

STAFF SENATE CLERICAL ROUNDTABLE MINUTES

November 10, 2022; 12:00 PM

[Clerical Roundtable Zoom Link](#)

Your Senators

Amy Black, Faculty Administrative Assistant, Philosophy

Peggy Doolittle, Secretary, Parent/Community Relation Office of Annual Giving

Melissa Eckenrode, Administrative Assistant, English

Cheryl Evans, Administrative Assistant, Financial Aid

Kym Fetsko, Administrative Assistant, Weinberg Memorial Library

Kristi Klien, Coordinator for PCPS Academic Affairs

Andrea Malia, Administrative Assistant, VP Mission and Ministry

Pauline Palko, Administrative Assistant, Dean of Students

- Twenty clerical staff members attended either in-person or on Zoom, 6 Clerical senators and Patty Tetreault also attended.
- Senator Peggy Doolittle offered the opening prayer
- Submitted Questions – Patti Tetreault
 - *Can you provide an update on the new timecard system?*
 - No update at this time. IT is reviewing the planned update to the Banner System, to see if adding a timecard system to it is feasible.
 - *Are there any opportunities to continue more professional growth and development? Is there anything staff can do to spearhead this or come up with funding opportunities to help each other gain access to resources for improving professional development? I would think that maybe if everyone works together they might come up with some helpful resources to continue to improve in the clerical, academic, and professional staff avenues.*
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 - *Working remotely when University not closed but roads are bad (schools in area closed).*
 - At this time, a snow day is a snow day. If the University is open and the roads in your area are bad and you are not comfortable driving to work, you would have to clear working from home that day with your supervisor. This is NOT a day off with pay. You must be able to be productive from home for the 7 hours, be able to access email, forward the phone, access work you need to complete. There is no policy forbidding it, or specifically allowing it. It is department and supervisor dependent.
 - *Are there any retirement incentives being considered?*
 - Not at this time, retirement incentives are expensive for the university and we must have the money in the budget.
 - *Topic: mandatory online trainings for new hires- getting the word out.*

- A request from the Office of Equity and Diversity: Title IX training is mandatory for all new hires regardless of department or position. There are 2 online courses on Title IX and one on implicit biases. The OED spends a lot of time tracking down employees, reminding them to do it, calling, emailing, etc. Please remind new hires in your departments that these are required.
- *When inquiring about an alternative work schedule, to work from home a few days one week, the instructions were to first exhaust all of my personal time, then fill out the forms to request an alternative work schedule. Is this the current HR policy?*
- This is NOT correct. You do NOT have to exhaust all your time before requesting an alternative work schedule. Remote work can apply under the alternate work schedule parameters. If you are getting information from a supervisor that does not sound correct, please contact HR to verify. Note that alternative work schedules are for a limited time for a specific reason, not a permanent adjustment to work week.
- Additional Information Shared by Patty:
 - Thank you, Father Marina for gifting us November 23 & December 23 as holidays this year. Note that these two extra holidays are not permanent additions to the Staff Holiday Calendar.
 - You may have also seen in Father's announcement that the University is allowing up to 2 remote work days per person during the first three weeks of January. Remote work is dependent on job requirements and supervisor's approval. Supervisor can determine which days of the week are allowable.
 - New Policy-Paid Parental Leave-any staff member welcoming a new baby, adopted or foster child into their home is eligible to receive two weeks of paid leave. This policy goes into effect, January 1, 2023.
 - Coming June 1, 2023: Enhancements to the retirement plan. Everyone in Trans America will be moved over to TIAA CREF, but the TransAmerica investment options will move to TIAA too. So, there will be a wider range of "Best in Class" options to choose from for all participants. By consolidating vendors, the fees for participants will be much lower. We are also adding an independent investment advice service. Participants can meet with the Advice Service to get help on deciding among the options-**free of charge**. There will be recorded information sessions November 17 and a webinar December 2. No actions are required by participants at this time.
- Open Discussion/Questions
 - Patty was asked about the 4% pay increase compared to the 10% rise in employee portion of healthcare premiums.
 - Patty acknowledged the situation was less than desirable. She explained that the University's healthcare is fully funded by the University so all the bills that are "covered" for participants are actually paid by the University. Just like with everything else, the costs for these services continues to rise. The last few years we've had a number of staff who have experienced serious injuries or illnesses that required millions of dollars of care. We're happy to provide that coverage, but it comes at a cost. We could lower the cost to participants, but then we'd have to cut coverage, and we don't want to do that.
 - A question was raised status of previously planned salary adjustments that have not happened. She said they are still being looked at, but have to consider the 4% increase, promotions, and grade adjustments before considering salary adjustments. After all is

said and done, changes may not affect everyone. Compensation plan sessions are being scheduled for January to share more information.

- Please email one of your representatives or staffsenate@scranton.edu with any questions or concerns.

- Upcoming Staff Senate Events
 - Staff Senate Meeting – Wednesday, December 14, 2022 @ 2:00 PM.
 - Staff Senate Christmas Luncheon – Wednesday, December 14. *(More details to follow)*.

- Meeting adjourned at 1:10PM