



# MINUTES

Conference Call  
December 12, 2019  
9:00 AM

## Welcome: Sheri

## Roll Call: Sheri

- Dixie State University: Diana Maughan, Tiffany Draper, Greg Esplin
- Salt Lake Community College:
- Snow College: Paul Tew
- Southern Utah University: Jim Shakespear, Trisha Robertson, Sheri Butler
- University of Utah: Billi Tsuya, Mark
- Utah State University: Dennis Kohler, Julie Duersch
- Utah State University Eastern: Jessica Prettyman
- Utah Valley University: Candida Johnson, Beka Grulich
- Weber: Amy Huntington

## UHESA Business

- Approve minutes of Sept 20: Sheri, USU, Diana seconded, approved.
- Legislative update: Jenny McDonnell was not able to be here today, but asked that everyone update their legislative liaison on the google spreadsheet.
- Treasurer's report: Julie Duersch reported that SLCC, UVU and USU Eastern have not paid. No expenses since last meeting. Spent \$931,

## Institutional reports – 2 min each

- Weber: Working with University to get staff on search committee for Dean search. Working on policy to include staff in these searches.
- UVU: Candida reported they are looking for new CIO. That is where Nathan is today. Will also Looking for new chief of staff
- USU-Eastern: Just hosted Thanksgiving dinner for students staying on campus. Preparing for dinner for students for Christmas Dinner as well. Sponsoring Angel Tree for Christmas as well.
- USU: Great holiday kickoff called Holiday Gathering. Offered workshop for all staff to participate on a workshop on laughter. Working on updating policies at USU. Trying to reach out to faculty senate better.
- UofU: wrapping up things from October. Dealing with aftermath of events with student violence on campus. Working on Chief Safety officers and sustainability.
- SUU: Trisha reported that their focus as a board is to connect better with staff members. Approved a new committee that will be over events. Planning a winter social and exploring ways to have small scale events to mingle.
- Snow: Paul reported that last week the legislative committee hosted a luncheon with local legislators to give a report about what is happening on the Hill. Had about 75 people attended. Also



hosted a thanksgiving dinner for international students. Monthly unsung hero awards. Each receive a plaque and at the end of the semester they have a drawing for another prize. Mike Daniels organized legislative meeting.

- Dixie: Tiffany reported that they have representation on the hiring committee for the new general council. Also updating policies and staff association is represented. Also working on new strategic plan for the University and staff association is having input on staff life. Health and Wellness committees combined to help with food pantry. Professional Development recent training was on staff grit (how to help employees not burn out). Breakfast with president at the beginning of Spring semester.

### Discussion:

- Exempt vs non-exempt and working to get the job done.
- USU: Julie reached out to Staff Board to get a sense of how things are perceived. Comments received were that the most important thing is that the employee is appreciated. Work/life balance is important too. At the end of crisis mode, they are dedicated and at the end of the crisis, they take extra time. What is the environment – Balance and appreciations.
- Dixie: Greg from HR has had multiple conversations with exempt staff. One of the comments they continue to make is that they would rather be non-exempt because there is no benefit to being exempt. Their policy states that exempt staff work a minimum of 40 hours. They also clock in and out to make sure that they are working the correct number of hours. Question was asked if it is even legal for a policy to state that the minimum hours is 40 hours. This is how they have been able to add positions in the HR department.
- Snow: They look at the exempt staff member as a person that is professional and is getting the job done.
- UVU exempt employees do not clock in and out, but non-exempt employees do clock in and out. Exempt employees should not clock in. Amy mentioned that non-exempt are entitled to overtime and maybe making exempt employees could be against federal employment policies.
- SUU: Trisha stated that at SUU none of the staff who are non-exempt or exempt clock in or out. She worries that it then creates a barrier between the two types of employees, and it seems to work well and the employees don't worry about whether they are exempt or non-exempt. Some departments are more flexible than others with the way they compensate exempt.
- UVU: Beka mentioned that when their campus went to non-exempt employees had to clock in and out they thought there would be some kick-back, but they are finding that the productivity has increased and that exempt employees are having to step up and take their responsibilities more seriously. And Candida mentioned that non-exempt don't always know why exempt employees may be leaving early, but they have decided not to worry about it and let their supervisors take care of it. And while there have been people that take advantage of it, it seems to have worked itself out.
- Diana reported that even though they have the minimum of 40 hours, there is still some disparity across campus. Interpretation is varied.
- USU Eastern: Jessica says that while she does not have to clock in or out, she does have to turn in a weekly timecard. Exempt working 4 hours or more per day does not have to turn in leave for the day because the assumption is that they may be doing work after hours.
- Amy mentioned that that is the spirit of how it should be for exempt employees.



### From the Chat Board

*From Mark - Utah to Everyone: 09:38 AM*

the advantage of exempt, is that if you work 48 hours one week, its "kinda" acceptable to work 32 the next if you have to clock in, you cant do that for FTE purposes

*From Billi Tsuya to Everyone: 09:40 AM*

same with the UofU

*From Mark - Utah to Everyone: 09:44 AM*

we treat the minimum as an "average". ie, over a short period of time, you have to average at least 40 hours per week that way you aren't theoretically punished for being required to work a 12 hour day

*From Amy's iPad to Everyone: 09:46 AM*

same here, varies widely by dept for exempt employees in terms of unofficial "comp" time.

*From Billi Tsuya to Everyone: 09:49 AM*

WIDELY depends on the funding for the department and depends on the supervisor approving "reconciling" time

*From Mark - Utah to Everyone: 09:51 AM*

the other issue, is we are primarily hospital staff in 1 way or another and medical needs are very different than general academic needs

*From Dennis Kohler to Everyone: 09:52 AM*

Interesting case law on definitions Hughes v. GULF INTERSTATE FIELD SERVICES, INC

[https://scholar.google.com/scholar\\_case?case=1271292084863667964&q=hughs+gulf+interstate&hl=en&as\\_sdt=4,111,126](https://scholar.google.com/scholar_case?case=1271292084863667964&q=hughs+gulf+interstate&hl=en&as_sdt=4,111,126)

*From Julie Duersch - USU to Everyone: 09:54 AM*

The big question for exempt employees is do we trust them to fulfill the job they've been hired to do? Whatever the hours it takes. And are they working closely with their supervisor/director to ensure that they are meeting expectations. If that is happening, then the system works. For non-exempt, since the expectation isn't there for working longer as part of the job UNLESS properly compensated for their extra work, the tracking acts as an advantage to ensure that they aren't being overworked without proper compensation.

Thanks Greg for really getting the conversation started!

*From Dennis Kohler to Everyone: 09:54 AM*

Yes, thanks Greg! We have the same discussions with our HR office.

*From Mark - Utah to Everyone: 09:55 AM*

Julie, I think I agree with your assessment. Exempt vs non-exempt.....it's a localized decision. not really institutionalized

BEFORE EVERYONE LEAVES....what's the plan for the legislative session

*From Dennis Kohler to Everyone: 09:55 AM*

<https://www.workfront.com/blog/how-millennials-view-work>

*From Julie Duersch - USU to Everyone: 09:55 AM*

Happy holidays everyone!

*From Trisha Robertson - SUU to Everyone: 09:55 AM*

Yes, I think the key is good supervision because a system can be abused by both exempt and non-exempt if they are not held accountable in some way.



10:00 AM - Adjourn

Future Zoom meeting schedule

- January 9, 9:00am: Topic: Performance review
- February 13, 9:00am: Topic TBD

**Next Face-to-Face meeting March 27th @ Dixie State**

- Topics:
  - Legislative allocations and cost of living raises among institute
  - Revisit organization, constitution & bylaws, how we are similar and different. How can we help for those that would like to make changes?