



Contact Us

Staff Senate
Department 3413
1000 E. University Ave.
Laramie, WY 82071

Room 102, Merica Hall
Phone: (307) 766-5300
E-mail: staffsen@uwyo.edu
Web: www.uwyo.edu/staffsenate



8/12 Meeting Agenda

- I. Roll call
- II. Approve July minutes
- III. Approve August agenda
- IV. Administration reports
 - A. Div. of Admin.
 - B. Human Resources
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

August 12, 2015

Staff Senate Meeting

August 14, 2015

Last Day of Summer Classes

August 27-28, 2015

Move-In 2015

August 31, 2015

Fall semester begins

Last day to purchase pre-tax parking permits



Highway Cleanup, 2015

STAFF SENATE NEWS

July 2015

2015 Highway Cleanup

Several members of UW Staff Senate and family members and additional UW staff participated in the 2015 Highway Cleanup on July 21 from 2:00 to 4:00 p.m. UW Staff Senate has adopted a two-mile stretch of Highway 230 near the Laramie Water Treatment plant approximately 20 miles from Laramie.

UW Staff Senate members participate in many service activities throughout the year, and all staff and faculty volunteers are welcome to serve with us. For more information, see [Service Activities](#) on the UW Staff Senate website.

Ask A Question: Mediation

Got a question of about the University of Wyoming or your employment here? Ask away at: staffsen@uwyo.edu.

QUESTION: "There used to be a mediation alternative offered to staff through HR where a staff member could ask for an HR representative to assist them in resolving employment problems. It's still listed on the website, but I was told by an HR rep that this option isn't offered anymore. Could Staff Senate please find out what other options there are and post a clarification of this policy? Thank you!!"

ANSWER: (From Mark Bercheni, Compensation and Classification Manager, HR) "Thank you for pointing out the mediation statement on the website. Mediation was a service that was discontinued and taken out of the handbook back in 2011. I'll make sure that the website gets updated."

UW Staff Senate is currently investigating whether alternatives to mediation are available.

Points to Ponder: Fiscal System Changes

UW's financial accounting and reporting systems are being evaluated as the first step in a four-part process to transform the way the university tracks and reports financial information. This overhaul of the fiscal system comes as a result of the recognition that current reporting capabilities are outdated and are not standardized across campus, as well as in response to a recent program audit by the Wyoming Legislative Services Office for the Legislature's Audit Committee.

In their July meeting, the trustees authorized a contract of up to \$1 million with Huron Consulting Group to evaluate UW's financial and reporting processes. Huron



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was selected from a group of 10 vendors that responded to UW's request for information from firms with experience in higher education financial accounting and reporting.

The initial funding for the evaluation is a \$1 million legislative appropriation, accompanied by a match of \$750,000 from university sources. The available funding will pay for staffing, office operations and consulting. Megan Hanneman, director of shared business services, heads the effort from the UW staff.

The fiscal systems overhaul will take place in four stages: (1) needs analysis; (2) business process analysis; (3) technology review; and (4) implementation. Input from campus constituencies will be solicited at appropriate junctures during the overhaul process.

Did You Know? Paying for Parking Permits with Pre-Tax Dollars

Faculty and staff parking permits went on sale July 13 and are \$196.00 for an annual permit and \$98.00 for a semester permit. Motorcycle permits are \$22.00 for an annual permit and \$11.00 for a semester permit.

As a part of the UW Transportation Fringe Benefit Plan, UW offers benefited employees the opportunity to pay the parking permit fee with **pre-tax dollars**. This plan is available exclusively through a **payroll deduction**.

The enrollment period to take advantage of this benefit plan runs through **August 31st, 2015**; any parking permit request submitted after this date will be processed without the pre-tax benefit.

If you decide to choose the pre-tax plan, please follow the renewal instructions before the deadline. Once processed, permits will be mailed or made available for pickup in mid-August.

Payroll deduction can be made in a lump sum or on a monthly basis. No form or signature is required. Your online submission will be sufficient for processing. **Payroll deduction is the only way to utilize the pre-tax benefit.** (Please note: Refunds cannot be issued for any pre-tax deduction that has been taken out of an employee's paycheck. Semester permits must be deducted as a lump sum.)



Congratulations to Michele Peck, UW staff Employee of the Second Quarter. Michele is a staff assistant in the Office of the Vice President for Academic Affairs.

New employees must order their permit within 30 days of their start date to qualify for the pre-tax benefit.

Know Your Senators – David Keto

David Keto is a Media Producer for the University of Wyoming Extension in the College of Agriculture & Natural Resources. He helps faculty and staff in Extension and throughout the college communicate their work through video. David gets to travel the state making videos and learning about a wide range of topics from gardening and nutrition to community development and renewable energy. He also helps train faculty and staff who want to try making their own videos and other types of media.

David is just completing his fourth year with UW and has only been on Senate for about eight months. As a senator, David is enjoying learning more about how the university functions and gaining a better understanding the structures and policies that govern our university. He serves on the Communications and Elections & Credentials committees and he hopes to improve communications with staff and increase staff engagement with Senate.

You can reach David at dketo@uwyo.edu or 766-5695 or feel free to drop by Ag Rm 33. Have More Questions? Send an email to staffsen@uwyo.edu or call 766-5300.



Staff Senate receives numerous questions about labor law and UW policy. In this **Policy Corner**, we share resources and information with you that may be of help. For further questions or concerns, employees can contact Human Resources or browse the information available from the **U.S. Department of Labor** or **Wyoming Workforce Services**.

Who Receives On-Call Pay?

Are you **Engaged to Wait**, or **Waiting to be Engaged**?

According to the Fair Labor Standards Act, a non-exempt employee who is **Engaged to Wait** must be compensated with on-call pay, while an employee who is merely **Waiting to be Engaged** does not have to be paid.

But how can you tell if you're **Engaged to Wait**?

Employees who are not free to leave the vicinity of their workplace (e.g., drive from Laramie to Cheyenne or Fort Collins) or who must be able to return to work within 20 - 30 minutes is considered to be **Engaged to Wait**. Similarly, if they must be available by phone at all times, or cannot consume alcoholic beverages, this would make

such employees **Engaged to Wait**, and, therefore, they are on-call and must be compensated.

If an employee is not receiving on-call pay, they are **Waiting to be Engaged** and their freedom cannot be constrained in the same way. They cannot be required to answer their personal phone, respond within 20 minutes, stay in town, refrain from consuming alcohol, and so on. The time outside of their designated work hours belongs to them, and they do not receive on-call pay for that time.

For more information, click [here](#).

Staff Senate is currently researching the guidelines for exempt employees who are asked to be on call. We will share this information as soon as it becomes available.