



Contact Us

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10/5 Meeting Agenda

- I. Roll call
- II. Approve September minutes
- III. Approve October 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

September 14 -16
Board of Trustees' Meeting

September 16
Highway Cleanup

September 17
Campus Pass

September 20
Meet the President

October 5
Full Staff Senate Meeting



Welcome Back Students!

STAFF SENATE NEWS

September 2016

Financial Crisis Advisory Committee Soliciting Staff Input

UW faculty were invited to participate and give input last week during the Financial Crisis Advisory Committee's (FCAC) scheduled listening sessions and now it is UW staff's turn. UW Staff Senate and the FCAC request your input on the current budget situation, ideas on finding potential efficiencies at UW, improving staff morale, and anything else you would like to share with us. In order to facilitate this, two more staff listening sessions are scheduled this September:

- **Wednesday, September 14, 10:00-11:00, Business 129**
- **Thursday, September 15, 2:00-3:00, Classroom Building 133**

If you are not able to attend a listening session, feel free to submit your input by email at uwpres@uwyo.edu or staffsen@uwyo.edu, or via our anonymous form by clicking [here](#).

Highway Cleanup

UW Staff Senate invites you to join us for our annual highway cleanup on Highway 230 southwest of Laramie. We will meet at 3:30 p.m. at the Water Treatment Plant on Friday, September 16th. We will provide safety vests, bags, and water bottles. Participants will need to bring gloves and sunscreen and wear closed-toe shoes.

Join UW Staff Senate in Homecoming Activities!

With homecoming week coming up October 1-8, UW Staff Senate invites all staff members to show their Poke Pride and take part in creating the Senate's



UNIVERSITY OF WYOMING

homecoming float. Once again, this year's Homecoming theme is "Once a Cowboy, Always a Cowboy."

UW Staff Senate also invites all staff members to join senators in the parade, which is scheduled at 9:30 a.m., Saturday, October 8. More details will be forthcoming.

If you are interested in helping out or walking with senators during the parade, please contact us at staffsen@uwyo.edu and we will send you event updates.

Meet the President With UW Staff Senate

UW Staff Senate invites you to join us for a reception with President Nichols on September 20th at 1:00 pm in the Union Family Room. Come meet the president and enjoy light refreshments with your fellow UW staff members. We hope to see you there!

Ask A Question: Can Employees Be Required to Work Through Lunch?

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

QUESTION: Due to reduced staffing, our office staff may be asked to take shorter lunch hours or remain at our desks while we eat in order to cover the office over the lunch hour. In the past, when staff members agreed to cover the office over the lunch hour, they worked a shorter work day so that they were not exceeding eight hours. Is this still the rule, or can we be required to stay in the office for some or all of our lunch hour?

ANSWER: The Department of Labor (DOL) addresses the question of lunch breaks in **Fact Sheet #22: Hours Worked Under the Fair Labor Standards Act (FLSA)**. If non-exempt employees are required to remain in the work area and be available to perform work during their break, then this is considered paid work time. In order for a meal period to count as unpaid time, the staff member "must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating." An expectation that the employee be available to "cover the office" while eating, whether any work is performed or not, would require that the meal period be counted as work time. If the non-exempt

employee's work hours are not adjusted accordingly to account for the additional work, the employee would be entitled to earn compensatory time or overtime.

The DOL even uses such a case as exemplar of typical problems encountered when determining hours worked: "Problems arise when employers fail to recognize and count certain hours worked as compensable hours. For example, an employee who remains at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty."

Points to Ponder: Workload and Job Change Questions

At our September full Senate meeting, senators spoke with Interim HR Director Mark Bercheni and Vice President Bill

Mai concerning the many questions we have received during this financial crisis on workload, job changes, and transitions for part-time, benefitted employees. While we have not found resolution for all the issues that have been brought to us, we can share the following:

1. Part-time benefitted employees who have not been informed of what their status will be as of October 1st will still be entitled to the minimum 30 days written notification that is required in the UW Retrenchment Policy. For more information see the **Employee Handbook, section III. J**. In addition, part-time employees can request information on any upcoming changes to their terms of employment from their supervisor or appointing authority. Any staff members and appointing authorities who are not sure of what the changes will be should contact Human Resources to begin the conversation as soon as possible.
2. UW Staff Senate has raised the issues of significant increases in workload and position changes with Human Resources and the Department of Administration. We will continue to address the issue of workload, and to request that strategic realignments of staffing be implemented in a thoughtful and fair manner. In situations where a staff member has been given the duties that would normally be included in a



different staffing classification (and pay grade), PDQ audits are available. Employees who anticipate an upcoming PDQ audit and would like to have a clear record of their daily job duties should record such using a work log template. Staff Senate has provided a template for a **daily work log** that employees can use for this purpose. **Presidential Directive 4-2013-1 section 8** states that an employee can be required to temporarily perform the duties of a position with a higher pay grade with no additional compensation for 30 calendar days. If the change is expected to continue after the 30-day period, the supervisor or appointing authority should work with Human Resources to bring the staff member's classification and compensation into alignment with their new job responsibilities. Staff Senate will continue to address these issues and to keep our constituents updated as quickly as possible.

Did You Know? CMS Changes and WyoCloud CMS Changes

The UWYO website redesign is almost ready to go live. **Institutional Marketing** has created new site-wide templates to provide an improved experience, especially for mobile visitors, modernize the design, improve ADA compliance, and increase video and graphic content. These new templates are currently available for site authors' use in the CMS.

CMS users are not required to update their sites, as all pages will automatically move to the new templates on October 3. However, content will likely need to be reformatted or otherwise adjusted to make the best use of the new templates and keep your site user-friendly.

As such, site authors are encouraged to update the templates on their pages this month. All updated pages can only be published to your WEBDEV sites until September 29. Publishing to uwyo.edu will open on October 3. No updates, using new or old templates, will be published on uwyo.edu between September 19 – October 2, although you can still modify content on WEBDEV sites.

Open work sessions and **webinars** are available now through Information Technology for those interested in more information or assistance using these new templates. More information on the updates can be found on the **CMS Knowledge Base** site.

WyoCloud

WyoCloud is the new finance, administrative, research support, and reporting system that you've been hearing so much about. With such a big change coming to

technology systems and reporting, there have been a lot of questions and concerns floating around. The **WyoCloud website** can help answer those questions about the new Oracle Fusion Cloud system and the services provided by Huron. It includes the reasoning behind choosing these systems, what UW hopes to accomplish, the timeline for implementation, and a breakdown of the costs associated with this process. Slide decks from the project team and contact information are also provided.

Know Your Senator: Robert Holzwarth

Robert Holzwarth is an Associate University Architect with UW Operations, Facilities Architecture Office. He grew up in the Midwest (near St. Louis), attended architecture school in Kansas (KSU), and received his MBA from UMKC. Robert has worked as an architect/capital project manager in Kansas City, Missouri and most recently at Iowa State University in Ames, Iowa. His wife Stacey works in Shared Business Services at UW. Their daughter Emily will be entering the third grade this fall and loves to swim. Robert's hobbies include: drawing, classic car restoration, home improvement, skiing, gardening, and running.

Robert states that UW Staff Senate should serve as the outspoken voice and conscience for all UW staff, regardless of position or title. This includes: being a strong (and respected) advocate for improvements to the campus workplace (including all facilities), health/wellness programs, competitive salary/benefits and, ultimately, making UW a great place to work. These are very difficult tasks right now, given the tough financial challenges facing this university, but they have to be done.

You can reach Robert at Robert.Holzwarth@uwyo.edu.

