AGENDA

SLU Business Manager Meeting
October 14th, 2010
LRC - Auditorium A
9:00a.m.-10:30a.m.

1) Announcements – David Heimburger
   • Sign in Sheet
   • September and October What’s New?
   • Future Business Manager Meetings
     ➢ Solicit input to enhance/expand meeting topics
     ➢ Clean slate . . . . . . . with 1 exception
     ➢ dheimbu1@slu.edu or 73920

2) Introduction of new Director of Quality Assurance and updates on policies/procedures in ITS - Ken Gebken, ITS Quality Assurance Analyst

3) ITS Google classes - Jim Greathouse, ITS Training Coordinator

4) Additive and Supplemental Pay Policies – Marsha McBride, Director – Payroll Services
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, October 14, 2010 in Auditorium A of the Learning Resources Center (LRC).

Business & Finance Staff Present:

Bruce Andres   Jaqui Tague
David Heimburger  Josh Walters

Number of Business Managers Present: 68
Number of Guests: 17
Number of Business and Finance Representatives Present: 4

David Heimburger welcomed everyone to the meeting and went over the agenda.

‘What’s New?’ Review:
- September and October – No questions were asked
- Questions after the meeting? Contact David Heimburger at x73920 or dheimbu1@slu.edu. You may also reference the ‘What’s New?’ webpage.

Discussion of Future Business Manager’s Meetings:
- Contact David Heimburger with suggestions and or/ideas for the meetings going forward.
- One rule, the meetings will all be kept to one hour or less.

Ken Gebkin (ITS Quality Assurance Analyst) – Introduction of new Quality Assurance Director and overview of new ITS policies:
- Afan – New Quality Assurance Director ( 
- New ITS Policies:
  o All ITS policies and procedures can be found on the ITS website or by using the following link:
    ▪ http://www.slu.edu/x30896.xml
  o Email Procedures
    ▪ Changes were made to the eligibility standards and an email was sent to people who will be losing access to email in the near future. Some may have received this message in error, if this is the case, contact the Help Desk at x74000 to have the problem solved.
  o University Access Request Form
    ▪ The form will not change
    ▪ However, there will be changes to the login screen, etc. (end of October or early November).
- Will begin receiving monthly access reports to track access changes so they can be reviewed.
- November 8 is the target date for the Service Access Review Report to go out. This has to be reviewed per audit standards. Service Access reports are being distributed to authorized D-Level management staff. The report needs to be reviewed to verify that all staff have the correct access or that any necessary changes are made.
  - Ken Gebkin also discussed Disaster Recovery and Business Continuity. For more information, you can contact Ken at gebkenkr@slu.edu or access the ITS website.

**Jim Greathouse – Google Priority Inbox:**
- Need help with the Google Priority Inbox?
  - Sign up for Google classes. The link where you can register is: https://spreadsheets.google.com/a/slu.edu/viewform?hl=en&formkey=dG9FRDVfZkdMb0tjTWdKcHVnQm1CdFE6MA
  - You can also contact Jim directly at x73568 or greathja@slu.edu.

**Marsha McBride/Patty Haberberger – Additive and Supplemental Pay Policies:**
- Please see the attached Power Point Presentation and FAQ’s for information on this discussion.
Additional Compensation for Faculty and Staff

Effective 9/1/2010
Staff: When can additional compensation be received?

- In extraordinary circumstances including work unrelated to the employee’s primary assignment
- Work performed outside the regular work hours and current scope of the employee’s primary job
- To fulfill a contractual obligation
- A recognition award
- Acting appointment
- A secondary assignment with another unit
Faculty: When can additional compensation be received?

- In extraordinary circumstances, including work unrelated to the employee’s primary assignment that does not interfere with the faculty member’s regular responsibilities
- To fulfill a contractual obligation
- A recognition award
- Honorarium
- Administrative appointment
- Teaching Summer School
- An overload assignment with another unit
EPAF or Additive Pay Form

- **EPAF:**
  - Should be used if the payment is for more than one month and a regular amount each month.
    - Faculty – If the assignment is an administrative assignment or adjunct or overload assignment.
    - Staff – If the assignment is an acting appointment or secondary assignment with another unit. Note: staff must use vacation time for working a secondary assignment if the work is performed during their primary assignments scheduled work hours.
  - Originating department must include substantiating comments and approvals in the comments, or the EPAF will be returned for correction.
EPAF or Additive Pay Form

- Additive Pay:
  - Should be used if payment amount is infrequent or irregular and fluctuating amounts.
- Types of Earnings:
  - Unrelated Work (Faculty or Staff)
  - Contractual Obligation (Faculty or Staff)
  - Recognition Award (Faculty or Staff)
  - Honorarium (Faculty only, may not exceed $500 per event and $1500 per annum)
  - UMG (Faculty Only)
EPAF or Additive Pay Form

- Additive Pay, continued:
  - Form Requirements:
    - No handwritten copies allowed
    - All fields must be completed as indicated in the instructions
    - Legible signatures
    - Separate forms for faculty and staff
Questions
FREQUENTLY ASKED QUESTIONS
ADDITIONAL COMPENSATION

NON-FACULTY EMPLOYEES

When can a non-faculty employee receive additional compensation from the University?

Any non-faculty employee may receive additional compensation in extraordinary circumstances including work unrelated to their primary assignment performed outside of regular work hours, contract requirements, a recognition award, acting appointment, or a secondary assignment with another unit.

Any non-faculty employee performing work during their normal work schedule must obtain their supervisor's approval and take vacation or unpaid time off. The amount paid may not exceed the cost to obtain the services through alternative sources.

Please note, non-exempt employees must be paid overtime equal to one and one half times their regular hourly rate for all hours worked over 40 in a work week. If the hours worked are at two different pay rates, the overtime will be paid at the higher of the two rates and charged to the funding source for the additional compensation position.

Who must approve additional compensation requests for non-faculty employees?

All additional pay requests must be approved by the department head, unit vice president, and vice president for human resources. A copy of the policy on Additional Compensation for Non-Faculty Employees, forms, and instructions may be obtained at http://www.slu.edu/x27616.xml. The time approver or other designated supervisor for a non-exempt employee must approve additional compensation that results in overtime.

FACULTY

When can a faculty member receive additional compensation from the University?

A faculty member may receive additional compensation in extraordinary circumstances including work unrelated to the primary assignment that does not interfere with the faculty member's regular responsibilities, contract requirements, a recognition award, honorarium, administrative appointment, teaching summer school, or an overload assignment with another unit. In limited instances, additional compensation may be paid to a University Medical Group faculty member in connection with revenue generating or other business activities of the UMG.

Who must approve additional compensation requests for faculty?

Additional pay requests for faculty must be approved by the chair or department head, the dean of the faculty’s primary department, the appropriate academic vice president, and
the vice president for human resources. A copy of the policy on Additional Compensation for Faculty, forms, and instructions may be obtained at http://www.slu.edu/x27616.xml.

FREQUENTLY ASKED QUESTIONS

POSITION AND SALARY APPROVAL

What are the roles of the Vice Presidents for Human Resources and Business and Finance in position and salary approval?

The vice president of human resources is responsible for reviewing all position and salary requests to ensure that all relevant policies and procedures are being followed and will provide staffing analysis, when appropriate. The vice president and chief financial officer reviews all position and salary change requests to ensure there is budget availability, either in the position or within other divisional personnel accounts.

How do I obtain approval to hire for a new position?

The process for creation of a new position includes submission of a memorandum supported and/or approved by the unit vice president to the vice president for human resources and vice president and chief financial officer, explaining rationale for creation of new position and identification of funding sources. The vice president of human resources will confirm funding availability with the office of financial planning and budget; complete a staffing analysis, and forward recommendation to the President for approval.

When is the President’s approval to hire for a new position not necessary?

New position creation does not need the President’s approval when the position(s) can be fully funded through alternative funding (the UMG, a grant, a designated fund, or reallocation of budgeted personnel and fringe benefit dollars). However, the unit vice president, the vice president for human resources, and the vice president and chief financial officer must still approve all new positions.

How are salaries established for faculty and staff?

Each year the University determines whether the funds are available to establish a merit pool for distribution to faculty and staff based on performance. The appropriate unit vice president and the vice president for human resources review and propose salary changes to the President, who approves all faculty and staff annual fiscal year compensation changes.
Are there any limitations on how much salary can be offered to a prospective staff member?

Any salary offers for new staff employees that are equal to or exceed $100,000 must be approved by the appropriate unit vice president, the vice president for human resources, the vice president and chief financial officer, and the President. The unit vice president, the vice president for human resources, and the vice president and chief financial officer must still review and approve all salary offers below $100,000.

Are there any limitations on how much salary can be offered to a prospective faculty member?

Any salary offer for a new faculty member that is equal to or exceeds $200,000 for the Frost colleges or schools, and $300,000 for the Health Sciences colleges or schools, must be approved by the appropriate academic vice president, the vice president for human resources, the vice president and chief financial officer, and the President. The respective academic vice president, the vice president for human resources, and the vice president and chief financial officer must still review and approve all salary offers below $200,000 and $300,000 respectively.

Are there any limitations on how much salary can be offered to staff who are promoted?

Salary increases for staff who are promoted require review and approval from the unit vice president, the vice president of human resources and vice president and chief financial officer. Promotional increases may not exceed the salary in the budgeted personnel and fringe benefits budget for the position. For promotional increases that exceed the positions budget, an exception may be approved by the appropriate unit vice president, the vice president for human resources, and the vice president and chief financial officer as part of a reallocation of budgeted personnel and fringe benefit dollars. In the case of promotions that do not involve the reallocation of budgeted personnel and fringe benefit dollars, any salary increase equal to or in excess of $100,000 must also be approved by the President.

What is the difference between a promotion and a reclassification?

Promotion: a permanent transfer to a new or vacant position with a higher pay grade as a result of a competitive or internal selection process.

Reclassification: a change in the pay grade, job title, or exempt status of an existing position resulting from a significant change in job duties.

When is it appropriate to have a staff position reviewed for reclassification?

When it is clearly established that 60% or more of the employee’s time is spent performing the essential duties of a higher or lower graded position.
How is pay determined for an employee whose position is reclassified?

If a job reclassification results in a change to a higher pay grade and the employee’s pay rate is already within the salary range of the new pay grade, the employee will not be eligible for a pay increase.

If a job reclassification results in a change to a higher pay grade and the employee’s pay rate is below the salary range of the new pay grade, then the employee will be eligible to be paid at the minimum of the salary range of the new pay grade. Salary increases due to reclassification will become effective on January 1 and July 1 of each fiscal year unless approved by the unit vice president, the vice president for human resources, and the President as part of an approved reorganization.

If a job reclassification results in no change in pay grade the employee’s pay will not be changed.

If a job reclassification results in a change to a lower pay grade, the employee’s pay rate will be eligible for a pay decrease effective the first day of the pay period following a position downgrade.