

IUPUI Faculty Council Committee Annual Report 2011-2012

Committee Name: Staff Relations Committee

Chair: Sarah Baker

Members: Robert Bigsby (Medicine)
Todd Daniels-Howell (Univ. Library)
James Gladden (PETM)

This committee was taken off hiatus at the request of the Faculty Relations Committee of the IUPUI Staff Council. The committees had not met since 2006, and with several policies made by the Indiana University Administration affecting both the faculty and staff, the committees began meeting once again. At first the Faculty Relations and Staff Relations Committees met separately, but then began meeting jointly to facilitate better discussion. It was decided that they would continue this practice in the 2012-2013 academic year.

Action Items:

Action Item(s)	Status
Student Services Initiative Report	Continuing to monitor for policies affecting faculty and staff.
Healthcare Insurance	Continuing to monitor actions of the administration and costs of health adversely affective faculty and staff.
TIME Timekeeping System for Professional Staff	Sent a message to Chancellor Bantz asking for an independent review of the current TIME system to verify that it has both improved the support by management and timesheet accuracy, and include a follow-up to the recommendations in the audit report and how each of the campuses have accommodated the suggestions. It was also requested that the university implement the asynchronous method of timekeeping universally across the IU system for both monthly and bi-weekly paid employees.

Action Items to be carried over to 2012-2013:

Action Item(s)	Status
Health Engagement Program / Health Insurance Rates	Monitoring
Performance Management	This is becoming a greater issue since the IU Board of Trustees mandated salary increases be given based on merit. Performance reviews are mandatory on the IUPUI campus, but they are not being given to the staff by their supervisors.
Service with Distinction	
Intergroup Dialogue	
2012 Reaccreditation	Monitor the results found at the forthcoming November 2012 reaccreditation site visit.
Campus Civility	
Parking	
Campus Safety	

Suggested new action items for 2012-2013:

Action Item(s)	Status

Please attach any completed documents, minutes, or recommendations made by your committee during this report year. One copy of this report and supporting documents will be sent to the IUPUI University Archives.

Report due: June 30, 2012

Submit to*: Karen Lee
 Faculty Council Office
 UL 3115N
 IUPUI
klee2@iupui.edu

***Preferred submission method is via email.**

This was sent as an e-mail on May 29, 2012.

May 29, 2012

Charles R. Bantz
Chancellor
AO 104
IUPUI

Dear Chancellor Bantz:

We write as co-chairs of the IUPUI Faculty and Staff Relations Committee of the Faculty and Staff Councils at IUPUI. As you may recall, a decision was made at the university level to move PAO and PAU staff to an automated timekeeping system, TIME, effective August 23, 2009. Before the final decision was made by the university, the Faculty (IFC) and Staff Councils (SC) passed resolutions to suspend the planned implementation of the synchronous TIME system and biweekly pay for PAO/PAU staff citing adverse financial impact on employees shifting from monthly to biweekly pay, morale of staff, expense to the university, and lack of timely and serious-minded consultation with the staff as a partner with IUPUI and Indiana University. The resolution and supporting memorandum is enclosed as well as your response to the memorandum.

The decision to move to the TIME system was a result of findings published by Terry Radke, IU Internal Audit Director. The publication titled "*Audit of Compliance with New Fair Labor Standards Act Requirements for Professional and Academic Non-Exempt Staff*" found the university had adequate compliance with the Fair Labor Standards Act, found the asynchronous paper timekeeping system adequate, found management supervision adequate, and found training adequate. The report found financial transactions inadequate due to errors found on timesheets. The report states, "inaccuracy is due to management's lack of support which resulted in the majority of financial transaction errors noted in the audit." The inaccuracy is not due to employees' mishandling of timesheets, but from those of the supervisors that are signing off on completed timesheets and their lack of training to do so.

This fall will mark the three-year anniversary of the implementation of the TIME system. During this time, there has been no published data to confirm or deny that the TIME system has solved the lack of support by management which resulted in the financial inaccuracies. Some employees report they are being penalized for "touching" their timesheet too often, which should be applauded as an attempt by the employee to maintain an accurate timesheet rather than to mishandle it to hide mistakes. Also, some employees on this campus and across the university are synchronous while others are asynchronous. This not only creates inequity but also lacks logic in the compliance arena.

Because of these factors, we respectfully request an independent review of the current TIME system to verify that it has both improved the support by management and timesheet accuracy, and include a follow-up to the recommendations in the audit report and how each of the campuses have accommodated the suggestions. We also ask that the University implement the asynchronous method of timekeeping universally across the IU system for both monthly and bi-weekly paid employees. The asynchronous method was found adequate by Indiana University Internal Audit and the harmonization of timekeeping methodologies will remove inequity and improve morale.

We would be happy to meet with you to discuss this further. In the meantime, thank you for your consideration to this request.

Sincerely,

Sarah Baker
Associate Professor and
Chair, Staff Relations Committee

K. Lee Stone
President-Elect of the Staff Council
and Chair, Faculty Relations Committee

Enclosures

cc: Dawn Rhodes, Vice Chancellor for Finance and Administration
Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources
Dan Rives, Associate Vice President, University Human Resource Services
IUPUI Faculty Council Executive Committee
IUPUI Staff Council Executive Committee