

OCTSA April 2017 Assembly Minutes

Date: 4/11/2017

Time: 3:00 p.m.

Location: AIME 110

Attendees: Tracy Barton, Marcia Black, Rachel Bohin, Linda Bonner, Retia Boone, Angie Brown, Lauren Creel, Leslie Davis, Cyndi Elliott, Michele Farley, Dianne Gilbert, Kerri Heritage, Lori Hill, Allyson Holliday, Vera Johnson, Christina Kircharr, Seth Lawlor, Jenna Lewis, Bonita McCollins, Azia Patrick, Clo Patton, Ellen Pledger, Sonia Potter, Jessica Richardson, Pamela Richardson, Lynette Scales, Jennifer Thomas, and Vanessa Williams

Speaker: Travis Railsback and Audrey O'Neal

Welcome by Jessica Richardson

- Since Travis Railsback was delayed, we went over new business (committee reports) first.
- She did not have minutes from March 2017 meeting, so those could not be approved.
- Thanked people who have served on standing committees.

Committee Reports

- Professional Development
 - Awards Program is 5/9/17 at 3 p.m. in Gorgas 205.
 - Urged attendees to RSVP to event by email or marking sign-in sheet so they could get a head count for the food.
 - Winners for awards have been selected.
- Safety and Security
 - Met with VP of Student Association.
 - SGA wants their own safety and security, although that is not likely to happen.
 - There was a bike safety meeting.
- Benefits
 - There will be a childcare study survey; they need updated numbers of those in need of childcare.
 - Shared draft of Paid Parental Leave proposal which would provide 2 weeks of paid parental leave for faculty and staff.
- Student Recreation
 - There will be a survey in the fall regarding student needs and opinions.

- Steering
 - Met with Payroll and HR in March.
 - Shared comments from staff related to time clock issues and looked for patterns.

Guest speakers Travis Railsback and Audrey O'Neal

- Went over issues raised in the steering committee meeting.
 - They understand people don't like it but this is the best way to record time accurately. Nothing else has changed.
 - The main reason for this isn't that they think people are stealing time. They are more concerned with people working more than the 38.75-40 hours per week and not being properly compensated.
- HR wants to make timekeeping less burdensome for us.
- Mentioned that ½ of the campus has been clocking in and out for a long time.
- We can use a combo of web clock and time clock.
- There is a list of time clock locations and that list will be posted soon.
- AA will fund additional time clocks where needed. If your building needs a time clock, contact Audrey O'Neal.
- Soon approvers and timekeepers will get a pop-up upon logging in with a statement about their responsibility. We are hopeful that there will also be a link in the pop-up that will direct them to a page with more information.
- In May they will offer 2 training sessions for approvers and timekeepers.
- If specific departments request training, HR can visit those departments.
- Discussed the yellow bubbles on time sheets.
 - Everyone HAS to have a schedule in the system. There are multiple schedules that you can have, but everyone has to have one assigned to them.
 - All the yellow bubbles mean is that you worked outside of your assigned schedule, which is not a bad thing.
 - Nobody is counting them; however supervisors can look back at them to see if an employee is consistently late.
 - Red bubbles are the only ones that matter to HR. Red means something is wrong and it could affect pay.
- Using the VPN to clock in is not authorized. They are trying to find an alternate solution for people who need to clock in or out when not working on campus. VPN may be the eventual solution, but for right now we do not need to use it.
- If a department tries to blame HR on people needing to be at work or leave exactly at the scheduled time, that is incorrect. HR is not telling people what time they have to clock in or out.

- Discussed compensable time.
 - If the expectation is that you are there, you need to be clocked in.
 - Trainings held over lunch (even if food is provided) do not count as a lunch break. You need to be clocked in.
 - The only thing you do not have to clock in for is something that would take you only a minute or 2 to complete (i.e. quickly checking an email after hours). This is called deminimist time and does not need to be recorded. The basic idea is that if it takes you more than 7 minutes to complete, you need to get paid for it.
- HR is not policing us or running reports on us. They don't have time to do this. If a manager feels that there is an issue, they can request that HR run a report.
- If supervisors are changing time/taking away time (i.e. you clock out at 5:00 and the supervisor changes it to 4:45) please contact HR.
 - 1st Option – Talk to the manager to make sure there isn't a misunderstanding.
 - 2nd Option – Call HR.
 - 3rd Option – See if HR will do a time audit.
- Discussed overtime vs. comp time.
 - For people who are scheduled to work 38.75 hours per week, 40+ hours is still overtime. The 1.25 hours in between is straight time. In order to accrue overtime OR comp time, you'll have to hit 40 first.
 - Each department has its own separate budget for payroll. Anything worked over what your set schedule is (hours per week) will cost your department additional money.
 - HR has nothing to do with individual department's budgets or if you can or cannot work overtime.
 - If a department does not have the funds for overtime or the 1.25 hours of straight time between 38.75 and 40 hours, your approver is responsible for keeping up with your timesheet to make sure you do not go over.
- Departments are allowed to be different, so having consistency across the board isn't something that will happen. HR cannot dictate whether a department has to be flexible or inflexible.
- 7-minute thing is a system function so we don't have to keep up with exact minutes. Basically ends up being a wash at the end of the day (i.e. if you are 5 minutes late, it marks you as on time rather than late).
- Auto-deducting lunch is based on the needs and wants of a department. Managers can override lunch at their discretion.
- Asked for additional questions, there were none.

Closing

- Jessica mentioned that this was the 5 year anniversary of OCTSA, and had cups to give out.
- Reminded everyone that administrative professional's day was 4/26/17.
- Reminded everyone that the awards ceremony was coming up.