefits, etc.
- Grandfathered employees will be offered a financial incentive to move to regular pay in FY2018 (an irrevocable election), elect direct deposit, and appropriate direct deposit structure to allow savings for summer compensation.

**FY2018+**

- Default will change to regular pay, grandfathered employees may keep spread pay only by express written consent annually (IRS requirement).
- Grandfathered employees will need to acknowledge that they are forfeiting interest earnings, that bank-managed options exist to accomplish the same outcome, and that they may need to move to regular pay immediately (no transition time) if state requires change.
Path Forward – New Employees

**FY2017**

- Employees on less than 12-month contracts will be paid on standard pay (no spread or advance pay through UI)

- These employees will be encouraged to establish a dual direct deposit structure before receiving their first paycheck (e.g., providing a suitable one-time financial incentive at the end of the first contract year of employment)

- New faculty orientation in August 2016 will include sessions on financial literacy and managing pay through bank options

**FY2018+**

- Will continue on standard pay

- Financial literacy training can be provided throughout the year to reinforce good habits for managing pay – many topics available from UI banking partners
Over 88% of respondents find the proposed recommendations agreeable at some level and over 60% are completely satisfied with the recommendations.
Agree to:
• Standard pay beginning Fall 2017
• Enroll in direct deposit, if not already
• Dual direct deposit to checking and savings

Set aside 12% from each of 27 pays to fund the 3-paycheck gap 7/28/17-8/25/17

Set aside 25% from each of 19.5 pays to fund the 6-paycheck gap 6/15/18-8/24/18

To those who do:
Sizeable incentive pay in July-August 2017 timeframe
Comments, questions?

Additional poll results follow .....
Over 40% of respondents do not understand exactly what spread pay is - and thus, the pros/cons to spread pay vs regular pay.
2. The recent Spread Pay Task Force has recommended which of the following (check all that apply):

- B. Require all new employees to sign up for spread pay
- C. Move all regular pay employees to spread pay
- D. Incentivize current employees on spread pay to move to regular pay
- E. Allow all employees currently utilizing spread pay to continue to elect into spread pay on annual basis going forward
- F. Require all new employees to utilize regular pay
- G. Incentivize new employees to utilize automated savings options that provides benefits of the spread pay plan plus interest accrual.
3. Are you currently on Spread Pay?

- No: 11.1%
- Yes: 88.9%
4. Do you intend to continue to utilize spread pay?

Over 68% of respondents are open to moving to regular pay if incentives are appropriate.
5. What level of financial incentive would be appropriate to assist you in moving from spread pay to regular pay?

- More than $1,000: 63.6%
- $1,000: 18.2%
- $750: 9.1%
- $250: 9.1%
6. The Task Force was assembled to seek broad university-wide input and advice on the spread pay issue. Do you feel this goal was achieved?

- Significantly exceeded my expectations: 5.6%
- More open and participatory than I expected: 16.7%
- No, there was not meaningful input from broader UI community: 5.6%
- Not as much opportunity for input as I would like: 11.1%
- About what I expected: 61.1%
7. Are you satisfied with the final recommendations?

- No, not satisfied. I do not agree with any of the recommendations: 11.1%
- I think the recommendations are very good: 33.3%
- Mixed feelings – I agree with some recommendations but not all: 27.8%
- I think the recommendations are satisfactory: 27.8%
Need more info on incentive program. Interest earnings not significant enough to make the move.

Relieved ... thank you for allowing me to keep my spread pay option

Move to spread pay beginning August 15

Well done wrestling with this issue
## 9. Plan for Future Employees

<table>
<thead>
<tr>
<th>Count</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>It is a good idea to encourage young professionals to save by incentivizing the switch. It can be a short step to other kinds of savings programs started early in a career.</td>
</tr>
<tr>
<td>1</td>
<td>Keep spread pay</td>
</tr>
</tbody>
</table>
Charge to Taskforce

- Task force should educate itself on key issues and constraints (targeted completion: Oct. 15, 2015);
- Task force should investigate wide range of potential solutions (targeted completion: Nov. 15, 2015);
- Task force should develop most promising proposed solution(s) (targeted completion: Dec. 15, 2015);
- Solution(s) should be tested and vetted with appropriate administrative units (Payroll, Benefits, OSP, etc.) (targeted completion: Feb. 1, 2016);
- Task force should develop a communications and implementation strategy including a summative report with detailed work product summaries of each of the above phases (targeted completion: March 1, 2015).

1. Educate yourself and listen to constituent concerns
2. Remember that just as many folks were happy with the announcement as upset
3. Set emotion aside
4. Provide analysis, ideas, and options
5. Bring entire UI community into the conversation ... Communication!

-Agree that current spread pay is vulnerable
-Recommend deferred pay
-How to mitigate impact
-How to offer interest bearing options outside UI solution
Dear University of Idaho Colleagues

It has been awhile since my last update on the Spread Task Pay Task Force. At a recent meeting with the Provost, the task force reached agreement on the largest issue which I would like to share with you here. There is still more work to do, but we are on a forward path to make final recommendations to the Provost this spring.

Our current payroll options include accepting payment as it is earned (Standard Pay) or leveling the anticipated pay in a given fiscal year by spreading it out over even payments for the entire fiscal year (Spread or Deferred Pay). The task force agrees the current practice is highly valued by many employees and we should continue to offer an option that would allow employees to smooth their income over the entire year. But, the current method to accomplish this task could be challenged under State of Idaho law because this method pays employees in advance during the months of July and August. This also puts us out of step with the practices at other Idaho state institutions and agencies.

It is permissible under state law to allow employees to defer payment of income so that they can smooth pay out over an entire year. So, the task force is recommending the University of Idaho offer the Deferred Pay option to employees who desire to smooth their pay over the entire year. Such a method would start at the beginning of work for each contract as opposed to a July 1 start date as currently practiced.

With agreement on that point, the task force has additional questions to address. The change will require removing employees from the current spread pay system and placing them into either a standard pay or a deferred pay system, depending on employee preference, and asking all employees to make the cognitive choice between the two. This transition will require the affected employees to forgo pay for up to three pay periods at the beginning of the fiscal year in which such a change is implemented. The task force is currently developing recommendations on how best to mitigate this significant impact for the affected employees. We will implement such changes no earlier than the start of fiscal year 2017-2018 (July 1, 2017). The committee will discuss the timing and mitigation strategies with the Vice President of Finance Brian Foisy in an upcoming meeting.

The task force also recognizes there can be a personal benefit to managing an equivalent deferred pay option through banks or other financial institutions since such bank-managed or self-managed options will provide interest earnings on those deferred funds. This is still a spread pay plan, but it is managed by the employee’s financial institution rather than the university. Interest earnings in typical examples discussed were more than $100 per year. We will be working with some financial institutions to develop such a personal banking option for any interested employees.

We remain busy with this project, but we are also optimistic we will have a final recommendation before the end of the spring semester. Please feel free to follow up with members of the taskforce if you have feedback or questions.

Sincerely

Rebecca Tallent

Spread Pay Task Force Chair

Associate Professor, Journalism and Mass Media
Behavioral Science View of Spread Pay
(Yun Chung, Jack Miller)

• Behavior is not rational – people tend to make poor choices in absence of rules that nudge them
• Examples of nudging include opt-in default, use of target date funds
• Tendency towards procrastination, perception of defaults as advice, stress due to uncertainty in financial-making skills
• Survey of 25 College of Business faculty members: 22 support spread pay, 3 support options
Additional research on deferred pay, etc

• In order to be in compliance with IRS code, spread pay requests must be initiated by the employee (that is, the employer cannot simply default employees into a spread pay system).

• Spread pay calendars that begin in mid-August (in order to avoid advance pay) pose difficulties as well, because pay is pushed between fiscal years and must accommodate annual salary increases mid-cycle.

• For institutions receiving federal grants and contracts, use of 12-month spread pay also requires that pay be “deferred” back to the 9-month period of actual faculty service. This duplicate payroll reporting process “breaks” the salary encumbrance system in Banner.

• Third-party solutions are available, but they shift interest earnings from employee to vendor – ethically not viable.

• Banks can provide a spread pay alternative via dual direct deposit methodology – 75% to checking and 25% to interest-bearing savings account (over 19.5 pays)
M. FAMILY AND MEDICAL LEAVE FOR TEACHING, RESEARCH, AND GRADUATE ASSISTANTS.

M-1. Family and medical leave may be requested by an eligible teaching, research, and/or graduate assistant for the following reasons:

a. birth, adoption or foster care placement of a child;

b. parenting to care for or bond with a child within twelve (12) months following the birth, adoption or foster care placement of a child;

c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [M-5] of this policy; or

d. because of the teaching, research, or graduate assistant’s own serious health condition [M-5].

M-2. Family and medical leave for teaching, research, and graduate assistants is paid for by the department at no less than 80% of the assistant’s regular stipend, to be paid by the funding department or agency. Payment exceeding 80% is permitted at departmental discretion.

M-3. Eligibility. If the teaching, research, or graduate assistant has been employed by the university for a minimum of two (2) semesters and has worked at least 20 hours per week during the two semesters prior to the requested leave, the teaching, research, or graduate assistant is eligible for family medical leave.

M-4. Length of Leave. A maximum of up to six (6) weeks or a total of 120 hours of paid family medical leave may be granted to teaching, research, and graduate assistants during a single academic year. The length of unpaid leave following this period is to be determined by the academic unit(s) through which the teaching, research, or graduate assistant is hired.

When both parents are employed at the university as teaching, research, or graduate assistants, family medical leave taken for childbirth/parenting consists of a single benefit of up to a total of six (6) weeks for either parent (but not both parents, see M-15) or the single benefit may be shared between the parents. Up to ten (10) days of leave may be available to either parent for "parenting" (the bonding period after child birth related disability or for a non-birth mother or father. [C-7.f.]

M-5. Definitions.

a. "Serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three (3) consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two (2) or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or

2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).
6. parenting. “Parenting” is defined as the period of bonding that occurs within the first twelve (12) months of the birth, adoption or foster placement of a child in the family and ends twelve (12) months after birth or placement of an adopted or foster child for either parent. A teaching, research, or graduate assistant who has given birth may be eligible for family medical leave related to child-birth disability and may continue leave followed by a period of bonding or parenting which begins at the expiration of the disability of the birth mother and/or child if applicable. Up to ten (10) days of sick leave may be used by either parent for the bonding/parenting period (C, E-7 and M-3). (ed. 12-13)

b. An eligible teaching, research, or graduate assistant includes any assistant who meets all of the following criteria:

1. has completed two (2) semesters of service with the university as a teaching, research, or graduate assistant, and
2. has worked at least 780 hours during the two (2) semesters prior to the commencement of the requested leave, and
3. returns to work from the approved leave for at least thirty (30) calendar days.

M-6. Health benefits continued during family medical leave on the same basis as for any similarly situated teaching, research, or graduate assistant who is actively at work, regardless of whether the teaching, research, or graduate assistant is using other forms of accrued leave or taking leave unpaid. The teaching, research, or graduate assistant’s share of cost for health coverage is the amount that is typically payroll-deducted for the teaching, research, or graduate assistant’s own coverage and/or coverage for his/her dependents. The teaching, research, or graduate assistant is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the teaching, research, or graduate assistant must make arrangements to self-pay these amounts.

M-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

M-8. If there are reasonable circumstances to support that a teaching, research, or graduate assistant’s absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

M-9. When the need for family medical leave is foreseeable, a teaching, research, or graduate assistant must request an application for family medical leave at least thirty (30) days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, teaching, research, or graduate assistants must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an teaching, research, or graduate assistant may not claim an absence as a qualified family medical leave event unless done so within the first two (2) days of return from an absence.

M-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the teaching, research, or graduate assistant must provide certification from the health care provider caring for the teaching,
research, or graduate assistant and/or family member stating the leave must be taken intermittently. Teaching, research, or graduate assistants needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign a teaching, research, or graduate assistant to an alternative position with equivalent pay and benefits that better accommodates the teaching, research, or graduate assistant’s intermittent or reduced leave schedule.

M-11. Teaching, research, or graduate assistant on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require a teaching, research, or graduate assistant to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before a teaching, research, or graduate assistant absent due to his or her own serious health condition may return to work.

M-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

M-13. Family medical leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster care placement of a child.

a. Shared leave under L of this policy may not be used for the purpose of parenting; however, shared leave (if granted) may be used for the disability period related to childbirth.

b. Intermittent leave or reduced work schedule requests for parenting may not be granted, or may be cancelled by the university with thirty (30) days written notice, based on business needs of the university.

M-14. Family medical leave taken by two (2) teaching, research, or graduate assistants to care for a new born child or child placed for adoption or foster care or to care for a family member who has a serious health condition consists of a maximum six (6) weeks of leave for each assistant.

M-15. If the university obtains information from a credible source, such as the workers’ compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the university has the right to:

a. revoke leave;

b. not grant leave;

c. require new evidence to support the leave request;

d. require the teaching, research, or graduate assistant to return to work if the leave is not substantiated; and/or

e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

M-16. Upon return from family medical leave, teaching, research, or graduate assistants will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by the AVP for Human Resources or designee. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.
**M-17.** Family medical leave is not intended for individuals who do not plan to return to work. A teaching, research, or graduate assistant who applies for and is granted family medical leave and fails to return to work for at least thirty (30) days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage provided by the university during any portion of family medical leave. If the university is notified that the teaching, research, or graduate assistant does not intend to return to work, the family medical leave period will terminate immediately and the teaching, research, or graduate assistant will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the teaching, research, or graduate assistant will no longer have a right to restoration to the same or equivalent position. The teaching, research, or graduate assistant is responsible for contacting Employment Services to arrange for an exit interview.
SHORT TERM PARENTAL LEAVE for GRADUATE STUDENTS

The Graduate School
French Ad. Room 324
PO BOX 641030
Pullman, WA 99164-1030

Phone: (509) 335 -1446
Email: gradschool@wsu.edu
Fax: (509) 355 -1949

Name: (Last, First MI)                                          I.D. Number:

E-Mail Address:                                                Phone Number:

Program:                                                      Degree:

Doctoral: □    Masters: □

Campus: Pullman □    Tri-Cities □    Vancouver □    Spokane □    Online □    Int’l (F-1/J-1) Student: YES □    NO □

NOTE: Short-term parental leave may be granted to graduate students for the birth or adoption of a child for up to four consecutive weeks directly before or after the event. If both parents are WSU students, only one parent may take parental leave, or the four weeks may be shared between them; however, each student must submit a separate leave request form. Refer to the Short-Term Parental Leave Plan at: http://gradschool.wsu.edu/. Please make sure to attach your agreed-upon Academic Plan to this form before submitting it to the Graduate School.

Requested Parental Leave Dates: From________/_______/_______      To_______/_______/_______

Are you currently on an assistantship appointment?    YES □    NO □
Your reason(s) for requesting leave: □ Birth of child     □ Adoption of child
Is the other parent a graduate student at WSU?    YES □    NO □    If yes, please provide:

Name:_____________________________________  Academic Plan:_______________________

The above information is accurate and correct to the best of my knowledge.

_________________________               _______________________
Student Signature                  Date:                        

Program must complete the following section:

**NOTE: Replacement funds can only be requested for the Academic Year (Spring and/or Fall)

Are replacement funds requested? YES □    NO □
Academic Plan attached: YES □    NO □

Current Funding Status of Student: □ TA      □ RA      □ Other GA

Position Account Information: Please provide Program, Budget and Project Numbers:

_____________________________________________  ____________________________________________
Advisor Signature                            Date:               Program Chair               Date:               

Graduate School:                               Approved □    Denied □

_________________________               _______________________
Dates of Approved Leave                        Signature                  Date:                        

International Programs Approval:               _______________________

Revised 03/2014