For this afternoon’s discussion...

After meeting with the HRIS team, the list of issues increased from those I initially put forward and included the following:

- All “non-contract” reduction in pay would (at this time) require manual processing, which would not be feasible
- System cannot allow for an “overlap” between terms...cannot be in greater than 1.0 in same position
- This would also impact all GRA/GTAs...possible bargaining issue because of the “non-contract days” and extension of the end of the term, FTE between terms (not being able to overlap FTE between terms).
- Would most likely have glitches for 2-3 years before systems/processes developed that would allow it to work more smoothly

Based on the additional issues/concerns listed above as well as those initially presented, the original proposal will not be pursued.

**Becky and Rebecca have now asked if the FS would weigh-in on the following proposal:**

- Contracts issued for the same contract period: 9/16/2015 – 12/15/2015
- Start classes a week earlier. Classes would start on Monday, September 21st
- Observe Veteran’s Day on November 11th
- No classes held during Thanksgiving week (but still a paid week – for planning/grading, etc.)
- End of term/finals same timeline

The above proposal should not present an issue with CGE as long as we provide them with sufficient notice of the change in class start time, which is within management’s purview.

Donna

---

Dan,

I forwarded Becky my thoughts regarding the possible system/contract issues if we went forward with the proposed change to the 2015 Fall calendar. Becky would like to have the EC to review/discuss the issues/questions also. The meeting I have with the joint HRIS team to discuss the system issues will be next Tuesday.

Donna

---

Very comprehensive set of questions/issues. Maybe I want to change mind. I also ask that you bring this back to the EC on our behalf (next meeting?). Thank you, Donna. This is really a good summary.

Becky
Below are some quick thoughts/questions that I thought we would want to consider/research when reviewing the current proposal of changing the fall calendar/contracts beginning in 2015:

Contract to begin 9/15/2015 and end on 12/22/2015 with 5 “non-contract” days for the week of Thanksgiving:

- Possible programming changes in OSCAR related to contracts/job forms – estimated cost/time
- Instructors appointed on a term-by-term basis, may view this as a loss of the Thanksgiving Holiday because the week is now considered “non-contract” and 5 extra days are being added to the end of the contract...trading out a 3 day week for a 5 day week
- Instructors, both term-by-term and those appointed on an annual basis may view this as a loss of planning days between the Fall and Winter terms which they had been previously compensated

- Changes to Payroll – what changes may be needed
  - How do we account for the “non-contract” days in November?
  - Are the non-contract days for all instructors: term-by-term, multiple term and those appointed annually? (need to define impacted population)
  - Do employees only receive 3 weeks pay in November, rather than a full month? (for those appointed annually also?)
  - If so, employees would then receive 3 weeks pay in December, rather than the current half month pay?
  - Additional Calendar needed in EmpCenter?

- For instructors that are appointed on a term-by-term basis...
  - Fall term would be for 9/16/15 – 12/22/15
  - Winter term appointment would be for 12/16/15 – 03/15/2016
  - Possible for an employee to be above 1.0 FTE for that 1 week overlap...is that okay?
  - If the above is the case, for those appointed annually...they wouldn’t see the additional FTE/overlap for the week.

I can take the systems and payroll related questions to the next joint payroll/HR HRIS meeting next week. Let me know if you have answers to any of the questions or if you want to add for questions to the list for the HRIS team to consider.

Donna Chastain