

TO: Staff Senate
FROM: Pauline Palko, Staff Senate Secretary
DATE: September 30, 2015
SUBJECT: Minutes of September 9, 2015 Staff Senate Meeting

give us an update on Title IX, and that Mr. Wetherell be granted permission to

All employees, faculty, administrators, staff are considered Responsible Persons.

Our legal obligations begin when we know or should know that something happened.

We know that something has happened when someone calls Ms. LaPorta or Dean Rivera (deputy Title IX coordinator).

Anyone who has the authority to redress student experiences, i.e. report any incidents of misconduct

When you learn of an incident of sexual misconduct in our community involving student, faculty, or staff, you must inform Ms. LaPorta.

All faculty, all staff, must report to Ms. LaPorta.

All employees will receive an email outlining the policy and providing resources to help you understand and follow protocol. Students trust us, they come to us. Email will give you talking points to facilitate a difficult

Ms. LaPorta stressed that we are responsible to everyone in the University of Scranton community, not just our students.

New Time Card Format

Mr. Clay Nottelmann displayed a PowerPoint slide with the soon-to-be-released upgraded time card, stating that he expects the new cards to begin use at the end of October or beginning of November.

Vjg"ewttgpv"ectfu"ctg"qwvfcvgf."pqv"wugt"htkpfh{"fqpøv"ceewtcvgn{"ecrvwtg"vkog" and attendance of employees. This is an effort to simplify and make more accurate.

The new cards are larger apf"ykn"dg"{gnmqy"tcvjgt"vjcp"itggp"uq"gorng{gguyqpøv" confuse the two.

Updates include more accurate and simplified pay codes:

- The work week better defined,

- Includes code for inclement weather.

- FMLA paid and unpaid added to time card because we are required to report that.

- Mission and Community Service codes added.

- Now exempt and non-exempt are the same.

All hours worked for non-exempt employees have to be annotated on the day that it was worked, even if there were more than two breaks (meal period, appointment, etc.) in the day. If someone takes more than two breaks in a single day, the employee must use a second time card to record the time.

Time card must be completed legibly in ink and signed by both the employee and vjg"gorng{ggøu"uwrgtxkuqt. If employee makes a mistake, use a new card.

No need to explain overtime, simply document on the card.

Annotate on the card any alternate schedules. Card must still be signed and submitted every week by noon.

It is legal to turn card in before all hours worked on Friday.

Iv"ku"vjg"uwrgtxkuqtøu"tgurqpukdknkv{"vq"notify payroll of any adjustments after the time card has been submitted.

Mr. Nottelmann stressed that time cards must be signed and delivered to the payroll office each Friday by noon. The employee will not be paid if the card is not turned in on time, or is missing signatures.

It is the uwrgtxkuqtøu responsibility to have the cards delivered on time.

If a supervisor is out that day or for the week, another supervisor must sign the card. It is not appropriate to have a colleague sign the card.

Cecfgoke"fgcpu"mpqy"vjg{"owuv"ukip"vjg"ugetgvct{øu"vkog"ectf."y jgp"vjg"ejckt"qh" the department is out.

Mr. Nottelmann clarified that payroll is part of Finance, but Human Resources helps keep time and attendance records compliant.

Mr. Nottelmann is looking into electronic time and attendance systems. This new time card is the first step. He noted that a move to an electronic system would not happen quickly. Even if we found a suitable system immediately, it would be eighteen months to two years before it was in place and operational.

Liaison's Report

Legislatures have decided that background checks are not required for all employees of college campuses. Checks are required for only a few key people and some faculty. Most staff will not need background checks. We have until the end of the year to be compliant.

President's report:

Mr. Wetherell noted that Ed Steinmetz, Senior Vice President for Finance has asked to speak at the October senate meeting, to provide more details on the five-year budget plan, early retirement, filling positions, and looking forward.

Motion was raised and seconded. Approved.

Regarding increase in catering costs, (send out after the meeting?) Ms. Aschenbrenner sent Mr. Wetherell the breakdown he had asked for: coffee increased 43%; Salad 29%; Cookies 29%. Vegetables and Dip decreased. Mr. Wetherell passed along Ms.

Aschenbrenne

Senators also asked for clarification on rules for using catering. What are the
repercussions for using catering? What are the rules for using catering?

10:00am the second Tuesday of each month in the Public Safety Office. Anyone interested should contact Mike Baltrusaitis, Don Bergmann, or Mr. Sakowski.

Regarding the Connexions Program, Ms. Schofield reached out to both newly hired secretaries in St. Thomas, met with each of them once, and has not heard anything from Human Resources.

Due to time, Mr. Wetherell called for a motion to adjourn, motion seconded.

Meeting adjourned 11:36am.