



## 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](mailto:staffsen@uwyo.edu)  
Web: [www.uwyo.edu/staffsenate](http://www.uwyo.edu/staffsenate)



## 11/2 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

**November 16 -18**  
Board of Trustees Meeting  
([link to meeting materials](#))

**November 16**  
Thanksgiving Dinner ([link](#))

**November 23-25**  
Thanksgiving Break, no classes

**December 3**  
Outdoor Gear Swap

**December 7**  
Staff Senate Meeting



# Give Thanks...

# STAFF SENATE NEWS

## November 2016

### Nominations for Employee of the 4th Quarter

Nominations for the UW Staff Employee of the 3<sup>rd</sup> Quarter close on **Friday, December 9, at 5:00 p.m.**

The award recognizes deserving staff members for their efforts toward excellence in the workplace. Winners receive a variety of prizes and qualify for the Employee of the Year award.

[Click here for instructions](#) and [nomination forms](#).

### Holiday Market Alternatives

While the Union will not be hosting the Holiday Market this year, Laramie offers several alternatives to this event.

Small Business Saturday, hosted by Laramie Main Street Alliance, will be on November 26<sup>th</sup>. Iverson Memorial Hospital's Craft Fair and the Gamma Bazaar at the Albany County Fairgrounds are both scheduled for November 12<sup>th</sup>, and the fairgrounds is also hosting the Holiday Bazaar on December 3<sup>rd</sup>. Finally, a holiday market is scheduled for December 2<sup>nd</sup> at the Ramada Inn.

### Points to Ponder

#### Changes in the Retirement Contributions

Effective July 1, 2016, the retirement contribution rates have been adjusted as dictated by the Wyoming Retirement System. The adjustment also applies to TIAA participants.

The employee contribution has increased from 2.055% to 2.305%, in keeping with a four-year plan for adjusting the employee contribution rate put in State law in 2013, which will be fully phased-in by July 1, 2017 when the employee contribution will increase to 2.68%.



# UNIVERSITY OF WYOMING



The State contribution is 14.315% of gross pay and will level out to 13.94% beginning in July 2017, which ultimately represents a 1% increase in contributions.

The total phased-in contribution is 16.62% of gross income, up from 14.62% in FY2014.

### Open Enrollment

It's officially fall, and that means it's also **open enrollment time** for insurance options, as well as for flexible spending accounts for dependent care and medical reimbursements.

All enrollment forms are due to HR by November 30<sup>th</sup>.

### Ask A Question: Do UW Staff Salaries Align With the State?

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

**QUESTION:** A recent article in the Boomerang stated that UW staff salaries are lower than the salaries for the equivalent positions at the state. Some of the commenters didn't seem to believe that. Is there any data showing how we compare to the state in terms of salary?

**ANSWER:** The most recent study on this question was completed in 2014. Positions were matched up if they shared at least 67% of job duties. Then the average salary for the position at UW was compared to the average salary at the State for the corresponding position.

The study found that for the majority of positions, UW salaries were significantly lower than their equivalent position at the State. Staff Senate has been working to bring this disparity to the attention of administrators, trustees, and legislators. As ongoing efforts are made to realign UW employee benefits with those offered to State employees, we will continue to bring the issue of the salary gap into the conversation.

To view the results of the 2014 study, [click here](#).

### Did You Know?

#### Insurance Benefits Changes

To offset increased costs and in lieu of increases in insurance premiums, changes are being made to insurance benefits beginning in 2017.

Insurance plan deductibles will increase significantly for the two lowest deductible plan options. Those enrolled in the \$350 individual/\$700 family deductible plan will see their deductibles increase to \$500/\$1000, while those enrolled in the \$750 individual/\$1500 family plan will see their deductibles increase to \$900/\$1800. The high deductible plans and the \$2000/\$4000 plan will not change.

There are also some changes to reimbursement and co-insurance levels for out-of-state or non-participating providers:

- The health plans base coinsurance for non-participating Wyoming medical providers will move from 80% to 75%.
- The health plans base coinsurance for out-of-state participating medical providers will move from 80% to 75%;
- The health plans base non-par provider reimbursement schedule will move from the 90<sup>th</sup> percentile to the 80<sup>th</sup> percentile; and
- The health plan will no longer accept provider assignment of benefits for on-participating providers. In other words, all payments for medical services for non-participating providers will be sent to the member and not the provider. Participating providers will continue to be paid directly.

In addition, the Optional dental plan will increase the State's co-insurance payment for dental basic restoratives services from 50% to 80%.

More information can be found on the [Benefits Press newsletter](#) or on the Human Resources [website](#).

### Know Your Senator: Sarah Dahlberg

Senator Sarah Dahlberg is the Supervisor of Accounts Receivable and has been with the Financial Services Business Office for almost four years. She is a proud UW alumna and loves being a part of higher education experience.

Sarah and her husband of 11 years enjoy a variety of outdoor activities, including trail running, mountain biking, and skiing at Happy Jack, hiking mountain peaks around Wyoming and Colorado, and gardening during the beautiful summer months.

Sarah recently joined the UW Staff Senate this summer to get more involved with the other staff members, faculty, departments, and administration. She knows the University is stronger working together, so she would like to see campus-wide communication and collaboration especially during this time of budget reductions. She feels it is important that all voices are heard throughout campus and therefore hopes to increase constituent input. She hopes Staff Senate can also help foster a positive, supportive network for our University community.

You can reach Sarah at [sdahlbe1@uwyo.edu](mailto:sdahlbe1@uwyo.edu).

## Staff Senate Events

### Veterans Day 2016

Please join us for a reception in honor of UW's Veteran's Friday, November 11th, 10:00am – noon at the Fireplace Lounge in the Union. Help us ensure that our veterans know we deeply appreciate the sacrifices they have made to keep our country free.

### UW Strategic Planning Listening Sessions

Dialogue and listening sessions to help craft the University of Wyoming's strategic plan continue this week. Each session focuses on a particular aspect of the university, with discussions led by co-leaders selected by Provost and Vice President for Academic Affairs Kate Miller. Members of the UW community and the public are invited to express their hopes and dreams for the university in those specific areas. Sessions are available via Wyocast during the session and **audio** is available for seven days after the session.

Win some Holiday Cash!



Staff Senate 50/50 Raffle  
Tickets \$1 each or 6 for \$5

### Listening Sessions Schedule

**November 10**, 9-10am, Classroom 105: Academic Programs, Curriculum & Academic Quality, Derek Smith & Ricki Klages

**November 15**, 9-10am, Engineering 3112: Extended Education & Lifelong Learning, Karen Bartsch Estes & Meg Van Baalen-Wood

**November 17**, 2-3pm, Engineering 3076: Diversity, Inclusion & Internationalization, David Messenger & Cecilia Aragon

**November 22**, 2-3pm, Health Sciences 427: Engagement and Outreach; Economic Development & Vibrant Communities, Jeff Clune & Mark Northam

**November 30**, 11am-12pm, Health Sciences 463: Information Technology, Dimitri Mavriplis & Jen Chavez

**December 1**, 10-11am, Classroom 105: University Structures & Organization, John Mittelstaedt & Jacquelyn Bridgeman

**December 1**, 4-5pm, Classroom 103: Undergraduate Recruitment & Enrollment, Chip Kobulnicky & Mary Aguayo

**December 7**, 9-10am, Classroom 118: Research, Scholarship & Graduate Education, Bryan Shader & Suzie Young

**December 14**, 10-11am, Classroom 118: Engagement and Outreach, Economic Development & Vibrant Communities, Mark Northam & Jeff Clune

**December 14**, 2016, 1-2pm, Classroom 103: Design, Master Plan & Campus Aesthetics, Larry Blake & Tony Denzer



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**.

### Fair Labor Standards Act (FLSA) Update

As many of you know, the Fair Labor Standards Act (FLSA) regulations governing overtime have been changed and will go into effect on December 1, 2016. The primary change is that for employees who have historically been exempt from overtime, the salary level to remain exempt has risen from \$23,660 per year to \$47,476. This change in the FLSA will impact ~386 currently exempt employees. The amount to be divisible by 12 for payroll purposes is 47,484.

The General Counsel's Office and Human Resources have been working with units across the university to review all the current exempt employees who will fall below this new salary threshold. The complete review and action plan has been approved by President Nichols.

Supervisors will be receiving a letter for each of their employees who will be impacted. The supervisor and employee will meet to discuss the changes that are effective December 1, 2016.

The current vacation accrual rate will be retained for those who will be changing to non-exempt. Any new hires into vacated positions will start with the standard non-exempt vacation accrual rate.

For those employees who will be changed to non-exempt, the following will be the major modifications to their employment:

- The employee will need to fill out the non-exempt time sheet which records hours worked, along with vacation and sick.
- The employee will need to closely communicate with their supervisor on appointments that are during standard work hours.
- The supervisor must pre-approve any time worked over 40 hours in a week.

By the regulations, "teachers" are exempt from the Salary Level test. Post-Docs, Lecturers, Extension Educators, Research Scientist Associates, and Research Scientist Assistants will remain exempt.

The UW HR office, in conjunction with Payroll, is offering upcoming training sessions on FLSA regulations, travel time, comp-time, and the time reporting system.

The following sessions will be held in the Wyoming Union Sinks Canyon Room:

- Friday, November 11, 9:00 a.m. – 11:00 a.m.
- Friday, November 11, 3:00 p.m. – 5:00 p.m.
- Thursday, November 17, 9:00 a.m. – 11:00 a.m.

[Click here to register](#)

The following session will be held in the Classroom Building, room 310.

- Thursday, November 17, 3:00 p.m. – 5:00 p.m.

[Click here to register](#)