



Solidarity Now!

The Award Winning Newsletter of CWA 4730

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Communications Workers of America
 Poplars 331, 855-7929 or 855-8508
<http://www.indiana.edu/~cwa/>

March, 2002

Volume 19, Number 2

MUTUAL GAINS SESSION 2 FAST APPROACHING

by Linda Butler

Mutual Gains Training, based on an agreement between CWA 4730 and the IU administration, has concluded the first 16-hour session for 2002. The program is intended to provide training on rights and responsibilities for support staff and their supervisors. Meeting on four consecutive Wednesday afternoons at the Cyclotron, over 20 IUB support staff and supervisors attended each afternoon. CWA Local President Liz Feitl, Steward Linda Butler, and members of the Mutual Gains Committee helped develop the training for 2002, and also participated as instructors.

The second session begins Thursday, March 21, from 8 a.m. to noon at the IU Alumni Center. Continuing for the next three Thursdays, the times vary. On March 28, training is from 1 to 5 p.m. The April 4 time is from 1 to 5 p.m. and April 11 from 8 a.m. to noon. Topics to be covered include:

Day 1: Diversity at IU, PERF Retirement and Other Employee Benefit Plans.

Day 2: Support Staff Online Application, UHRS Support Staff Policy Web Site, Leaves for Military Duty, Position Classification/Reclassification, Fair Treatment in the Workplace, Corrective Action, Problem-Grievance Resolution, Reduction in Force, Work Schedules, Alternative Work Schedules, and Overtime.

Day 3: Family Medical Leave Act Update, Americans with Disabilities Act Update, Interviewing Skills, OSHA and Health and Safety Policy, Affirmative Action, and Sexual Harassment.

Day 4: Worker's Compensation, Injury

on the Job, Policy Against Workplace Harassment and Violence, Firearms and Weapons Prohibitions, Substance Free Workplace, and IU Campus Safety. The training concludes with a panel discussion.

For more information on Mutual Gains Training, contact your personnel representative or Liz Feitl (efeitl@indiana.edu; 855-8508.)

LEGISLATIVE REPORT

by Liz Feitl

I have represented Local 4730 on two recent trips to Indianapolis during the current session of the General Assembly. The first was on Feb. 11 when I traveled with two other people involved in the Wage Equity statewide education campaign. John Clower, Lee Jones, and myself met with State Representative Linda Lawson to discuss her House bill. She has proposed for three sessions now to establish either a Wage Equity Law or at least a study commission. We discussed ways of getting this important bill passed in the 2003 legislative session.

The next day, Jackie Yenna, President of the White River Central Labor Council, and I attended the state AFL-CIO Legislative Breakfast, where we learned about various labor-related bills and lobbying our own legislators. The breakfast was followed by visits with our local representatives and senators where we learned more about their own bills.

On March 6 the Wage Equity group shared a table with the Bloomington Commission on the Status of Women at the city's Women's History Month Luncheon. The purpose was to promote

and share educational materials relating to our work. We handed out stickers and flyers and obtained many signatures in support of the work of both the Wage Equity group and the Living Wage campaign.

"INFORMED EMPLOYEE" MISLEADING

Most staff received copies of the University Human Resource Service publication *The Informed Employee* during spring break. It was announced there that a new paid time-off program would take effect in May. The first paragraph of that story is misleading. There has not been "a university-wide committee of representatives from HR and Payroll, along with union and employee groups" working on this for "over a year." As previously reported in *SN*, the committee did exist and did make a proposal. But, that proposal was rejected by the administration. The program outlined in the HR publication was written primarily by Maurice Smith. He showed his draft to CWA and AFSCME representatives, but we had little input at this stage and we had no say on the implementation date. We will be watching to make sure no one loses any benefits under the new system, and we urge individuals to read any further materials provided by HR. Contact them or CWA if you think you may lose some time off or if you have other questions.

**MARCH
MEMBERSHIP
MEETING
MARCH 28, 2002
5:15 P.M.
SYCAMORE 004**

TIME QUESTIONS AND ANSWERS

by Linda Harl

Most support staff recently received a brochure with their pay checks on the Time Information Management Environment. However, this publication seemed a little short on actual details of the program. So, SN talked with Jay Gottdenker, TIME project leader, to learn more about how this electronic time keeping program will actually work.

SN: *Will we have to check in and out much like we would on an old-fashioned time clock?*

JG: The system **does not** require employees to clock in and out and does not require employees to have a work schedule. The option is available for employees to fill out an online timesheet at their convenience much as they do today in paper form. It is the individual department's decision whether they want their employees to use this method or to clock in and out. Even if the employee is required to clock in and out, the system is extremely flexible.

SN: *What about checking out for lunch hours and breaks?*

JG: You will be required to do so only if your department wants you to. These are "business rules" that your department may choose whether or not to implement. There are options in the system for clocking in and out for breaks and lunches. This would not affect pay, but rather simply allow the department to ensure that individual employees are not taking excessive break time. If the department chooses to have employees clock in and out, they may choose to have employees clock in and out for lunch or they may set a certain amount of time to be deducted each day for lunch. But this would only be in a situation in which the department uses the clock in/out feature and not if it used the online timesheet option.

SN: *What if I forget to sign in?*

JG: If clocking in and out is required, your supervisor will be notified and s/he will be able to correct the problem. But, if you don't use this option, it won't be a problem. In either case, it is up to both

the employee and the supervisor to ensure that reported hours are correct. This would be the case, also, if you were somewhere (say at a training class) during your normal beginning or ending time and couldn't sign out as usual.

SN: *What if my computer is down?*

JG: You can use your neighbor's computer if you have a neighbor or your supervisor can fix it when they can get in. If you don't clock in and out, this is a moot point.

SN: *What if I make a mistake or decide to move some time from one category to another? Can I do this myself or does my supervisor have to do it?*

JG: Because we have not yet developed the time off functionality, the details of the design are very much a draft at this point. However, the initial design involves the employee being able to specify a time-off category and change it until it is approved by the supervisor. I would hate to elaborate further at this stage. If any of your readers have suggestions on how this module might work (or other system modules), I would be happy to hear them (jgottden@indiana.edu).

SN: *What will payroll clerks do under the new system?*

JG: The clerk will no longer manually enter the hours into payroll. Think of it as a kind of reversal of what happens now. Now the employee gives a time sheet to the payroll clerk, and the supervisor approves both the paper copy and what the payroll clerk entered into the system. Under the new system, the employee enters the time, then the supervisor will look at it, and lastly the payroll clerk will approve it for payment. Either of these people can make changes.

SN: *These "changes from on high" could be attempts to correct an honest mistake, or they could be attempts to avoid paying overtime (for example). How is the worker more protected than in the current system?*

JG: At a minimum, you will be notified by email of any changes to your timesheet, regarding who made the change and when. This is different from today, in that a change could be made to your timesheet, and you might not know about it

until you get your check. Upon receiving this change notification, it would be your responsibility to investigate, and if you have a dispute, to bring it up at that point. Furthermore, FMS and UHR will be monitoring the system for supervisors that are habitually changing employees' timesheets and investigating those cases as needed.

SN: *What if I work an extra hour one day, and my supervisor changes it back to 8 hours? How do I prove I really worked the extra time?*

JG: You can print out your timesheet for your own records, and time sheets can be reconstructed within the system at any time. Further, if you dispute the change when you are notified of it, it is up to the supervisor to justify his actions. That is, he has to prove you did not work or were not authorized to work, rather than you proving that you did.

SN: *Support Staff Policy 5.3 says full-time appointed employees are eligible for overtime for hours worked in excess of 40 hours per week or for hours worked in excess of the daily scheduled shift, whichever is greater. How will the new system "know" what is truly overtime?*

JG: Currently, the system is only set up for hourly people and calculates overtime based on 40 hours per week. However, when we add the functionality required to support biweekly staff, we will build it in such a way that it complies with all applicable labor laws and university policy. Therefore, we will modify our overtime calculation to look at both hours worked in excess of 40, as well as hours worked in excess of the daily work schedule as established in the system, and pay overtime based on the greater of the two.

SN: *What happens if I want comp time instead of money?*

JG: You will have a comp time earned category just like you do now. The system will automatically adjust your overtime total based on the number of CPE hours you choose to accrue.

SN: *The new system sounds almost as flexible as the old one. How will FMS, UHR, or the Department of Labor, for that matter, know that the new system is any more accurate than the old?*

JG: If by "accurate" you mean that the

hours on the timesheet actually reflect what you worked, no system, electronic or manual, can ensure that. That type of accuracy has to be assumed, and disputes investigated as they arise. The electronic system provides controls and auditability, which the manual system does not. In other words, the system can't prevent abuses and can't ensure that everyone is being honest. These are still areas where UHR must intercede and address problems on a case by case basis. But what it does provide is a mechanism to quickly and easily create the necessary documentation, the assurance that this documentation was maintained appropriately, a mechanism to determine exactly who did what and when, and a tool to identify certain problems early before they become Department of Labor issues. The purpose of this system, at its core, is to ensure that the full protection of federal and state labor laws and university policy are extended to all employees covered by these laws and policies. Regardless of any economic benefits that may be realized from the system, TIME represents a real and necessary change, given the mounting scrutiny of the university's payroll practices by the DOL.

SN: *And what is the advantage to the average employee?*

JG: The gains in ease of use come from not having to remember to turn in a timesheet. And you don't need to know all the rules and policies that govern how your time is maintained and calculated, as the system is programmed to account for all of that. Gains in accuracy come from the automated calculation of time and from the automatic application of appropriate rules and policies. There is less danger of human error in entering the data, because the employee enters it directly into the system him/herself. And lastly, employees have access to their information (timesheets, balances, earnings, etc.) to help provide checks and balances on the accuracy of the information.

SN: *Finally, when will this be implemented and how? Will everyone switch at once or will it be implemented in one area at a time?*

JG: We have not yet set a definite date for implementing TIME for the biweekly paid appointed staff; however, I would estimate it will be between March-June, 2003. We will implement the staff as we did the hourly, a few areas at a time, with the departments choosing when they would like to begin.

KNOW YOUR POLICY

by Jane Goldsmith

Reduction in Force (RIF) 13.2

With the budget situation on campus, a review of the policy covering RIFs seems timely. There are rules that govern how departments determine who will be RIFed. The departments work with University Human Resources (UHR) before any support staff are notified—to make sure that the rules are followed. There are points that you, as an appointed support staff, should be aware of.

There are 3 kinds of RIF layoff situations:

- Short term (less than 30 days)
- Temporary (more than 30 days but less than 90 days)
- Permanent (more than 90 days)

Departments must provide at least 14 calendar days' written notification of an impending RIF. During the notification period, the department cannot require that you use any accumulated time off benefits. They can reassign you to a different job

during this time.

For a short or temporary lay off, the department can approach a RIF situation one of two ways. They can either lay off support staff based on occupational unit seniority, or they can lay off all employees for an equal amount of time. They will determine which method they will use AFTER they contact UHR and BEFORE they notify any support staff. All temporary and/or hourly employees are laid off first (student hourlies may be excluded.) If the department can't lay off all temporary and/or hourly employees because they have to maintain a certain level of staffing, the appointed staff designated for layoff will receive first preference for these positions.

In a permanent RIF situation, the same rules apply as for a short or temporary layoff. In the case of a permanent RIF, if a senior employee's position is eliminated, that employee can exercise occupational unit seniority and "bump" the least senior person in the same classification level in the department. (In order to "bump" into a job, you have to be able to perform the duties with instruction from the department on occupational procedures only. Manage-



LOCAL 4730

I hereby request and authorize the deduction of dues from my pay as established by Communications Workers of America (C.W.A.) of which I am a member. These will be paid to the Treasurer of C.W.A.

These dues can be revoked on proper notice.

NAME (print): _____

Work Address: _____ Room #: _____

Department: _____ Work Phone: _____

Home Address: _____

City/ST/Zip: _____

Home Phone: _____ Soc. Sec. #: _____

Signature: _____

ment is not obligated to train you on the job you are "bumping" to get.) The "bumped" employee, in turn, can use their occupational unit seniority to displace the least senior person in the next lower classification level.

There is a time limit for deciding whether or not to bump into a different position. The least amount of time you have to decide is one week if you receive 2 weeks' notice of a RIF. If you receive more than 2 months' notification, you have 2 months to decide.

After a RIF occurs in an occupational unit, no one can be referred, transferred, promoted, demoted or hired into that occupational unit at the same or lower classification level unless, UHR and the occupational unit management can show that no one on the RIF list can perform the duties of the job.

For a full explanation of this policy, check out the website at: <http://www.indiana.edu/~hrm/SSPolicies/13.0/13.2.html>

If you receive notification of a RIF, contact the union office, because we

want to know. As usual, if you have questions about this or any other policy, contact a steward or the union office at 855-8508.

NEWEST EXECUTIVE BOARD MEMBER FOR CWA

Jean Rhoads, a support staff member in the Residential Programs and Services area, has accepted the invitation to fill an Executive Board at Large position for CWA, Local 4730. Jean brings nearly 20 years of service with the university to her newest position. Many thanks to Jean for her willingness to serve her union local.

This appointment provision comes about as a result of the language in 4730's By Laws. "In the event that the remainder of the term of office of the Executive Board member is less than twelve (12) months, the vacancy will be filled by the Executive Board appointment, subject to the approval of the members of that unit." Executive Board members and Local Officers will be up for reelection this Fall.

LOCAL MEMBERSHIP ENDORSES ARCTIC RESOLUTION

At the January general membership meeting, members of Local 4730 voted to endorse a resolution passed at the National CWA convention last year. It supports a further ban on drilling for oil in the Arctic National Wildlife Refuge in Alaska. The final paragraph reads as follows:

"Therefore, be it resolved that the Communications Workers of America, Local 4730 opposes oil drilling in the Arctic National Wildlife Refuge coastal plain. We consider the Administration's "energy policy" a cynical attempt to enact a lucrative business plan for multinational corporations, rather than a credible response to anticipated energy shortages and power outages. We support a long-term energy strategy based on conservation, alternative fuel sources and improved efficiency standards. We also support efforts to make the coastal plain part of the National Wilderness Preservation System in order to permanently shield these precious resources from environmental abusers."

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