



Staff Advisory Committee **Saint Louis University**

Meeting Minutes for Thursday, August 15, 2018

Allied Health Building Multipurpose room – 12:00-1:15 pm

Members:

Arl, Rhonda; Ashford, Sherry; Baine, Jennifer; Barbeau, Kathy; Barrale, Mary Ann; Bolinger, Karen; Bruce-Staudt, Alexis; Butler, Christina; Byers, Sheila; Campbel, Matt; Daniel, Hillary; Davis, Lauren; Dill Garvin, Debbie; Dorsey, Ashlee; Filla-Taylor, JoAnn; Franey, Jenni; Ganey, Susan; Gannon, Jan; Grant, Tammy; Hasman, Amy; Hetlage, Lynda; King, Delia; Linnenbrink, Katie; Masters, Beth; McCormack, Helen; McQueen, Patricia; Millinger, Rachel; Oppermann, Jennifer; Osmack, Patricia; Rakers, Carie; Robinsn, LaVerne; Russell, Amy; Sahaida, Amanda; Schneider, Colleen; Schwartz, Dawn; Siebert, Kris; Stengel, Carol; Stevens, Sue; Streif, Mary; Tinge, Steve; Wise, Cyn; Wolff, Meme; Young, Rachel

Guests:

Brooks, Tiffanie; Flach, Janet; Neuner, Kathy; Pearson, Denise; Reese, Ruth; Spicer, Sharon; Vernon, Tonya; Viamontes, Carol; Weis, Ellen

Call to Order 12:02 and Reflection: Cyn Wise called to order and as a reflection repeated a story she heard on CBS news on August 9, 2019. I was struck by a story I heard on the news the other night. It was an interview with a man who had changed his life so dramatically, most of us wouldn't even consider doing what he did, especially at 39 yrs old. This is the quote that captured me: "I would hear people say, 'Carl, it's going to take nine years to become a doctor.' And I'd say, 'Well, nine years is going to pass anyway.' So I'd rather be some place I want to be than some place that I could have been," Carl Allamby, MD, former auto mechanic.

ANNOUNCEMENTS

Introduction of SAC Executive Board for 2019-2020. Sue Stevens, Chair Elect; Kathy Barbeau, Treasurer; Corresponding Secretary, Kirstin Hrasky; Rhonda Arl, Recording Secretary; Christina Butler, Membership Coordinator.

Updates

Sick Leave Pool – Continues to be a priority for to assist university staff with long term unexpected illness. Employee's with large balances could donate time to the bank for those who may need it. Logistics of who will administer it are still pending and a question was asked if it would be a one-time use like Helping Our Own. Cyn said that would need to be determined.

Increasing SAC's presence on campus – Cyn asked for help increasing SAC's presence on campus volunteering for events and extra assistance with students. Any small gain will be good for all university staff. If anyone has ideas to increase public awareness of SAC or increase membership, please give Cyn those ideas as well.

Joyce Huelsmann Outstanding SAC Member Award

Every year, a member of the Staff Advisory Committee is awarded the Joyce Huelsmann Outstanding SAC Member Award. The award was established to honor founding SAC member, Joyce Huelsmann (SLU staff - 1963-2010), and recognizes a member of the Staff Advisory Committee who has best exhibited the qualities necessary for the type of leadership, service and positive spirit that were a hallmark of Joyce Huelsmann and her involvement at Saint Louis University, and more specifically, the Staff Advisory Committee. Her high moral standards, strong work ethic, and personal commitment to leadership through example, integrity, compassion, and respect for all continue to be a cornerstone of the Staff Advisory Committee.

By an overwhelming majority of nominations, this year's winner is Debbie Dill Garvin who was presented the award. Over the past several years, Debbie has shown extreme dedication to the staff Advisory Committee. She's been the spearhead for all activities for the past two years, including the singularly massive efforts involved coordinating the Bicentennial 5k run, including registrations, leading volunteers, directing movements, and even supplying cookies and handwritten thank you notes to the participants, for efforts. The 5K event alone raised over \$6,000 for Helping Our Own. Debbie represents the highest standards and continues to be very involved around campus.

Monthly Spotlight: Mickey Luna, Vice President of Human Resources

Benefits Sign-up Period will change slightly this year due to the 1/1/2019 Workday system that will be replacing Banner HR functions. Open enrollment will be from 10/11 – 10/25, 2019 with biometric Vitality Screenings occurring from 9/3 – 10/15, 2019. For those who had biometric screenings to get the Vitality discount last year, they are not required to have them this year to get the discount. However, if you want the Vitality points, employees will need the screening. The medical plans are not yet final, so those details will be sent out in the next thirty days.

2019 Health Fair canceled The attendance driver for past health fairs has been flu shots that will not be delivered to employee health in time to be administered at the fair this year. There have been changes as to when the vaccines would be available and employee health will be sending out notifications to faculty and staff when the vaccinations are available.

Workday Update

HR Implementation is on target for 1/1/2020 roll out. We are wrapping up the first round of testing and phase 2 will begin shortly and the most important items is the parallel run of payroll with banner to make sure it cycles properly.

FMLA Source

The university has outsourced FMLA services to FMLA Source. Mickey pointed out that our FMLA was a bit unwieldy and once we get the new program up and running, FMLA Source will be a better resource and more efficient way for people to manage their FMLA leave.

HR Odds and ends

Mickey introduced Libby Gallogly as returning to HR as the Director of Compensation and Benefits. He also asked for employees to direct their HR questions to the monitored emails rather than to direct personnel who may be on vacation or tied up with Workday.

comp@slu.edu for compensation

benefits@slu.edu for benefits

payroll@slu.edu for payroll

Recruitment should continue to be directed to Megan Vonderheid and Alexia Green.

Questions to the VP of HR

1. A question was asked why the cost of a replacement ID was so high at \$25?

Mickey said he would take the question back to the managing department, Parking Card Services part of the Facilities Group, and try to source an answer.

2. It was asked why employees could not get Metro passes at a reduced cost?

Mickey said he would investigate the situation.

Next Meeting: Thursday, Sept. 19, 2019
North campus: BSC 251
12:00 – 1:15 PM

Adjournment: By Cyn Wise at 12:44 P.M.

Staff Advisory Committees and Representatives – 2019-2020

- **Staff Advisory Sub-Committees**

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise

Community Outreach – vacant

- **Service/Events Committee**

Food Truck Rally – Stacy Mack, vacant

- **University Committees**

Campus Recreation Advisory Committee – Robert Pampel

Cura Steering Committee – Sue Stevens

Faculty/Staff Feedback Survey Task Force – Sue Stevens

Grassroot Working Committee – vacant

Honorary Degrees & Special Recognition Committee - vacant

Parking Issues – Mathew Campbell, vacant

President's Advisory Council – Sue Stevens, Cyn Wise

President's Diversity Council – Sandra Cornell

University Leadership Council – Cyn Wise

Tobacco Free Workforce – Ellen Weis

Workday Transition Committee –vacant

- **Board of Trustee Committees**

Academic Affairs – Ellen Weis

Development – Cyn Wise

Business and Administrations – Sue Stevens

Marketing and Branding – Rhonda Arl

Mission and Identity – Sandra Cornell

Meeting Minutes for Thursday, September 19, 2019

Call to Order 12:02 and Reflection: Cyn Wise called to order the meeting for September and shared a reflection by Henry David Thoreau.

Cyn Wise asked for a motion to approve the minutes from the August 15, 2019 meeting, which was made and then seconded.

Announcements:

Cyn went on to discuss recent openings for Staff representation on new Board of Trustee committees. Due to time limitations, she needed to immediately put forward names. Also, she noted that there are still several vacancies on other committees and asks that the membership review the openings and let her know if you would be interested in serving.

Monthly Spotlight: Workday

David Hakanson, VP & Chief Operations Officer started the presentation by explaining that Workday implementation has been divided up into separate phases. Phase I will go live on January 1, 2020 in which all Human Resource functions will be moved from Banner to Workday. This process began back in December of 2018. Currently, Phase I is in a testing phase: it will move to parallel testing in October, and will be initially deployed in January. There will eventually be a Phase for Student Records; however, that Phase is several years away.

Fred Winkler, Asst., VP & Controller, continued with the presentation to discuss the Finance Phase II piece. They have just recently started their work with the designers and their discussion have mainly been around what can Workday do for us. Several applications will remain - Billiken Buy for purchasing and Concur for travel planning and reimbursement. Cognos will be going away. Implementation of the finance piece will be July 2020. There is a positive benefit from Workday: reports will be in real time. We will no longer have to wait for a refresh overnight.

Mickey Luna, VP of Human Resources, presented the Human Resources Phase, which is the first to go live on January 1, 2020. Currently, they are in the testing phase. He gave a demonstration as to what Workday looks like. As we get closer to the transition date, he stated that there will be opportunity for training and they currently are also working on training aids. He also presented the new organizational charts that are part of Workday which contain photos of all employees which come from your Badges.

He asked for all of us to be understanding of Human Resources as most of the staff are doing 2 jobs rights now- working on Workday and doing their normal duties.

Banner will not be going away for several years and when it eventually does, those records will be stored and will be accessible as needed.

Update:

The Fall 2019 enrollment census was recently announced and there are 1902 new students.

The Staff Advisory Committee Bylaws are fully approved and now are filed in the Office of the General Counsel. We are now free to discuss new amendments. Do we want to be a free-standing group; e.g., the Staff Advisory Council? Cyn has asked for input on this issue. She is asking for volunteers to serve on an ad-hoc committee to discuss and create a document to put forward as an amendment. Please send your comments to SAC@slu.edu. Also, being considered is sending out a survey to the membership to see how they feel.

Announcement:

Judy Buncher introduced Sister Virginia Herbers who is now the Director of Spiritual Formation in the Office of Mission and Identity.

Ellen Weis invited everyone to the Toast of SLU held the 2nd and 4th Thursdays from 11:30-12:30 in the Wool Center. Contact Ellen if you have questions.

Adjournment: Cyn Wise,



workday
@ SLU



Staff Advisory Committee
September 19, 2019



Agenda

- Program Status – Phase 1 & 2
 - David Hakanson
- HR Updates
 - Mickey Luna
- Training Plan
 - Mickey Luna
- Finance Updates
 - Fred Winkler

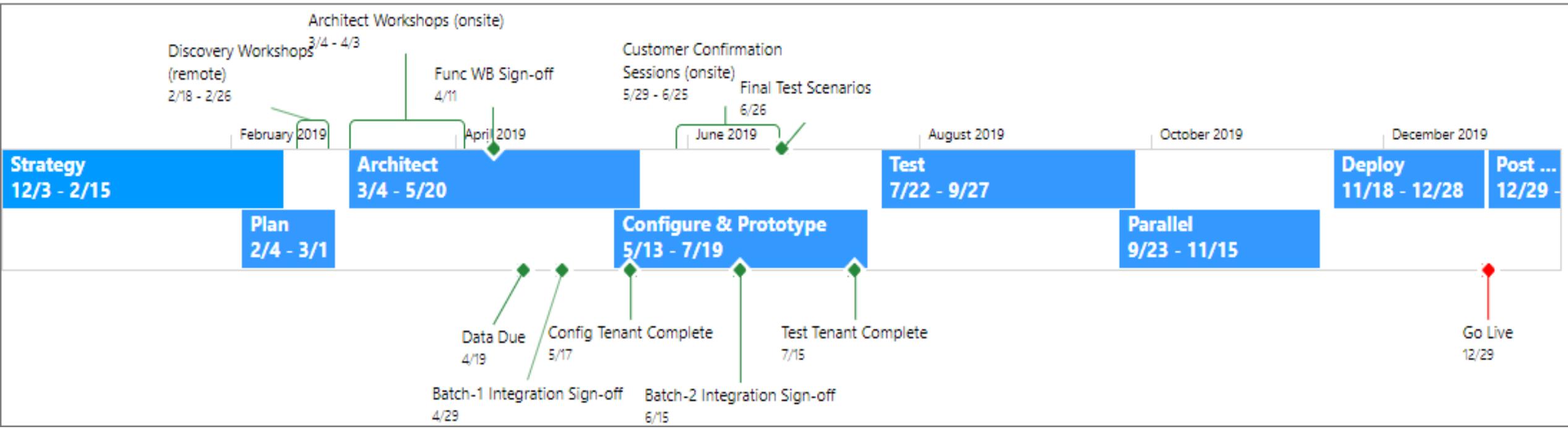
The logo for Workday, consisting of a white curved line above the word "workday".

workday @SLU

Program Status

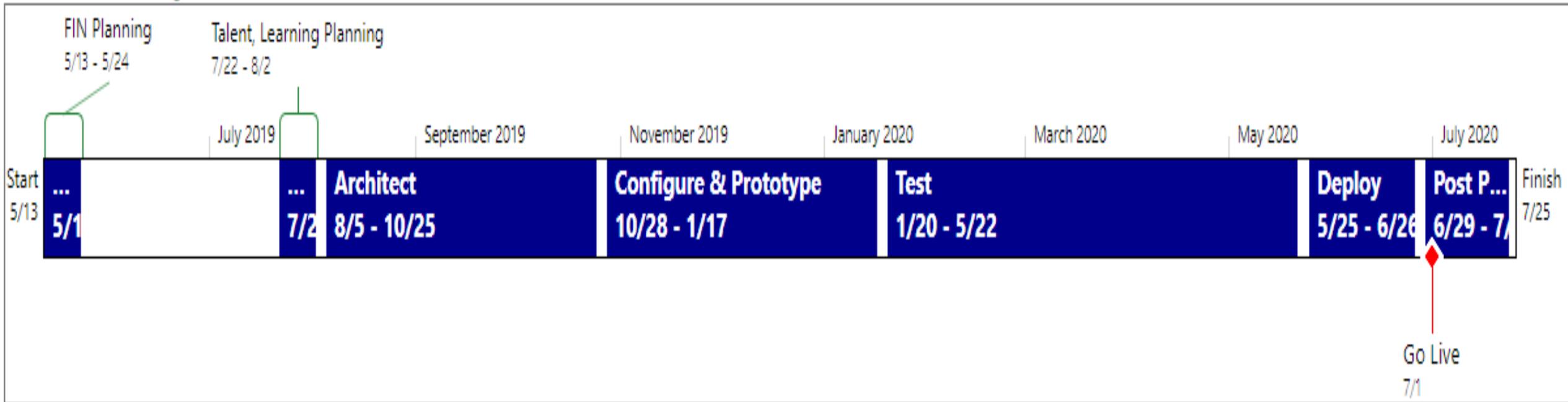
Phase 1 Project Status

Phase 1: HCM Project Timeline



Phase 2 Project Status

Phase 2: Finance & Talent Learning Project Timeline



The Workday logo, a white curved line arching over the word "workday".

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HR Updates



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Employee Home Page and
Search Functionality

Employee Home Page

The screenshot shows the Workday Employee Home Page interface. At the top left, there is a 'workday @SLU' logo and a search bar with a magnifying glass icon and the text 'Search'. At the top right, there are notification and mail icons. The main content area has a blue header with a grid of plus signs. Below the header, there is a white 'Welcome,' message with a settings gear icon. The page is divided into two main sections: 'Inbox' and 'Applications'. The 'Inbox' section shows '0 items' and a large cloud graphic with a 'Go to Inbox' button. The 'Applications' section shows '8 items' and a grid of eight application icons: Personal Information, Benefits, Pay, Time, Absence, Directory, Talent and Performance, and Requests.

Workday Search Functionality



The screenshot shows the Workday interface with the search bar containing the text "change". Below the search bar, a list of search results is displayed, each followed by "- Task".

- Change Benefits - Task
- Change My Emergency Contacts - Task
- Change My Home Contact Information - Task
- Change My Legal Name - Task
- Change My Licenses - Task
- Change My Passports and Visas - Task



workday @SLU

Internal Careers

SLU Internal Careers Page



Search



Find Jobs at SLU Actions

search

Search

> Saved Searches

Current Search

Save

Clear All

Primary Location

- 1831 Chestnut (9)
- Doctors' Office Building (6)
- Wool Center (5)
- Allied Health Building (5)
- DuBourg Hall (4)

More

Job Category

- Faculty (25)
- Administrative Support/Cros... (8)

60 Results

IT Technologist I-1

2019-00217 | Posting Date: 09/16/2019 | Wool Center

IT Technologist I-2

2019-00218 | Posting Date: 09/16/2019 | Wool Center

Assistant to VP

2019-00215 | Posting Date: 09/13/2019 | 321 N. Spring

Assistant Professor of Law (CLR 9.12.230PM)

2019-00212 | Posting Date: 09/12/2019 | Downtown St. Louis

Assistant Professor

2019-00206 | Posting Date: 09/12/2019 | Saint Louis University Hospital

admin assist

2019-00200 | Posting Date: 09/11/2019 | 1831 Chestnut

SLU Internal Careers Page – Wool Center



workday@SLU Search

Find Jobs at SLU Actions

Q search Search

> Saved Searches

Current Search Save

Clear All

▼ **Primary Location**

- 1831 Chestnut (9)
- Doctors' Office Building (6)
- Wool Center (5)
- Allied Health Building (5)
- DuBourg Hall (4)

+ More

▼ **Job Category**

- IT (2)
- Human Resources (1)
- Facilities Services (1)

5 Results

- IT Technologist I-1**
2019-00217 | Posting Date: 09/16/2019 | Wool Center
- IT Technologist I-2**
2019-00218 | Posting Date: 09/16/2019 | Wool Center
- Maintenance A Worker**
2019-00126 | Posting Date: 08/07/2019 | Wool Center
- Human Resources Specialist**
2019-00077 | Posting Date: 07/30/2019 | Wool Center
- Public Safety Officer**
2019-00039 | Posting Date: 07/25/2019 | Wool Center



workday @SLU

Enter & Submit Time

Hourly Employee

Enter Time – Hourly Employees

Welcome, [blurred name]



Inbox

0 items



[Go to Inbox](#)



Applications

8 items



Personal Information



Benefits



Pay



Time



Absence



Directory

Click Time Application



Enter Time

This Week (9 Hours)

Last Week (0 Hours)

Select Week



Click This Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Enter Time



Regular Hours	Overtime	Time Off / Holiday	Total
9	0	0	9

Today < > Sep 15 – 21, 2019

View **Week** ▾

Sun 9/15
Hours: 0

Mon 9/16
Hours: 9

Tue 9/17
Hours: 0

Wed 9/18
Hours: 0

Thu 9/19
Hours: 0

Fri 9/20
Hours: 0

Sat 9/21
Hours: 0

Click in column of date for which you want to enter time.



Time Period End
09/08/2019 -
09/21/2019

Submit

Enter Time ▾

Enter Time

09/17/2019

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Comment

Complete fields

Submit

Click OK

OK

Cancel



Submit Time – Hourly Employees

Time	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
7 AM					
8 AM	Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted	Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted	Hours Worked 8:00am - 4:45pm 8.75 Hours ⌚ Not Submitted	Hours Worked 7:45am - 5:00pm 9.25 Hours ⌚ Not Submitted	Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					

Click Submit





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[View Vacation/Sick Time Balance](#)

View Vacation/Sick Time Balance



Inbox

0 items



[Go to Inbox](#)



Applications

8 items



Personal
Information



Benefits



Pay



Time



Absence



Directory



Talent and
Performance



Requests



Click Absence Application



Request

Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance



Available Balance as of Today

Does not include future absence requests

176 Hours - Vacation

0 Hours - Holiday Used Banked Time

0 Hours - Parental Leave

434.82 Hours - Sick

82.07 Hours - Vacation



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Request Time Off

Request Time Off

← Absence



Request



Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance

Click Request Absence

Available Balance as of Today

Does not include future absence requests

176 Hours - Vacation

0 Hours - Holiday Used Banked Time

0 Hours - Parental Leave

434.82 Hours - Sick

82.07 Hours - Vacation

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

View Balances

Balance as of

09 / 18 / 2019

Per Plan

Holiday Used Banked Time

0 Hours

No Eligible Time Offs - Parental Leave

0 Hours

No Eligible Time Offs - Sick - Staff Non Union - Non-Exempt

434.82 Hours

Vacation

82.07 Hours

(Vacation)

Today < > September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

1. Select Days

2 Days - Request Absence

2. Click Request Absence

176 Hours

Select Absence Type

When Monday, September 9, 2019 - Tuesday, September 10, 2019

Type *



1. Select Absence Type

2. Click Next

Next

Cancel

1

2

3

4

5

Labor Day

Request Absence

Actions

Total 0 hours - Vacation

Request 1 item

+	*From	*To	*Type	Quantity per Day	Total	
	09/09/2019	09/10/2019	Vacation	0 hours	0 hours	Edit Quantity per Day

Click Edit Quantity per Day



Edit Quantity per Day

13 hours - Vacation
Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
	<input type="text" value="8"/>	<input type="text"/>
Tue, Sep 10, 2019	<input type="text" value="5"/>	<input type="text"/>

1. Enter hours off per day



2. Click Done



Done

Cancel

Request Absence

Actions

Total 13 hours - Vacation

Request 1 item



+	*From	*To	*Type	Quantity per Day	Total	
	09 / 09 / 2019 	09 / 10 / 2019 	X Vacation 	Variable Quantity	13 hours	Edit Quantity per Day

Click Submit

comment

Submit

Cancel





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Review/Approve Time Worked
by Hourly Employee

← Team Time

Actions

Click Review Time



Review Time

Enter Absence

Correct Absence

Enter Time for Worker

Return Worker from Leave

View

My Team's Schedule

Time Clock History

Time Off & Leave Calendar

Review Time By Week

Review Time

Date

*

09 / 18 / 2019



Complete fields
(optional)

Review my direct reports only



Workers

(empty)

Worker Type

Employee Type

Show



All Workers



Workers with Hours to Approve



Workers with Unsubmitted Hours

Period Schedule

Click OK



OK

Cancel

With Hours to Approve 0 With Unsubmitted Hours 0

Sep 8 - 21, 2019

Previous Period

Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 10 items | 1 selected



<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown						Scheduled Weekly Hours
					Regular	Overtime	Double Time	Shift Differential	Holiday	Total	
<input checked="" type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	Hufnagel	0	0	0	0	0	0	0	0	0	40



1. Click Checkboxes



2. Click Approve

Approve

Workday Time Entry Approval Delegation



Time Entry Approval

Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019 Actions

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Worker **Yogi Bear**

Daily Totals 10 items

Date	Type	Hours
Mon, 9/9	Hours Worked	8
Tue, 9/10	Hours Worked	8
Wed, 9/11	Hours Worked	8
Thu, 9/12	Hours Worked	8
Fri, 9/13	Hours Worked	8

Regular Hours 80 Overtime 0 Total 80

- Delegate Task
- Reassign
- View Details

Workday Time Entry Approval Delegation

Delegate Task

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Delegating Worker Joyce Shively

Business Process Time Entry: Yogi Bear - 80 hours

Task Approval by Manager

Current Delegates (empty)

Proposed Delegates

Peers	>
Search for Value	>
Superiors	>
search	☰

Delegate Task

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Delegating Worker Joyce Shively

Business Process Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019

Task Approval by Manager

Current Delegates (empty)

Proposed Delegates

<input checked="" type="radio"/> Proposed Delegates	<input type="text" value="X Jeanne Lawo"/>	☰
---	--	---

Workday Time Entry Approval Delegation

You have submitted

[Delegate Task for Joyce Shively: Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#) Actions

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019



Process Successfully Completed

Details and Process

For [Joyce Shively](#)

Overall Process [Delegate Task for Joyce Shively: Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)

Overall Status Successfully Completed

Due Date 09/19/2019

Details Process

Delegating Worker [Joyce Shively](#)

Business Process [Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)

Task Approval by Manager

Current Delegates [Jeanne Lawo](#)

[Done](#) Delegates [Jeanne Lawo](#)

Welcome, On behalf of: **Jeanne Lawo**



Inbox

1 item



[Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)
6 minute(s) ago - Due 09/20/2019; Effective 09/21/2019



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View Payslip

Actions

Click Payslips

Payment Elections

View



Payslips

Timesheets

Total Rewards

Historical Activity Pay

Merit Statement History

More (3)

My Payslips

Actions

Change Payslip Printing Election

Payslip Printing Details 1 item



Company	Payslip Printing Details
Saint Louis University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 1 item



Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Saint Louis University	06/01/2019	06/30/2019	06/28/2019	[REDACTED]	[REDACTED]	View	Print

Click View



Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
[REDACTED]	[REDACTED]	06/01/2019	06/30/2019	06/28/2019	

Current and YTD Totals 2 items

Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	[REDACTED]
YTD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	[REDACTED]

Earnings 2 items

Description	Dates	Hours	Rate	Amc
Group Term Life >\$50K	06/01/2019 - 06/30/2019	0.00	0.00	1
Salary Regular	06/01/2019 - 06/30/2019	[REDACTED]	[REDACTED].4	[REDACTED]
Total:				[REDACTED]

Employee Taxes 5 items

Description	Amount	YTD
Social Security	[REDACTED]	[REDACTED]
Medicare	[REDACTED]	[REDACTED]
Federal Withholding	[REDACTED]	[REDACTED]
State Tax - MO	[REDACTED]	[REDACTED]
City Tax - STLOU	[REDACTED]	[REDACTED]
Total:		[REDACTED]

My Payslips

Actions

Change Payslip Printing Election

Payslip Printing Details 1 item



Company	Payslip Printing Details
Saint Louis University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 1 item



Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Saint Louis University	06/01/2019	06/30/2019	06/28/2019	[REDACTED]	[REDACTED]	View	Print



Click Print for PDF to Save or Print

Notifications

Viewing: All Sort By: Newest

From Last 30 Days

Document Available

Payslip_to_Print_-_Report_Design_09_18_2019.pdf is now available in My Reports
 5 hour(s) ago



Saint Louis University REPLACE REPLACE, MO 63019
 Cherish Hoffman - Adj 25 Mo - Missouri Saint Louis, MO 63105-3394

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
	Saint Louis University	385	06/01/2019	06/30/2019	06/28/2019	

	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current					0.00	
YTD					0.00	

Earnings						Employee Taxes			
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount	Description	Amount	YTD
Group Term Life - 306/01/2019 - 06/30/2019		0	0				Social Security		
Salary Regular	06/01/2019 - 06/30/2019	173.33	35.14				Medicare		
							Federal Withholding		
							State Tax - MO		
							City Tax - STL0U		
Earnings				6,092.60		6,092.60	Employee Taxes		

Pre Tax Deductions			
Description	Amount	YTD	
Flexible Spending Account			
General Parking- FT			
TIAA 403(b) Employee Contribution			
Pre Tax Deductions			

Employer Paid Benefits				Taxable Wages			
Description	Amount	YTD		Description	Amount	YTD	
Accidental Death-ER				OASDI - Taxable Wages			
Medicare Employer Paid (Federal)				Medicare - Taxable Wages			
Social Security Employer Paid (Federal)				Federal Withholding - Taxable Wages			
TIAA 401a Employer Contribution				State Tax Taxable Wages - MO			
Employer Paid Benefits	1.0			City Tax Taxable Wages - STL0U			

Marital Status	Federal	State	Absence Plans			
	Single	Single	Description	Accrued	Reduced	Available
None/None	2	0	Faculty Vacation	0	0	0
Additional Withholding	0	0	Holiday Used Banked Time (Non-Union)	0	0	0
			Sick - Staff Non-Union (Exempt)	8.67	0	445.93
			Vacation - Staff Exempt	0	0	200

Payment Information				
Bank	Account Name	Account Number	USD Amount	Amount
Regions Bank				



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Job Aids

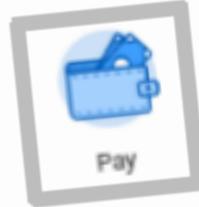
Payroll:

View and Manage Your Pay



VIEW AND MANAGE YOUR PAY

You can view and manage your pay via the Pay Application.



From the Home page:

1. Click the Pay application icon on the Workday homepage.
2. Three areas display: **Actions**, **View** and **Payslips**.

VIEW OR PRINT YOUR PAYSLIP

View Recent Payslips

1. Click the Pay application icon.
2. In the Payslips area at the bottom of the screen you will see your five most recent payslips.
3. Click on any of those payslips to view it.
4. At the top of the page you have the option to view your **Previous Payslip**, **Return to My Payslips**, **Print Payslip Image** and **Print Multiple Payslips**.
5. If you choose **Print Payslip Image** or **Print Multiple Payslips** go to step 4 under [Print Your Payslip](#) in this document.

View Older Payslips

1. Click **Payslips** in the **View** area.
2. A table with your payslips listed by date displays.
3. Navigate to the payslip you wish to view.

Print Your Payslip

1. Follow steps 1 through 4 above.
2. Click **Print** located to the left of the payslip to generate a PDF of your payslip.
3. A box appears indicating the your request in being processed.
4. Click **Notify Me Later** in the box that appears.
5. An alert is delivered to in your notifications folder when the PDF is ready.
6. Click on the **Notifications** icon .
7. Navigate to the **Document Available** item in your **Notifications**.
8. Click on the **blue hyperlink** to view and print the document (see image on following page).



ENTER TIME WITH WEEKLY CALENDAR

There are two types of time reported by Non-Exempt (overtime eligible) employees hours using a Time Entry Code (see below) and hours related to an absence. The instructions below are for hours reported using a Time Entry Code. For absence time reporting see [page 2](#). For instructions for submitting time see the bottom of [page 2](#).

Report Time using a Time Entry Code

Time Entry Codes include the following types of time spent "working."

- Hours Worked
- Emergency Call In
- Training
- Holiday Worked
- Meal Break Waiver*
- Meal Break Unpaid*
- *For these time entry codes see steps for [Absence Codes](#).

1. Log in to your Workday account .
2. Click the **Time** application on the **Home** page.
3. Click **This Week** in the **Enter Time** column.
 - A **Calendar** for the current week displays.



Tip: Use the back and forward arrows < > in the upper left corner of the screen to navigate to a past or future week.

4. Click the **day** in which you want to enter time.
 - An **Enter Time** dialog displays.
5. Click on the **Prompt** icon ≡ in the **Time Type** field. Note this field defaults to *Hours Worked*.
6. Select **Time Entry Codes**.
7. Select the appropriate entry from those displayed.
8. Enter the time your hours began in the **In** field.
9. Enter the time your hours ended in the **Out** field.



Tip: Pay attention to the AM or PM suffix to the time and adjust as needed.

10. The **Hours** field will auto-populated based on the entries in the **In** and **Out** fields.
11. Enter *comments* in the **Comment** field.
 - In the calendar, you should see an entry with the **Time Type** chosen the in/out time and

Report an Absence

Absences include the following codes.

- Bereavement Leave
- Jury Duty
- Paid Suspension
- Sick
- Sick and Accident (Union)
- Sick Caregiver
- University Closed (Not Holiday)
- Unpaid Leave

1. Log in to your Workday account .
2. Click the **Time** application on the **Home** page.
3. Click **This Week** in the **Enter Time** column.
 - A **Calendar** for the current week displays.



Tip: Use the back and forward arrows < > in the upper left corner of the screen to navigate to a past or future week.

4. Click the **day** in which you want to enter time.
 - An **Enter Time** dialog displays.
5. Click on the **Prompt** icon ≡ in the **Time Type** field. Note this field defaults to *Hours Worked*.
6. Select **Absence**.
7. Select the appropriate absence type.
8. Enter the number of hours in the **Hours** field.
9. Enter comments in the **Comments** field.
10. Click **OK**.
 - An entry with the **Time Type** selected and number of hours entered in step 1 displays.
 - In the calendar view hour balances update at the top of the calendar.

Regular	Overtime	Time Off / Holiday	Call-In	Meal Time (Unpaid)	Total
2	0	0	8	0	10

SUBMIT TIME

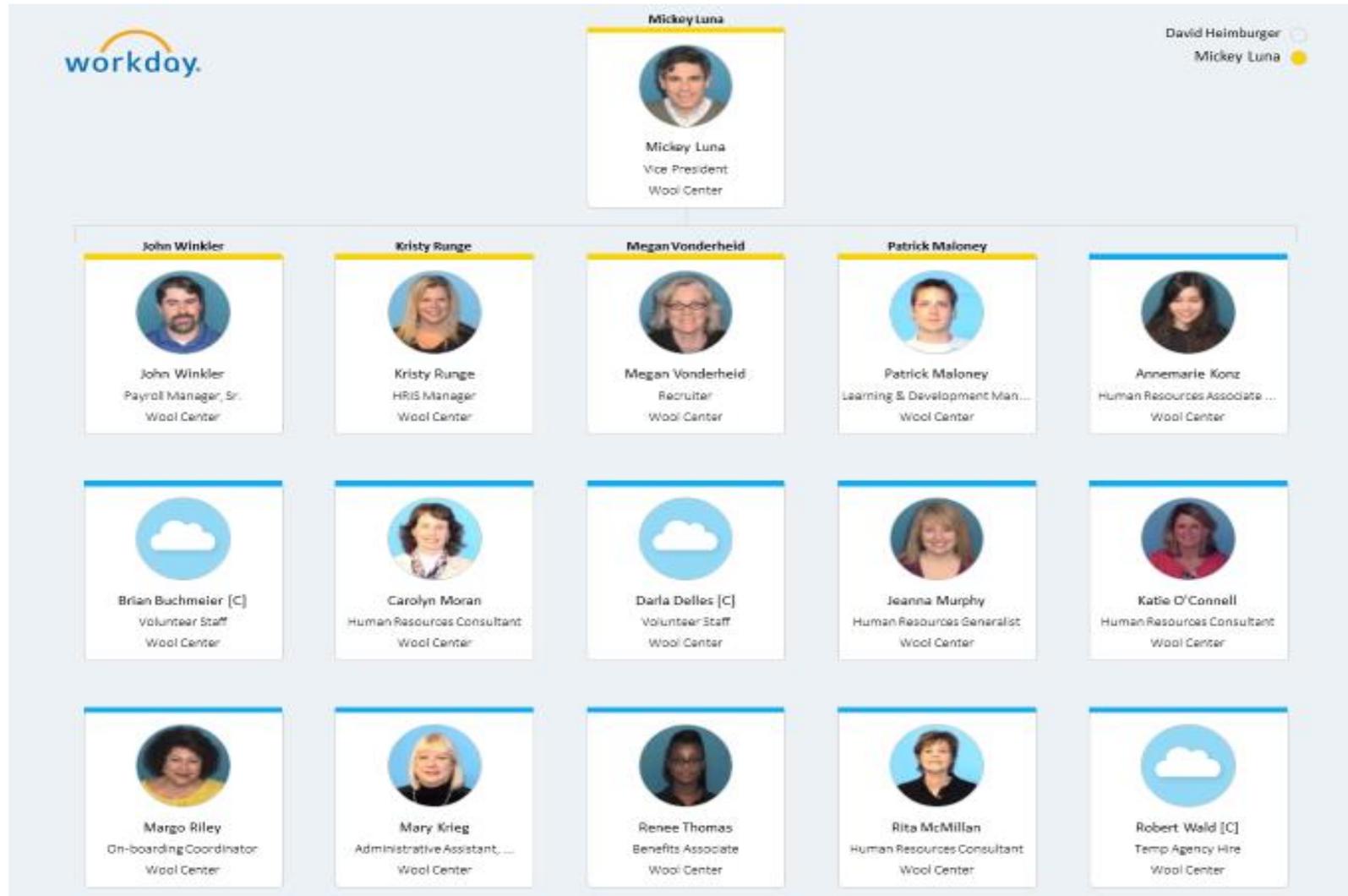
1. Click on the **Time** application on the **Home** page.
2. Click **This Week** in the **Enter Time** column.
3. Review your time entries for the week.
4. Click **Submit**  at the bottom of the screen when you have completed entering your time for the week.
 - The time being submitted as well as a list of the time being



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Org Charts

Org Charts



The logo consists of a white, thick, curved line that starts above the 'w' and ends above the 'y', resembling a stylized arch or a partial circle.

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Training Plan

Overall Workday Training Objectives

Provide foundational
Workday knowledge

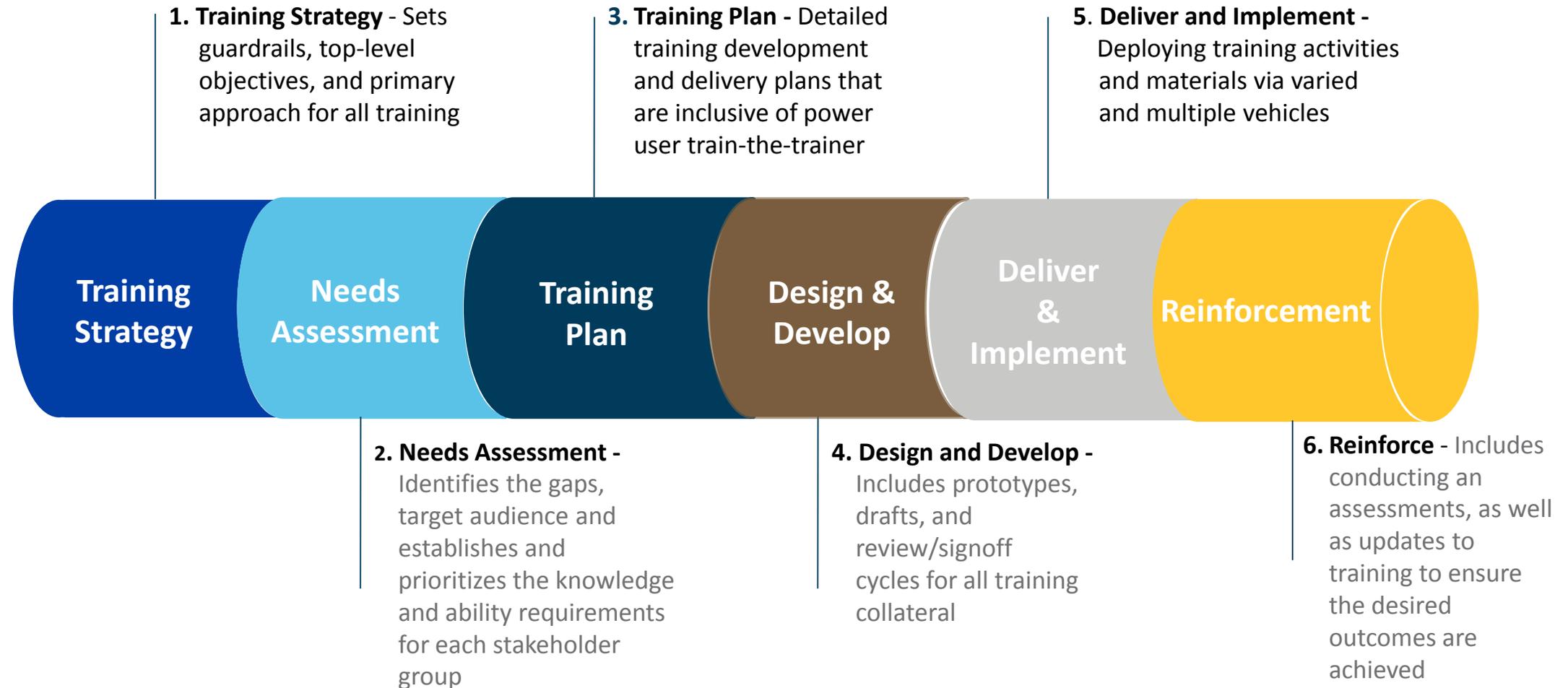
Demonstrate the
ability to execute
critical day 1 tasks
(e.g. Time Entry)

Familiarize users
with how SLU
processes are
managed in Workday

Instruct how/where
additional guidance
and support can be
located

Assess need for
sustainment and
remediation
strategies

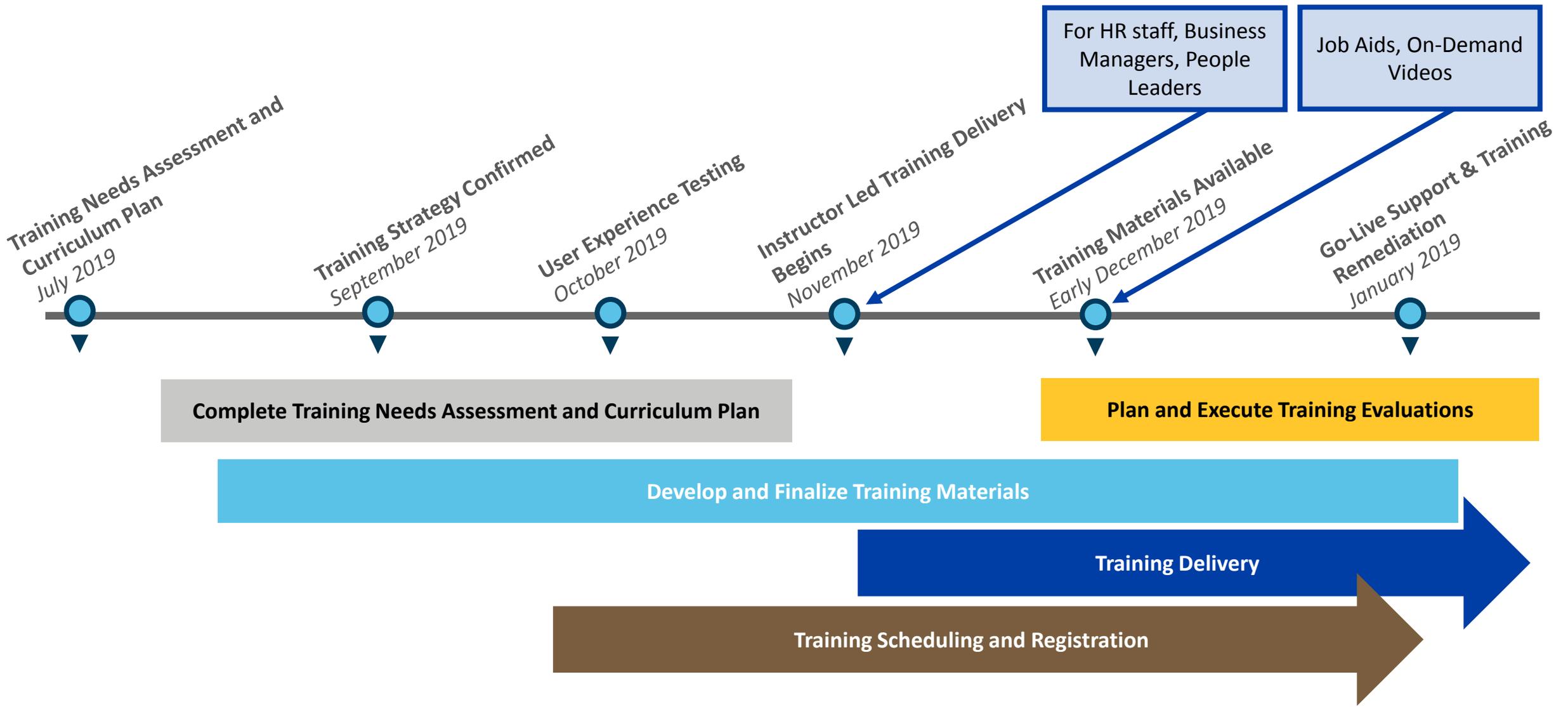
Training Plan and Development Approach



Training & Support Delivery Methods

Delivery Method	Usage	Vehicle
Instructor-Led Training	Teach complicated tasks and processes	In-Person
Videos	Demonstrate steps to complete tasks in Workday	Self-Service via the Web
Webinars (synchronous and/or recorded)	Teach complicated tasks and processes	Self-Service via the Web
Job Aids and Quick Reference Materials	Step by step instructions and/or information to complete tasks in workday	Self-Service via the Web
Peer and Expert Assistance	Explain or demonstrate steps to complete tasks in Workday	In-Person/Email

Training High-Level Timeline



Training High-Level Timeline

June - August

- Prepare Training Needs Analysis and Curriculum Plan
- Begin Developing Training Materials

August - October

- Refine Curriculum Plan
- User Experience Training (UET)
- Establish End-User Adoption Measures

November - December

- Deliver End-User Training
- Assess/Analyze Training Effectiveness

January and beyond

- Evaluate End-User Adoption
- Update and Maintain Training Materials (Ongoing)
- Training Remediation as needed

Training Communications & Delivery Timeline



Date	Topic	Audience
October 1, 2019	Training invitees notified about instructor led training	Business Managers and People Leaders
October 1, 2019	Instructor Led Training Registration Open	Business Managers and People Leaders
November 11 – 22, 2019	Instructor Led Training Delivered	Business Managers and People Leaders
November 11, 2019	First Workday Job Aids become available	All Faculty & Staff
November 11, 2019 – January 10, 2020	Additional Workday Job Aids and On-Demand Videos become available	All Faculty & Staff
January 2, 2020	Peer Support and/or Open Labs become available	All Faculty & Staff
January 2 – January 10, 2020	Open Labs available according to schedule (schedule TBD)	All Faculty & Staff

* All dates and audiences are tentative and subject to change

The logo for Workday, consisting of a white curved line above the word "workday".

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Finance Updates

Finance Update

- Four weeks of full-day architect sessions covering Procurement, Supplier Accounts, A/R and Revenue Management, Banking Settlement, Projects, Grants, Endowments, Business Assets, Financial Accounting and Budgets concluded late August.
- Sessions went well, participants were engaged, and team leads were appreciative of the knowledge and helpfulness of the Collaborative experts.
- Although progress was made, a lot of the time was devoted to learning what Workday does vs deciding exactly how it would be used.
- Groundwork will continue to be formed through the end of October with weekly one-hour calls for the ten workstreams noted plus Integrations and Reporting. Once in the configuration stage, there will be more information to share.

Finance Update

Benefits:

- Real time reporting – no waiting for overnight loads to Cognos.
- Ability to drill down from the report to actual invoices and journal entries with back-up attached.
- Future potential when student and gift modules are added.



Staff Advisory Committee **Saint Louis University**

Minutes for Thursday, October 17, 2019, 2019
Allied Health Multi-purpose Room

Call to Order and Reflection: Sue Stevens, Chair Elect and Past Chair

Members Present:

Arl, Rhonda; Barbeau, Kathy; Barrale, Mary Ann; Biermann, Lou Ann; Blanquart, Debra; Bolinger, Karen; Butler, Christina; Byers, Sheila; Campbell, Matt; Daniel, Hillary; Dill Garvin, Debbie; Drexler, Mary; Edwards, Loretta; Franey, Jenni; Gannon, Jan; Henderson, Erica; Herbers, Virginia; Hetlage, Lynda; Hrasky, Kristin; Imlay, Anne; Jackson, Pamela; King, Delia; McCormack, Helen; McQueen, Patricia; Neuner, Kathryn; Olwig, Matt; Sahaida, Amanda; Schmidt, Erin; Schneider, Colleen; Schwartz, Dawn; Spicer, Sharon; Stengel, Carol; Stevens, Sue; Tinge, Steve; Vernon, Tonya; Weis, Ellen; Wolff, Meme; Young, Rachel

Guests:

Newell, Jana; Juenger, Trever; Buescher, Jayuni; Goebel, Diane; Swoboda, Jessica

Call to Order 12:00 and Reflection:

Sue Stevens called the meeting to order and presented a reflection by Robert H. Schuller, "It takes but one positive thought when given a chance to survive and thrive to overpower an army of negative thoughts."

Approval of Minutes: Minutes from the September 19, 2019 meeting were approved.

ANNOUNCEMENTS...

Blue Santa

Blue Santa was introduced and announced this year's toy drive would occur from December 10 – 12th. A call for volunteers was made because many of the previous elves were no longer able to participate or have retired and new volunteers are desperately needed to take their place. This year's goal is to collect 4000 toys to distribute to two different agencies. To volunteer, please contact Jim Greathouse in HR.

Monthly Spotlight:

David Hakanson, VP-IT, CIO: Workday Update

HR processes that are being transacted in Banner today will go live in Workday January 1, 2020. Current system testing includes running parallel payroll, Banner vs. Workday, to insure all payroll is processing properly. They are comparing everyone's paycheck data and make sure it matches Banner. Think that's simple? It is tedious to compare benefits and deductions by person for everyone at the university. So far, testing feedback has been very good; however, multiple payroll testing will continue to be conducted until the 1/1/2020 Workday roll out.

Phase 2 will be the Workday finance module which is currently in the architecture phase and is scheduled for deployment July 1, 2020. Workday will not replace Concur and

Billiken Buy, and we will continue to use those systems after the Workday Finance roll out. Cognos reporting will continue to be available until 7/1/2020.

The student side of Banner will not change anytime soon.

Libby Gallogly, Manager, Compensation and Benefits: Workday Update Cont.

Data conversion and recruiting crossover was discussed in detail. Data will be locked by 10/25/2019. This will be our last snapshot for the 1/1/2020 Workday roll out. There will be no student workers or pay changes after 10/25/2019. Libby asked that all EPAFS for the balance of the year be entered now. The University will provide catch up files to the Workday team each week; however, they are asking departments to keep changes to a minimum.

Since Workday is replacing the People Admin system as well, People Admin will remain active until July for positions currently being recruited. New positions should be held, if possible, to be opened in Workday because it will be a much better experience for the applicant. Any new positions or fills after 1/1/2020 will need to be transacted in Workday.

Key Dates for Workday "Go Live" - January 1, 2020

- October 25 – Last Banner Data Snapshot. Data in the system as of that date is the data set that will be used in Workday to support the January 1 implementation
- October 25 – November 13 – Convert Banner data into templates that will be loaded into Workday
- November 14 – Data templates submitted to implementation partner for final Workday build
- November 14 – December 31 – Data and configuration files built into Workday. Testing and data clean-up done to prepare for January 1 implementation

Workday Champion network and focus group training is continuing. Starting in mid-November, there will be instructor-led training sessions for those who are people managers and business managers who will need more in-depth business process training. Go live support modules are still being developed but there will be walk-in sessions available for those who need extra assistance.

Open benefits enrollment discussion, see attachment

Libby discussed that there are no significant changes to SLU benefits for next year. Premiums would not increase and those who had Vitality Screenings last year would not need them this enrollment season unless they want the Vitality points associated with the screening. There are many appointment slots open till 11/1/2019.

There have been some coverage changes, like a higher amount of seed money for those in the high deductible plan which will increase from \$500 per family to \$800 for family coverage. Individual coverage will increase from \$250 to \$400 for plan coverage. Plus Plan and Qualified High Deductible Health Plan (QHDHP) plan design changes are implemented to control costs. Each plan now has three tiers: SLUCare+SSM, In-Network and Out-of-Network. Employees can choose facilities and providers but co-pays and deductibles will vary by choice. The university will continue to partner with the Business Health Coalition to get better purchasing power with Express Scripts as they continue to administrate the prescription drug plan.

Flex spending and dependent care accounts are still available. If you are changing to the QHDHP for 2020 and currently have a Flex spend, you must use all your FSA funds by 12/31/2019.

Voluntary Dental, Vision, Life Insurance, and Accident remain available and two new voluntary benefits were introduced: MetLaw and Lifelock coverage. MetLaw provides access to a wide-range of legal services and resources for you and your family, including unlimited access to top-quality network of attorneys. The fee is \$18.00 monthly or \$8.31 bi-weekly. Identity Theft-Lifelock provides comprehensive protection for your identity, personal information, and connected devices. The fee for employee only is \$11.49 for monthly and \$5.30 for bi-weekly paid employees. The family fee is \$22.98 for monthly and \$10.61 for bi-weekly paid employees.

There are two powerful tools available for employees to use to assist them with their healthcare choices: ALEX, which is an interactive tool to assess healthcare needs; and COMPASS, available year around to assist with finding the cheapest options for care if on the high deductible policy.

Spousal affidavits have changed and will be done directly in Banner this year.

Eric Armbrrecht, PhD, Operational Excellence – President’s Office: Overview of the High Deductible Health Plan and other Health Care Saving Scenarios. There are about 18% or 1718 or so employees on the university QHDHP. Yes, the deductible is higher; however, if there is a life changing event, the next enrollment period, an employee can choose the lower deductible plan at that time. Change is allowed from one program to the other during any open enrollment period.

The funds an employee puts towards QHDHP will go into a health savings account (HSA). When you make a deposit into your health savings account, those funds are not like flex spending account funds; HSA funds carry forward to the next year. Many choose the high deductible plan because the difference in the premiums is significant. This year, the university has increased the amount of seed money they will place in your account from \$500 to \$800 to an employee’s HSA for a family plan.

There are no pre-existing conditions that would prohibit you from switching from one type of plan to the other. Be advised that if you switch over, you will no longer be able to use your Flex Spending account. The beauty of the HSA is that when you retire or change employers, the HSA goes with you and will follow you to retirement and can be used for premium contributions for Medicare gap insurance. Employees on HSA can invest their HSA accounts once they have \$2000.00 saved, which helps grow the overall balance at a quicker rate.

Over all, the HSA will reduce premium costs for employees while planning for future healthcare cost needs.

Closing comments: Reminder there is a Food Truck Rally Friday October 25th on the Med Campus from 11:00a – 1:30p

Next Meeting:

Thursday, Nov. 21, 2019
North campus: BSC 251
12:00 – 1:15 PM

Topics will be: Preview of the Workday Performance Evaluation Tool, INTO SLU Presentation by Executive Director Tim Hercules

Adjournment at 12:55 P.M.

Staff Advisory Committees and Representatives – 2019-2020

• Staff Advisory Sub-Committees

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise

Community Outreach – vacant

•Service/Events Committee

Food Truck Rally – Stacy Mack, vacant

• University Committees

Campus Recreation Advisory Committee – Robert Pampel

Cura Steering Committee – Sue Stevens

Faculty/Staff Feedback Survey Task Force – Sue Stevens

Grassroots Working Committee – vacant

Honorary Degrees & Special Recognition Committee – vacant

Operational Excellence – Project Review Team – Alexis Bruce-Staudt

Parking Issues – Matthew Campbell, vacant

President's Advisory Council – Sue Stevens, Cyn Wise

President's Diversity Council – Sandra Cornell

Speech, Expression and Civil Discourse Committee – Anne Imlay, Bob McNair

Tobacco Free Workforce – Ellen Weis

University Leadership Council – Cyn Wise

Workday Transition Committee –vacant

• Board of Trustee Committees

Academic Affairs – Ellen Weis, Yr. 2

Development – Rhonda Arl, Yr. 1

Business and Administrations – Cyn Wise, Yr. 1

Marketing and Branding – Kristin Hrasky, Yr. 1

Mission and Identity – Sandra Cornell, Yr. 2




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Workday Update

October 17, 2019



Annual Benefits Enrollment 2020



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2020 Annual Enrollment Highlights

October 11th to October 25th, 2019

What's Changing:

- Increased SLU contribution to the Health Savings Account (HSA):
 - Individual coverage \$400 (from \$250)
 - Ind & Dep coverage \$800 (from \$500)
- Plus Plan and QHDHP plan design changes to help control costs
- Employees receiving the 2019 Wellness discount will not be required to do either the biometric screening or HRA to receive the 2020 discount
- New Voluntary Benefits:
 - Legal insurance with MetLaw
 - Identity theft protection with LifeLock

What's Staying the Same:

- No change to Employee Premiums!
- Continued partnership with SSM Health/SLUCare in Tier 1 Medical Plans
- No administrator or carrier changes

This presentation highlights your benefits. Official plan and insurance documents govern your rights and benefits under each plan. For more details about your benefits, including covered expenses, exclusions and limitations, refer to the individual summary plan description, plan document or certificate of coverage. If any discrepancy exists between this presentation and the official documents, the official documents will prevail. Saint Louis University reserves the right to make changes at any time the benefits, costs and other provisions relative to benefits.



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Medical and Prescription Drug Benefits



State of Health Care

■ Medical & Prescription Drug Costs

- The blended medical and pharmacy trend going in to 2020 is slightly down from last year.

■ SLU Plan Costs

- The plans ran well in 2018 and ended the year as expected, however the Plus Plan continues to be the highest cost plan.
- 2019 has started off well and is forecasted to finish the year more favorable than originally projected.

■ Peer Institutions

- In an effort to offer competitive benefits, SLU continues to monitor its peers and uses data collected from that review to support benefit design and program decisions.

2020 Medical Plan Options

UHC	Plus Plan			QHDHP Plan		
	SLUCare+SSM	In-Network	Out-of-Network	SLUCare+SSM	In-Network	Out-of-Network
Deductible				Non-Embedded: (One member can satisfy entire family deductible)		
Individual	\$350	\$750	\$2,000	\$1,500	\$1,750	\$3,500
Family	\$700	\$1,500	\$4,000	\$3,000	\$3,500	\$7,000
Coinsurance	10%	20%	40%	10%	20%	40%
Out-of-Pocket Maximum (includes medical deductibles and medical copays)				Non-Embedded: (One member can satisfy entire family OOP Max)		
Individual	\$1,750	\$2,000	\$6,000	\$1,750	\$3,500	\$7,000
Family	\$3,500	\$4,000	\$12,000	\$3,500	\$7,000	\$14,000
Physician Office Visits						
Primary Care	\$10 copay	20% after ded.	40% after ded.	0% after ded.	20% after ded.	40% after ded.
Specialist Care	\$20 copay			10% after ded.		
Preventive Care	100%	100%	100%	100%	100%	100%
Inpatient Hospital						
	10% after ded.	20% after ded.	40% after ded.	10% after ded.	20% after ded.	40% after ded.
Emergency Room						
	\$150 copay	\$150 copay	\$150 copay	10% after ded.	20% after ded.	20% after ded.
Urgent Care Center						
	\$60 copay	\$60 copay	40% after ded.	10% after ded.	20% after ded.	40% after ded.

2020 Pharmacy Plan Options

Express Scripts	Plus Plan		QHDHP Plan	
	Retail (34-day supply)	Mail Order (90-day supply)	Retail (34-day supply)	Mail Order (90-day supply)
Prescription Drug Costs				
Tier 1	\$10	\$25	Medical deductible, then 10% coinsurance	
Tier 2	25% coinsurance \$30 min-\$50 max	25% coinsurance \$75 min-\$125 max	Medical deductible, then 10% coinsurance	
Tier 3	50% coinsurance \$50 min-\$100 max	50% coinsurance \$125 min-\$250 max	Medical deductible, then 25% coinsurance	
Tier 4	20% coinsurance up to \$200 max	N/A	Medical deductible, then 10% coinsurance	N/A
Preventive Medications	Priced according to the tier in which they fall		Covered at 100%, no deductible	
Out-of-Pocket Maximum (Includes Rx Copays and Coinsurance)				
Individual	\$1,500		Combined with Medical	
Family	\$3,000		Combined with Medical	

The Vitality™ wellness program Discount

- If you are currently receiving the wellness premium discount you will be grandfathered and not required to do either the biometric screening or the Health Risk Assessment (HRA)s to receive the wellness premium discount in 2020. However, no vitality points will be rewarded unless you re-take your biometric screening and/or re-complete your HRA.
 - Wellness discount will remain the same
 - \$50 for employees and \$25 additional for covered spouses
- Program remains in effect all year and you are encouraged to earn points by:
 - Completing your Vitality Health Review & Vitality Check
 - Reviewing and activating your personal health goals
 - Completing an online course to learn about a health topic
 - Submitting your Preventive Screening exams
 - Tracking your workouts using a Vitality-compatible fitness device
 - Tracking your workouts at gym
 - Get CPR or first aid certified



**Once you
build up your
points, go
spend them
in the Vitality
Mall!**

*Please note: This list does not cover the program in its entirety.
Please refer to the web site for complete program activities, rules and details.*

Working Spouse Rule

- Applies to spousal eligibility on the medical plan only
- Full time working spouses who have access to medical coverage through their employer are not eligible for SLU's medical plan
- Spouses are eligible if they:
 - Are not employed or are self employed
 - Do not have access to qualifying coverage where his/her employer contributes at least 50% of the premium for single coverage
 - Are on Medicare and do not have access to an employer plan
- Completion of the annual spousal affidavit will not be required this year. You will be required to attest to your spouse's eligibility during the online open enrollment process. The University reserves the right to request completion of the spousal affidavit to be covered by the medical plan.

2020 Cost Sharing: Monthly & Bi-Weekly



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NO CHANGES

Plan	Monthly Premium Deductions	With Monthly Wellness Discount	Bi-Weekly Premium Deductions	With Bi-Monthly Wellness Discount
Plus Plan				
Employee Only	\$168.00	\$118.00	\$77.54	\$54.46
Employee and Spouse	\$456.00	\$381.00	\$210.46	\$175.85
Employee and Child(ren)	\$396.00	\$346.00	\$182.47	\$159.69
Family	\$616.00	\$541.00	\$284.31	\$249.69
QHDHP Plan				
Employee Only	\$93.00	\$43.00	\$42.92	\$19.85
Employee and Spouse	\$300.00	\$225.00	\$138.46	\$103.85
Employee and Child(ren)	\$255.00	\$205.00	\$117.69	\$94.62
Family	\$393.00	\$318.00	\$181.38	\$146.77
Plus Plan—Employees Earning up to \$38,505				
Employee Only	\$50.00	\$0.00	\$23.08	\$0.00
Employee and Spouse	\$338.00	\$263.00	\$156.00	\$121.38
Employee and Child(ren)	\$278.00	\$228.00	\$128.31	\$105.23
Family	\$498.00	\$423.00	\$229.85	\$195.23

SLUCare/SSM Tier 1 Partnership

REMINDER:

- SLUCare providers and St. Louis area SSM physicians and facilities are designated as Tier 1 under the medical plan.
- When you choose to use a Tier 1 provider you will pay less out of pocket through lower deductibles, out-of-pocket maximums, coinsurance and copays.
- To find an SSM Tier 1 Physician, visit [SSMHealth.com](https://www.ssmhealth.com) and search for providers listed as [SSM Health Medical Group](#) to find [SLUCare](#) providers and locations, visit www.slucare.edu
- In addition to these providers, [SSM Urgent Care Centers](#) and St. Louis area [SSM Health Express Clinics](#) (formerly Walgreens Take Care Clinics) are also part of the Tier 1 Network

SSM Hospitals – St. Louis Area



- St. Joseph Hospital – St. Charles
- St. Joseph Hospital – Wentzville
- St. Mary’s Hospital
- Cardinal Glennon Children’s Hospital
- St. Clare Hospital
- St. Joseph Hospital – Lake St. Louis
- DePaul Hospital
- Saint Louis University Hospital
- SSM Rehabilitation Hospital – Richmond Heights
- SSM Rehabilitation Hospital – Bridgeton
- St. Clare Surgical Center
- St. Joseph Endoscopy Center

Decision Support Tools

■ ALEX by Jellyvision

- Benefit assistance tool using interactive, online applications to walk members through plan design decision-making
 - Helps compare options between SLU's Plus Plan and QHDHP Plan based on individual member needs
- Available to all members during Open Enrollment period
- To access, visit www.myalex.com/slu/2020



■ Compass – Transparency Service

- Available throughout the year to **QHDHP Plan** members *only*
- Service utilizing trained Health Pro Consultants to assist members with navigating the healthcare system
 - Compass Health Pro:
 - Provides education and gives guidance to better understand benefit options
 - Assists in finding in-network, highly rated doctors
 - Provides price comparisons and reviews medical bills
 - Health Pro assistance must be initiated by member



MyUHC.com & Express-Scripts.com



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■ myuhc.com

- View Benefit summaries
- View Deductible accumulator
- Use Treatment cost estimator
- Check statements
- Pay bills to healthcare providers
- Learn about HSAs

■ express-scripts.com

- Automatically refill and renew prescriptions
- Price and compare different medicines
- See how you can save with My Rx Choices
- View your claims and balances
- Connect with pharmacists
- Track your home delivery orders

Download the apps for UHC and ESI's!

The screenshot shows the myuhc.com website. At the top, there's a navigation bar with "Site Demo", "Contact Us", "Feedback", "Login", and "En Español". The main content area features a "myClaims Manager" section with a pie chart divided into three segments: "PLAN DISCOUNTS", "YOUR RESPONSIBILITY", and "YOUR PLAN PAID". Text next to the chart says "Managing your claims just got easier – now with online bill payment." and includes a "Learn More" button. To the left is a "Site Login" form with fields for "Username" and "Password", a "Login" button, and a "Register Now" button. To the right is a "Links and Tools" sidebar with various utility links like "Find Physician", "Pharmacy Information", and "Estimate Health Plan Costs". Below the main content is an "Information Center" with "News" and "Learn More About" sections.

The advertisement features a silhouette of a woman with her hair blowing in the wind, set against a bright, hazy background. The text reads: "Support that's more than medicine. Pharmacists and clinicians to help you live better." Below this, there's a link "Learn more about Express-Scripts" and a "Member Shortcuts" bar with buttons for "Order Status", "Pay a Bill", and "Refill an Rx".



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Health Savings Account



Considerations of the QHDHP

- Enrolling in the QHDHP plan may provide advantages depending on your individual and family healthcare needs.
 - Premiums are lower for the QHDHP option
 - You're able to set aside money for future medical and prescription drug costs through a tax advantaged Health Savings Account (HSA)
 - SLU is contributing to your HSA, providing \$400 for individual and \$800 for family coverage

- Unlike the PPO, there are no copays so when using the plan you could have higher out of pocket expenses.
 - You will pay 100% until your deductible is met, and then coinsurance will apply
 - If you're on a higher cost monthly medication or obtain costly services earlier in the year you could be responsible for larger out of pocket cost



Health Savings Accounts

- For Qualified High Deductible Health Plan participants only
- HSAs are designed to help you save and pay for your healthcare now and when you retire
- Triple tax savings:
 - Put money in pre-tax
 - Grow your savings tax free
 - Pay for qualified medical expenses income tax free
- Account is always yours

Health Savings Accounts A health-wise investment that helps you ...



Deposit

Deposit your
health care
dollars.



Grow

Grow your
savings.



Save

Save on
taxes.



Pay

Pay for
health care,
now or later.

HSA Eligibility for Account Holders Only

- You are eligible to open and contribute to an HSA if you:



Are covered by a qualified high deductible health plan (QHDHP)



Are not covered by any other health plan which is not a QHDHP



Are not enrolled in Medicare, Medicaid, or TRICARE



Have not received VA benefits within the past 3 months
(Exception for service related disabilities)



Are not claimed as a dependent on someone else's tax return



Are not covered by a Health FSA
(Must have \$0 in your Health FSA before contributing to an HSA)

- If you don't meet one of these eligibility requirements, you can still enroll in the QHDHP plan, you just cannot open and contribute to a Health Savings Account

HSA Contributions

■ Maximum contribution limits

2020	IRS Maximum	SLU Seed Money *	Your Max Contribution
Individual	\$3,550	\$400	\$3,150
Family	\$7,100	\$800	\$6,300

* Seed Money Increased from \$250 Individual and \$500 family in 2019

- IRS maximum reflects a combined employer + employee contribution
- 55+ can fund an additional \$1,000/year; “catch-up” contribution
- SLU will only contribute money into an OptumBank administered HSA; if you choose to go to a financial institution of your choice, you will not receive the seed money
- HSA must be established by November 30 in order to receive seed money on January 1
- Funds must physically be in your account before disbursements can be made
- Any money remaining in the account at the end of the calendar year rolls over into the next year

HSA Qualified Eligible Expenses

Eligible Expenses

- Medical deductible and coinsurance payments
- Medical, dental and vision care services not covered through plan design
- Medical, dental and vision care services for your spouse or tax code dependents
- Medicare Part A, B, & D and COBRA coverage premiums
- Over-the-counter medication *with* a written prescription (i.e. Aspirin, Ibuprofen)

Ineligible Expenses

- Insurance premiums
- Babysitting/childcare
- Cosmetic surgery
- Health club costs
- Over-the-counter medication *without* a written prescription (i.e. Aspirin, Ibuprofen)

Visit www.irs.gov and view Section 213(d) of the IRS Tax Code publication 502 “Medical and Dental Expenses” for a complete list



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Flexible Spending Accounts



Flexible Spending and Dependent Care Accounts

- For Plus Plan participants, or those not enrolled in a medical plan at SLU
- Administration remains with ConnectYourCare
- You must make new elections for the 2020 plan year; current elections cannot be carried forward
 - Healthcare FSA: Total election amount less previous reimbursements are available at the time of transaction
 - Dependent Care FSA: Only the cash balance in your account is available at the time of transaction
- You cannot roll over unused balances from one year to the next
 - Use it or lose it rule applies
 - Grace period through March 15th for Healthcare FSA only
- Debit card allows direct payment
 - Eases payment, but does not substantiate claims—receipts may still be needed!
- If you are enrolling in the QHDHP for 2020, you must use all of your FSA funds by 12/31/2019

2019* IRS Funding Limits on FSAs

Healthcare FSA	\$2,700
Dependent Care FSA	\$5,000**

**IRS has not yet issued 2020 FSA limits*

***\$2,500 if married and filing separately*

Eligible FSA Expenses

Healthcare FSA Eligible Expenses:

- Copays, coinsurance, and deductibles for medical, prescription, and dental plans
- Eye exams, contacts, and eyeglasses
- Laser eye surgeries
- Hearing aids
- Over-the-counter medical supplies
 - Bandages, splints, contact lens solution, etc.
- Over-the-counter medical medications must be accompanied by a prescription

Dependent Care FSA Eligible Expenses:

- Child care, after-school care
- Care for an aging parent

Visit www.irs.gov and view Section 213(d) of the IRS Tax Code publication 502 “Medical and Dental Expenses” for a complete list



Voluntary Dental Benefits



Voluntary Dental Benefits

- Coverage remains with Delta Dental
 - No change to benefits or rates!
- Continue to have the choice between 2 dental plans
- Find a provider on www.deltadentalmo.com
 - Highest level of benefits with PPO dentists
 - Dental cards issued to new enrollees only

NO CHANGES

	Flex	Basic Plus
Monthly		
Single	\$37.45	\$21.91
Two-Person	\$73.31	\$42.14
Family	\$125.52	\$75.50
Bi-Weekly		
Single	\$17.28	\$10.11
Two-Person	\$33.84	\$19.45
Family	\$57.93	\$34.85

Voluntary Dental Plan—Delta Dental



NO CHANGES

	Flex Plan		Basic Plus	
	PPO Network	Premier/ Out-of-Network	PPO Network	Premier/ Out-of-Network
Deductible				
Individual	\$50	\$50	\$25	\$25
Family	\$150	\$150	\$75	\$75
Calendar Year Maximum				
Per Person	\$1,500	\$1,500	\$1,000	\$1,000
Preventive Care (member responsibility shown)				
	0% no deductible	0% no deductible	0% no deductible	50% no deductible
Basic Restorative Care (member responsibility shown)				
	10% after deductible	30% after deductible	30% after deductible	65% after deductible
Major Restorative Care (member responsibility shown)				
	40% after deductible	60% after deductible	60% after deductible	80% after deductible
Orthodontia				
Lifetime Maximum (per person)	\$1,000	\$1,000	\$1,000	\$1,000
Orthodontia	50% For all members	60% For all members	50% For children to age 19 only	75% For children to age 19 only



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Voluntary Vision Benefits



Voluntary Vision Benefits

- Coverage remains with Vision Service Plan (VSP)
 - No change to benefits or rates!
- In-network vs. out-of-network
 - In-network = no claim forms to complete
 - Out-of-network = must submit claim form for reimbursement
- VSP.com
 - Find a provider (Network: Choice)
 - Register and review benefit information
 - Discounts available
 - Print an ID card if desired (not needed to use benefits)

NO CHANGES

	Vision Plan	
	Monthly	Bi-Weekly
Tier		
Employee Only	\$7.02	\$3.24
Employee and Spouse	\$12.76	\$5.89
Employee and Child(ren)	\$13.38	\$6.18
Family	\$20.66	\$9.54

Voluntary Vision Plan—VSP

NO CHANGES

	Vision Plan	
	In-Network	Out-of-Network
Exam		
Wellvision Exam	\$10 copay	Up to \$45 allowance
Lenses		
Single	\$10 copay	Up to \$30 allowance
Bifocal	\$10 copay	Up to \$50 allowance
Trifocal	\$10 copay	Up to \$65 allowance
Frames		
	\$150 allowance for a wide selection of frames; \$170 allowance for featured frame brands; 20% on the amount over your balance	Up to \$70 allowance
Contacts (in lieu of glasses)		
	\$150 allowance for contacts; including the contact lens exam (fitting and evaluation)	Up to \$105 allowance
Frequency		
Exam/lenses/contacts (in lieu of glasses)	Every calendar year	
Frames	Every other calendar year	



Voluntary Life Benefits



Voluntary Life Benefits

NO CHANGES

- Cigna will continue to offer Voluntary Life coverage
 - Changes to current Voluntary Life elections are subject to Evidence of Insurability (EOI)
- Enhanced Guaranteed Issue and Maximums
 - Employees may elect Voluntary Life in an amount up to 3 times annual earnings to a maximum of \$600,000
 - SLU provides a Basic Life benefit of one times annual earnings to a maximum of \$400,000
 - Combined maximum benefit of \$1,000,000 between SLU provided and Voluntary Life

	Voluntary Life Plan	
Age	Monthly rate per \$1,000	Bi-Weekly rate per \$1,000
<30	\$0.039	\$0.018
30-34	\$0.052	\$0.024
35-39	\$0.059	\$0.027
40-44	\$0.072	\$0.033
45-49	\$0.124	\$0.057
50-54	\$0.221	\$0.102
55-59	\$0.383	\$0.177
60-64	\$0.584	\$0.270
65-69	\$0.974	\$0.450
70-74	\$1.532	\$0.707
75+	\$2.06	\$0.951



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Voluntary Accident Benefits



Voluntary Accident Benefits

- Benefit offered through Voya Financial
 - No change to benefits or rates!
- Plan helps reimburse expenses that occur due to an accident
 - 24-hour coverage - accidents on- or off-the-job are eligible
 - When you have an expense, you must submit a claim form; reimbursement will then be mailed as a check
 - \$100 wellness benefit
- Coverage is guarantee issue - no health questions asked
- No “network”

NO CHANGES

	Accident Plan	
	Monthly	Bi-Weekly
Employee Only	\$18.42	\$8.50
Employee and Spouse	\$32.59	\$15.04
Employee and Child(ren)	\$36.09	\$16.66
Family	\$50.26	\$23.20

Voluntary Accident Plan—Voya



Below is a sample list of benefits, it does not include all the benefits available under the policy.

NO CHANGES

Service	Benefit Amount
Accident Hospital Care	
Surgery (open abdominal, thoracic)	\$1,200
Hospital Confinement	\$375/day up to 365 days
Coma (14 or more days)	\$17,000
Follow-Up Care	
Medical Equipment	\$120
Physical Therapy	\$45/treatment
Prosthetic Device	\$750 (1) / \$1,200 (2 or more)
Emergency Care	
Ground Ambulance Transport	\$360
Air Ambulance Transport	\$1,500
Emergency Room Treatment	\$225
Common Injuries	
Burns, Laceration, Torn Knee Cartilage, Paralysis, Tendon/Ligament/Rotator Cuff	Varies

Service	Benefit Amount
Common Injuries—Dislocations	
Hip Joint	\$3,850/\$7,700
Knee	\$2,400/\$4,800
Shoulder	\$1,600/\$3,200
Common Injuries—Fractures	
Hip	\$3,000/\$6,000
Leg	\$2,500/\$5,000
Ankle	\$1,800/\$3,600
Kneecap	\$1,800/\$3,600
Nose	\$600/\$1,200
Other Benefits	
Wellness Benefit (completion of health screening test)	\$100/employee or spouse \$50/child (max of 4)
Sickness Hospital Confinement Benefit	\$100/day for employee or spouse \$75/day for children

Note: Closed reduction is non-surgical reductions of a completely separated joint. Open Reduction is surgical reduction of a completely separated joint.



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New Voluntary Benefits for 2020



Voluntary Legal Benefits - MetLaw



- MetLaw provides access to a wide-range of legal services and resources, for you and your family, including unlimited access to a top-quality network of attorneys.
- Use the benefit for a variety of personal legal needs related to events such as: getting married, starting a family, buying or selling a home, caring for aging parents, or sending kids off to college
- Advantages include:
 - Access to telephonic advice or office consultations,
 - No copays or deductibles to pay and no claims forms when you use a network attorney
 - Use of a convenient app
- For more information, visit www.metlife.com/mybenefits.

NEW for 2020		
	MetLaw Plan	
	Monthly	Bi-Weekly
Family	\$18.00	\$8.31

Voluntary Identity Theft- LifeLock

- LifeLock Identity Theft provides comprehensive protection for your identity, personal information, and connected devices.
- Features include:
 - LifeLock Identity Alert™ System
 - Dark Web Monitoring
 - LifeLock Privacy Monitor
 - Online account monitoring
 - 24/7 Live Member Support
 - Fictitious Identity Monitoring
 - Credit, Checking & Savings Account Activity Alerts
 - Three-Bureau Credit Monitoring, Annual Credit Reports & Credit Scores
 - 401K & Investment Account Activity Alerts

NEW for 2020

	LifeLock Plan	
	Monthly	Bi-Weekly
Employee Only	\$11.49	\$5.30
Family	\$22.98	\$10.61

- Lost Wallet Protection
- U.S.-Based Identity Restoration Specialists
- Million Dollar Protection™ Package
- Plus Norton Features: Parental Controls, Cloud Backup, SafeCam, Password Manager, Online Threat Protection and Smart Firewall
- For more information, visit www.lifelock.com



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2020 Annual Enrollment



2020 Annual Enrollment

- Plan elections are effective January 1, 2020 and are binding for the 2020 plan year, unless you experience a qualifying life event
 - Marriage
 - Birth/adoption
 - Divorce
 - Death
 - Change in employment status
 - Change in dependent status
- Life status changes allow you to make benefit election changes
- The Benefits Department must be notified within 31 days of life change

2020 Annual Enrollment

- Open enrollment will be held from October 11th through October 25th, 2019
- If making changes, do so through **Banner Self-Service**
 - Current medical, dental, vision, life and accident elections will carry forward
 - If you are enrolling a spouse or have a spouse currently enrolled, a spousal healthcare affidavit or confirmation of eligibility will be required
 - All HSA, dependent care and healthcare FSA participants will need to make an election for 2020; current deductions will not carry forward
 - HSA participants who do not currently have an HSA account will also need to establish an OptumBank account by November 30 in order to receive the SLU contribution
- See 2020 Benefits Guide for more information:
 - <https://www.slu.edu/human-resources/benefits/health/open-enrollment.php>
- **All enrollment elections must be completed online no later than Friday, October 25, 2019**
- More questions? Contact benefits@slu.edu.

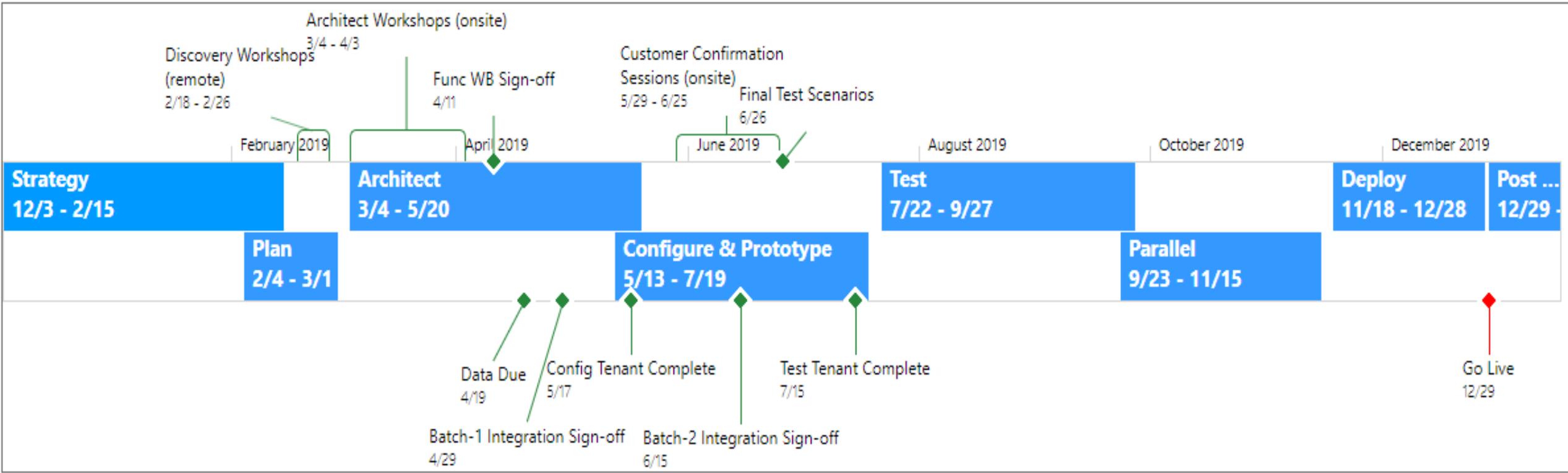


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Program Status

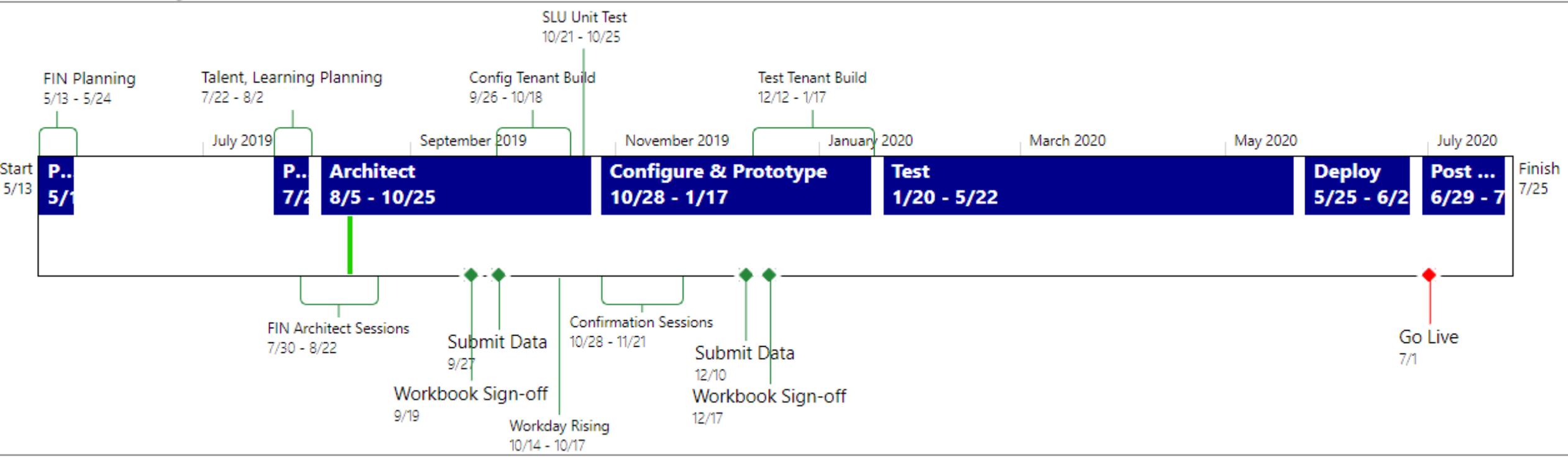
Phase 1 Project Timeline

Phase 1: HCM Project Timeline



Phase 2 Project Timeline

Phase 2: Finance & Talent / Learning Project Timeline





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HCM Go-Live Updates

Topics for Discussion

- Workday Data Conversion and Transaction Limitations
- Recruiting Cross-over into Workday
- Workday Training Overview
- Workday Communications Plan Overview

Workday Data Timeline

- Key Dates for Workday “Go Live” - January 1, 2020
 - **October 25** – Last Banner Data Snapshot
 - Data in the system as of that date is the data set that will be used in Workday to support the January 1 implementation
 - **October 25 – November 13** – Convert Banner data into templates that will be loaded into Workday
 - **November 14** – Data templates submitted to implementation partner for final Workday build
 - **November 14 – December 31** – Data and configuration files built into Workday. Testing and data clean-up done to prepare for January 1 implementation
- All transactions that occur after October 25 will require double-data entry in both Banner and Workday. Completing transactions in both systems increases both the workload for the implementation team and the potential for errors
- The goal is to have as much of the data locked down by October 25th as possible

Recruiting Cross-over to Workday

- On January 1 all new requisitions will be created in Workday. PeopleAdmin will remain available to complete the hiring process for positions that are open as of January 1.
 - However, individuals hired out of the PeopleAdmin system will have manually re-enter data into Workday as will the hiring managers
- Departments will be encourage to manage recruitment to minimize additional work resulting from hiring individuals out of PeopleAdmin beyond January 1.
- Where possible departments should try to complete the hire process before January 1 for those positions that are currently open or will be opened in PeopleAdmin.
- Departments will be encouraged when practical to delay posting positions in PeopleAdmin and waiting to post new/replacement positions in Workday.
 - Not only will administrative work be reduced by posting in Workday, it is anticipated that candidate pools will be enhanced in Workday, as the application candidate experience is much easier and less time intensive.

Finance Implementation – Freezing of New Fund Accounts

- Integrations from Workday to Banner are being created to manage the 6 month period where Finance is working in Banner and Human Resources is operating out of Workday
- A cross walk is being created to map personnel transactions in Workday to the financial accounts maintained in Banner
 - The cross walk is complex and to limit the possibility of transactional errors limitations on financial account changes must be implemented
- With the exception of Grant and Gift funds, no new funds for personnel expenses will be created after October 18th

Training & Delivery Timeline

Date	Topic	Audience
October 15, 2019	Train the Trainer- Timekeeping	Facilities Supervisors
November 1, 2019	Instructor Led Training Registration Opens	Business Mangers and People Leaders
November 18, 2019	Workday Job Aids and On-Demand Videos become available	All Faculty & Staff
November 18, 2019	WCN & Focus Group Training Begins	Workday Champions & Focus Group
December 1, 2019	Delivery of Instructor Led Training Begins	Business Mangers and People Leaders
January 2, 2020	Go-live Support Available	All Faculty & Staff
January 2 – 10, 2020	Open Labs (schedule/locations TBD)	All Faculty & Staff

Communication Timeline



Date	Topic	Audience
	Cutover Communication	Targeted Users
October 30, 2019	Newslink: Pre & Post Go-Live Support	All Faculty & Staff
November 18, 2019 – December 16, 2019	Newslink: Job Aid of the Week	All Faculty & Staff / Targeted Users
December 2, 2019	Newslink & Targeted Emails: Go-Live Checklist	All Faculty & Staff / Targeted Users
December 9, 2019	HR Newsletter: Go-Live Highlights	All Faculty & staff
January 2, 2020	Daily Updates as needed	All Faculty & Staff



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Q&A



Staff Advisory Committee **Saint Louis University**

**Minutes for Thursday, November 21, 2019,
Allied Health Multi-purpose Room**

Call to Order and Reflection: Sue Stevens, Chair Elect and Past Chair

Members Present:

Arl, Rhonda; Barbeau, Kathy; Baumann, Cathy; Bishop, Emily; Bolinger, Karen; Bruce-Staudt, Alexis; Bryan, Kristina; Butler, Christina; Callon, Maggie; Cornell, Sandra; Coyle, Riley; Dalton, Kellie; Donaldson, Cathy; Edwards, Loretta; Franey, Jenni; Ganey, Susan; Gannon, Jan; Grant, Tammy; Grimshaw Maitz, Lynn; Hetlage, Lynda; Hrasky, Kristin; Jackson, Pamela; Kaikati, Caroline; King, Delia; Lauriello, Erica; Linnenbrink, Katie; Mascari, Katie; Mason, Shamin; Masters, Beth; McCoy, Brandon; Osmack, Patricia; Robinson, LaVerne; Sahaida, Amanda; Schneider, Colleen; Stevens, Sue; Taylor, Ian; Torretta, Susan; Walton, Regina; Weis, Ellen; Wise, Cyn; Wolf, Kathleen; Wolff, Meme; Young, Rachel; Zimmer, Cathy

Guests:

Mazzuca, Patti

Call to Order 12:00 and Reflection:

Cyn Wise called the meeting to order and presented a reflection by Leo F. Buscaglia, "Risks must be taken because the greatest hazard in life is to risk nothing. Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around."

Approval of Minutes:

Minutes from the October 17, 2019 meeting were approved.

Call for Volunteers...

Volunteers are needed for the Martin Luther King and Martin Luther King Jr. Memorial tribute scheduled for January, 16, 2020 from 8:00 - 10:00 am. Please contact Regina Walton (regina.walton@slu.edu 977-4585) in the office of Diversity And Community Engagement if you are available to assist to help set up and act as greeters.

Blue Santa

Blue Santa's helpers picked up the toys donated by SAC members at the end of the meeting.

Monthly Spotlight:

Patrick Maloney, Learning & Development Manager: Work Day Performance Evaluation Update (Slides attached)

2019 Performance evaluations will be done via Work Day. The form and function will be similar to what has been used in the past with these sections:

- Goals are used to capture the quantity and quality of the work tasks that are

done each day and can capture regular, repeating day-to-day tasks or project-based tasks.

- Values reflect how we go about doing our work on a day-to-day basis and demonstrate how we contribute to the culture we wish to build at SLU.
- Professional development is used to help facilitate conversation's about how we can invest in our staff and guide conversations about improving our work environment and advancing our career.

What has changed?

- Self-evaluation templates are stored in Work Day.
- Elimination of supervisor +1 and departmental reviewer approval steps.
- Moving from a 4-point to a 3-point rating scale.
- Reducing core values from 9 values to 3 values.

Evaluations are meant to promote innovation and empower accountability.

- Goals to be assigned and tracked in real time.
- Giving leaders the option to conduct mid-year reviews.
- Anytime feedback available upon request.

Summary and description of the final values. Values were revised and based on input from the SLU Community.

- Acting with character
- Strengthening our community
- Driving change & innovation

Training and support is to include, on line job aids, videos and webinars. Goal templates will be available to managers on 1/2/2020, self-evaluations available to staff 1/20/2020, supervisor evaluations begin no later than 1/31/2020, with all evaluations to be completed by March 15, 2020.

Michelle Lewis, Director, Office of Institutional Equity and Diversity review of new university policy (draft attached)

Rational for having a Consensual Sexual or Romantic Relationships Policy, or lack thereof was discussed. Incoming comments were from people disagreeing that a policy was needed, and other saying thank you, the policy is long overdue. Why did it take so long to have this policy drafted? The process was started summer before last and had to include good representation and voices around the table, and started with a review of the harassment policy. As the group started talking, the discussions were more around the issues about individual romantic relationships and workplace settings. Michelle reported that from time to time she would get complaints, primarily from students, that said the classroom felt very unfair because there would be a student in the classroom seeing or dating the TA. Previously, the OIED response would be that it wasn't exactly a policy violation. The new policy addresses these situations and others where students or staff that may be subject to exploitation due to someone having a position of authority over another.

For this reason, policies from other institutions were reviewed, and SLU Human Resources, SLU Student Government, Office of General Counsel, Faculty Senate, and Staff Advisory Committee were all consulted on the new policy.

After the policy commentary period is over, there may be slight policy revision.

Closing comments: Reminder the next Staff Advisory Council Meeting will be the annual Holiday Luncheon with food provided by SAC.

Next Meeting: Thursday, December 19, 2019
South campus: Allied Health, Multi-purpose Room
12:00 – 1:15 PM

Adjournment at 12:55 P.M.

Staff Advisory Committees and Representatives – 2019-2020

• Staff Advisory Sub-Committees

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise
Community Outreach – vacant

•Service/Events Committee

Food Truck Rally – Stacy Mack, vacant

• University Committees

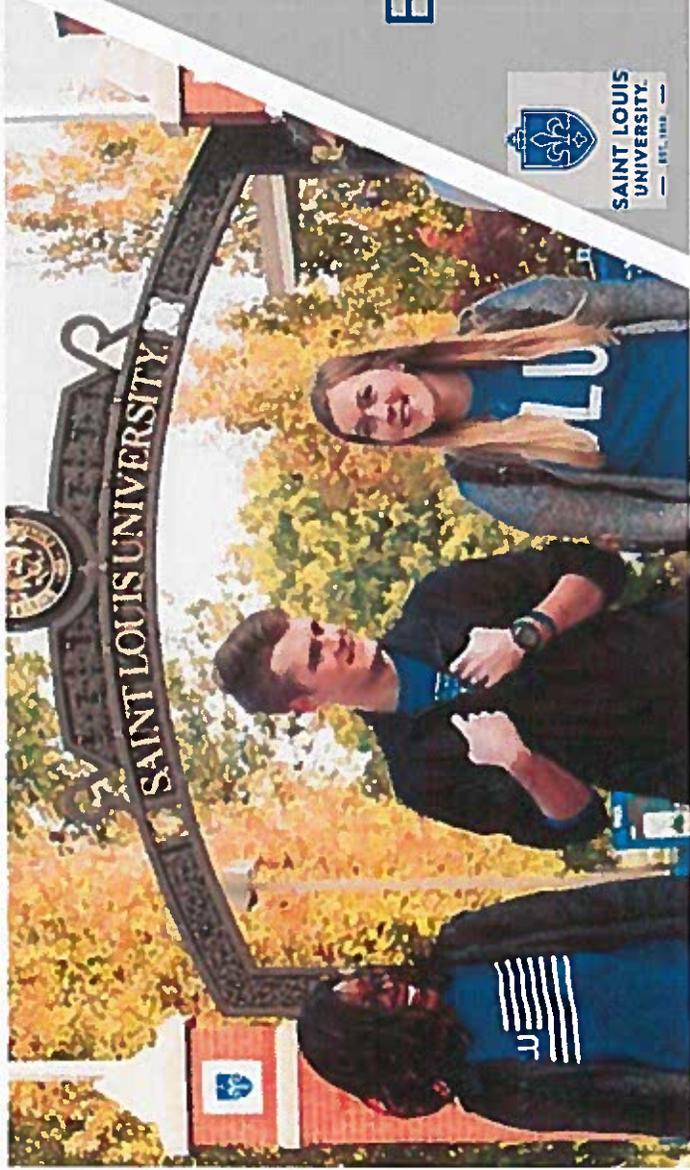
Campus Recreation Advisory Committee – Robert Pampel
Cura Steering Committee – Sue Stevens
Faculty/Staff Feedback Survey Task Force – Sue Stevens
Grassroots Working Committee – vacant
Honorary Degrees & Special Recognition Committee – vacant
Operational Excellence – Project Review Team – Alexis Bruce-Staudt
Parking Issues – Matthew Campbell, vacant
President’s Advisory Council – Sue Stevens, Cyn Wise
President’s Diversity Council – Sandra Cornell
Speech, Expression and Civil Discourse Committee – Anne Imlay, Bob McNair
Tobacco Free Workforce – Ellen Weis
University Leadership Council – Cyn Wise
Workday Transition Committee –vacant

• Board of Trustee Committees

Academic Affairs – Ellen Weis, Yr. 2
Development – Rhonda Arl, Yr. 1
Business and Administrations – Cyn Wise, Yr. 1
Marketing and Branding – Kristin Hrasky, Yr. 1
Mission and Identity – Sandra Cornell, Yr. 2



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Staff Performance Evaluation Tool Update for SAC

Structure of the performance review tool

The format will be similar and familiar

- Sections will include goals, values and professional development.
- Goals and values will have ratings and comment sections

Goals

- Used to capture the quantity and quality of the work tasks that we do every day.
- Can capture regular, repeating day-to-day tasks or project-based jobs.

Values

- Reflect how we go about doing our work on a day-to-day basis and demonstrate how we contribute to the culture we wish to build at SLU.

Professional development

- Used to help facilitate conversations about how we can invest in our staff and guide conversations about improving their work environment and advancing their career



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Overview of key changes based on SLU community feedback

Standardize & Simplify

- Self-evaluations use the same template as and are stored in Workday.
- Eliminate supervisor +1 and departmental reviewer approval steps.
- Moving from a 4-point to a 3-point rating scale.
- Reducing number of core values from 9 values to 3 values.

Promote Innovation & Empower Accountability

- Goals to be assigned and tracked in real time.
- Giving leaders the option to conduct mid-year reviews.
- Anytime feedback available upon request.

Proposed changes were adopted from

- Focus groups held with key stakeholders in 2016-2017
- Decisions made during Discovery and Architect workshop
- Feedback from Performance Management Review Committee
- Feedback from key stakeholders on Values
- Input from Workday Focus Groups

Summary and description of the final values

Values reflect **how** we go about doing our work on a day-to-day basis and demonstrate how we contribute to the culture we wish to build at SLU.

Values were revised based on input from the SLU community.



- **Acting With Character**

- Approaches work with a sense of integrity and duty to produce high quality results in the Jesuit tradition, even when it's the harder thing to do.



- **Strengthening Our Community**

- Forms inclusive and equitable relationships with others in the workplace.



- **Driving Change & Innovation**

- Improves work processes with the goal of adding value, increasing quality and efficiency, or stopping unnecessary tasks.



Example: Values self-assessment screen

- Self-Assessment: Values

Please provide a self-rating that reflects how you demonstrated each of the following values in YOUR day-to-day work.

Value Acting With Character	
Description Approaches work with a sense of integrity and duty to produce high quality results in the Jesuit tradition, even when it's the harder thing to do.	
Employee Evaluation Proficiency Rating Select One	<input type="radio"/> ?
	Options: <ul style="list-style-type: none">• Exceeds Expectations• Meets Expectations• Does Not Meet Expectations
Comment	<input type="text" value="I regularly followed all SOPs, stayed late to complete some tasks when necessary, and built trust with colleagues through honest, open communication."/>

Example: Goals self-assessment screen

- Self-Assessment: Goals

Instructions: Please review your goal. Provide any updates on goal status, an evaluation of how well you were able to meet the goal and details to support your evaluation.

Goal

Processing Customer Benefits

Description

Process additions and changes to medical, dental, vision and wellness benefits programs for qualifying employees. Maintain an average processing time of 2 business days for any individual benefits plan. Maintain a rate of 5 or fewer errors and customer complaints per quarter. Work collaboratively with...

Due Date

December 31, 2019

Status

Select One

Options:

- Not Started
- Partially Completed
- Completed



Options:
• Exceeds Expectations
• Meets Expectations
• Does Not Meet Expectations

Employee Evaluation

Rating

Select One

Comment

Met or exceeded all of the metrics listed within this goal regularly, but did not consistently meet the benchmark to achieve the "Exceeds Expectations" rating.



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Overview of timeline and support

Training & Support

- Job aids available online
- Videos
 - Overview of performance in Workday
 - Demo of goalsetting
 - Demo of self-evaluation
 - Demo of supervisor-evaluation
- Webinar
 - Reviewing & Updating Goals
 - Completing your Self-Evaluation
 - Completing Supervisor-Evaluation

Performance Review Timeline

- 2019 Goal templates
 - Available to supervisors
January 2, 2020
 - Must be updated
January 17, 2020
- Self-evaluations
 - Available to staff
January 20, 2020
 - Must be completed
January 31, 2020
- Supervisor-evaluation
 - Available to supervisors once self-evaluations are complete
no later than January 31, 2020
 - Must be completed
March 15



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: 3 years after approval
Owner: L. Michelle Lewis
Document Area: Vice President and General Counsel
References:
Applicability: Saint Louis University
 SLUCare

Consensual Sexual Or Romantic Relationships Policy



Consensual Sexual Or Romantic Relationships Policy

Classification: Administrative	Date Revised: August 2019
	Date Effective: On approval
	Review Date: Three years post approval
	Date Approved: TBD

Responsible University Official: Vice President and General Counsel/William Kauffman, Esq.

Policy Owner: Director, Office of Institutional Equity and Diversity /L. Michelle Lewis

Policy Contact: Director, Office of Institutional Equity and Diversity /L. Michelle Lewis

1.0 Reason for Policy

Saint Louis University is committed to providing a safe, equitable, and respectful learning and work environment for all members of our community. Sexual or romantic relationships between members of the University community in unequal positions of power or authority can undermine this commitment and raise significant legal, administrative, and ethical risks.

There are many ways problems can arise when members of the University community in unequal positions of power engage in a sexual or romantic relationship. When one person in such a relationship has the ability or authority to grade, advance, promote, recommend, or otherwise influence the employment or academic status of the other, there is the possibility that what appears to be a consensual relationship may not be so. Some recipients of sexual advances may fear that refusal will result in loss of an employment or academic benefit, and thus enter into such a relationship even though it is, in fact, unwelcome. Such situations may constitute sexual harassment, which is illegal. In other instances where the consensual relationship between unequal persons may not necessarily constitute sexual harassment, an inherent conflict of interest may give rise to the perception by others that there is preferential treatment or bias in decisions that favorably impact the individual in that consensual relationship. These perceptions undermine the spirit of trust and mutual respect that is important to the University culture.

This policy strives to provide an environment that is free from inequality, favoritism, or sexual harassment within the context of consensual sexual or romantic relationships between members of the Saint Louis University community when there is a disparity of power with an individual over whom one has Direct Authority.

2.0 Policy Statement

Relationships between Faculty and/or Staff

No faculty or staff member shall enter into a consensual sexual or romantic relationship with another faculty or staff member over whom they have Direct Authority. Conversely, no faculty or staff member shall exercise Direct Authority over any other faculty or staff member with whom they have, or previously had, a sexual or romantic relationship.

If such a situation preexists or arises, it will not be considered a violation of this policy if the party in the position of greater authority promptly recuses themselves from any role with Direct Authority over the other party, and discloses the relationship to the Office of Institutional Equity and Diversity. If the Office of Institutional Equity and Diversity determines that a simple recusal will eliminate the

conflict of interest (for instance, recusing oneself from a single tenure committee decision), no further action is required.

In all other cases where simple recusal will not eliminate the conflict of interest (for instance, if one party would be supervising the other on an ongoing basis, or routinely making evaluative decisions affecting the other), the party in the position of greater authority must promptly follow the *Responsibilities* procedures set forth in Section 5 of this policy so that any potential conflicts and risks can be managed.

NOTE: Situations such as marital unions and partnerships are governed by the University's *Employment of Relatives Policy*.

Relationships between Faculty/Staff and Students

No faculty or staff member shall enter into a consensual sexual or romantic relationship with a student over whom that faculty or staff member has Direct Authority. Conversely, no faculty or staff member shall exercise Direct Authority over a student with whom the faculty or staff member has, or previously had, a sexual or romantic relationship.

Additionally, no student serving in a teaching or evaluative role for a specific course (for instance, as a teaching assistant or graduate assistant) shall enter into a consensual sexual or romantic relationship with any student currently enrolled in that course. Conversely, no student serving in a teaching or evaluative role for a specific course shall exercise academic authority over any student in that course with whom they have, or previously had, a sexual or romantic relationship.

Further, no faculty member shall enter into or engage in a consensual sexual or romantic relationship with a student who is enrolled in any academic program (for instance, J.D. or M.D.) or department in which the faculty member participates.

If any of the above situations preexist or arise, the party in the position of greater authority must promptly recuse themselves from any role with Direct Authority over the student, extending until such time as the student ceases to be in that academic program at the University. In addition, the party in the position of greater authority must promptly follow the *Responsibilities* procedures set forth in Section 5 of this policy so that any potential conflicts and risks can be managed.

Special Considerations Regarding Undergraduate Students

The legal, administrative, and ethical concerns expressed in this policy apply with particular enforcement to the prohibition of consensual sexual or romantic relationships between faculty/staff and undergraduate students. Because of the heightened risk of a real or perceived power imbalance between faculty/staff and undergraduate students, no faculty or staff member shall engage in a sexual or romantic relationship with any student currently enrolled as an undergraduate at Saint Louis University, regardless of whether the faculty or staff member exercises academic or other authority over that student.

The Office of Institutional Equity and Diversity, in consultation with relevant University entities, may allow exceptions to this section of the policy regarding undergraduate students in limited appropriate circumstances (for instance, a non-traditional undergraduate student who takes no classes in the same department as the faculty member).

3.0 Scope

This policy applies to all University faculty, staff, students, and volunteers, including SLU-Madrid.

4.0 Procedures

When a disclosure is made pursuant to the responsibilities outlined in this policy, the Office of Institutional Equity and Diversity, in consultation with other appropriate University entities such as the Office of General Counsel, Human Resources, or leadership at the college, school, divisional, or departmental level, will determine how to eliminate or minimize the conflict of interest and disruption of the academic or work environment.

Those individuals who carry out this policy, including those to whom disclosures are made and those involved in developing or implementing conflict management plans, shall do so in a manner that respects the privacy of the parties involved to the greatest extent possible and shall share information only to the extent necessary to provide a safe, equitable, and respectful academic and work environment for all members of the Saint Louis University community.

Those who wish to file a complaint regarding a violation of this policy may contact the Office of Institutional Equity and Diversity.

For employment situations that preexist or arise as the result of a Direct Authority relationship involving a relative, refer to the procedures outlined in Saint Louis University's *Employment of Relatives Policy*.

5.0 Sanctions

Individuals who fail to comply with this policy and the procedures associated with it may be subject to disciplinary actions guided by the rules, regulations, and policies of Saint Louis University, including but not limited to the University's *Staff Performance Management Policy*, *SLU*

Faculty Manual (St. Louis Campus), Code of Professional Conduct for Residents and Fellows, or Student Handbook. Non-compliance with this policy may result in disciplinary action, up to and including separation from the University. SLU Faculty Manual (St. Louis Campus) or Human Resources policies and procedures, as appropriate. Students who violate this policy while acting in a teaching or academic role may be subject to disciplinary action in accordance with the Student Handbook or other relevant University policies.

Failure to provide prompt disclosure to the Office of Institutional Equity and Diversity in accordance with this section will be considered a violation of the policy.

6.0 Responsibilities

As set forth above, this policy requires that situations involving consensual sexual or romantic relationships in which one individual has Direct Authority over another must be disclosed promptly so that any potential conflicts can be managed. Specifically, in these situations, the party in the position of greater authority must notify the University's Office of Institutional Equity and Diversity about the existence of the relationship.

Faculty and staff members are prohibited from engaging in a sexual or romantic relationship with any student currently enrolled as an undergraduate at Saint Louis University, regardless of whether the faculty or staff member exercises academic or other authority over that undergraduate student.

NOTE: The prompt disclosure of a consensual sexual or romantic relationship does not insulate the party with Direct Authority from a claim or finding that the conduct nonetheless violated applicable University policies (e.g., an allegation of sexual harassment or sexual assault under the University's *Harassment Policy* or *Sexual Misconduct Policy*.)

7.0 References

University Policies

[Employment of Relatives Policy](#)

[Harassment Policy](#)

[Sexual Misconduct Policy](#)

SLU [Faculty Manual](#) (St. Louis Campus)

University Resources

Office of Institutional Equity and Diversity
DuBourg Hall, Room 36
221 North Grand Blvd.
(314) 977-3838

Department of Human Resources
Wool Center, 1st Floor
3545 Lindell Blvd.
(314) 977-5847

Office of Professional Oversight
SSM Health Saint Louis University Hospital
3635 Vista Ave.
Desloge Tower, Room T-6417
(314) 577-8933

Department of Public Safety and Emergency Preparedness
Wool Center, Room 114
3545 Lindell Blvd.
Emergencies: (314) 977-3000
General Information: (314) 977-2376

Office of Student Responsibility and Community Standards
Wuller Hall, 2nd Floor North
3711 West Pine Mall
(314) 977-7326

External Resources

U.S. Department of Education
Office for Civil Rights

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
800-421-3481
OCR@ed.gov

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
(202) 514-4609

U.S. Equal Employment Opportunity Commission
Robert A. Young Federal Building
1222 Spruce St., Rm 8.100
St. Louis, MO 63103
800-669-4000

8.0 Definitions

Faculty: encompasses all faculty members, as outlined in the SLU Faculty Manual (St. Louis Campus).

Staff: includes all University staff members, with the exception of undergraduate student-workers whose primary relationship with the University is that of a student.

Direct Authority: refers to the actual or apparent authority one has to supervise, evaluate, counsel, educate, coach, employ, or otherwise make decisions or recommendations regarding the other person in respect to the other person's employment, education, instruction, or participation at Saint Louis University, or as to that individual's advancement, benefits, or privileges in the educational or employment context.

One may have "Direct Authority" over another in situations including, but not limited to, those in which an individual controls or has influence over the other's employment, assignments, evaluation, recommendation, compensation, discipline, admission, coursework, grading, financial aid, formal mentoring, research funding, extracurricular participation, co-curricular involvement, dissertation supervision, and other forms of control or influence over academic, professional, or other relevant matters or activities.

9.0 History

This new policy replaces the provision in the University's *Harassment Policy* (version 3.0) regarding consensual amorous relationships that occur within the context of educational or employment supervision and evaluation.

Attachments:

Approval Signatures

Approver	Date
Michael Reeves	pending
L. Michelle Lewis	8/20/2019
Michael Reeves	8/15/2019

Applicability

SLUCare, Saint Louis University



Staff Advisory Committee **Saint Louis University**

Minutes for Thursday, January 16, 2020
Busch Student Center Room 251

Members Present:

Arl, Rhonda; Baumann, Cathy; Bolinger, Karen; Bruce-Staudt, Alexis; Butler, Christina; Callon, Maggie; Coyle, Riley; Daniel, Hillary; Dill Garvin, Debbie; Donaldson, Cathy; Dorsey, Ashlee; Drexl, Mary; Elbe, Kari; Franey, Jenni; Grant, Tammy; Hrasky, Kristin; Jackson, Pamela; Karwoski-Siebert, Krista; King, Delia; Linnenbrink, Katie; Masters, Beth; Miller, Kirsten; Osmack, Patricia; Sahaida, Amanda; Schmidt, Erin; Schwartz, Dawn; Tobnick, Chris; Torretta, Susan; Weis, Ellen; Wise, Cyn; Wolf, Kathleen; Wolff, Meme; Young, Rachel

Call to Order 12:01 and Reflection: Cyn Wise, Chair, called the meeting to order at 12:01 and gave a reflection from Martin Luther King's February 6, 1968, Washington, D.C., speech, *A Proper Sense of Priorities*. "There comes a time when one must take a position that is neither safe, nor politic, nor popular, but he must take it because conscience tells him it is right."

Cyn felt compelled to share this quote after attending the MLK celebration event on campus. The keynote speaker, acclaimed journalist Roland Martin, challenged the audience to read all of Dr. King's words and not just the top five hits that come up on google. Because Cyn is a child of the 60's, she never saw Dr. King as a pacifist but rather as a teacher of methods of peaceful protest. Even as a young teenager, Cyn saw him as a warrior for freedom.

Approval of Minutes:

Minutes from the November 21, 2019 meeting were approved.

Announcements:

Cyn has the revisions to the current SAC bylaws, making changes to reflect the movement to a Staff Council, almost ready to give to the bylaws committee for review and further revision. That committee will then present the revised bylaws to the membership for comment and, finally, voting on acceptance or rejection.

Monthly Spotlight:

TO BE RESCHEDULED: Tim Hercules, Into SLU Executive Director: INTO SLU Overview
Sadly, Tim had a scheduling conflict and his visit has been rescheduled to the March SAC meeting.

Jacob Wierson, Summer-Winter Program Coordinator: Summer at SLU Update

Jacob manages the undergraduate for credit courses in the summer and also manages the K through 12 camps and academies that take place on campus from late May to early August. Last year, the program hosted a little over 3,000 K-12 students on our campus with programs for students including STEM - engineering, technology, web development; art, theater, culinary, graphic design and a wide range of sports. There are 10 new camps this year and about 40% of the camps offer a 10% discount for SLU faculty, staff and students so please see attached schedule procure and be sure to check out the program website:

<https://www.slu.edu/summer/k-12-camps.php#/dashboard>

Questions from the audience:

Would the program be interested in candy or swag donations?

Absolutely. If we can't use it, we will pass those items to partner programs that can use the items.

Do you have camps for little ones?

Yes, K-3rd grade may be our most popular age group.

Are there family/quantity discounts?

Not at this time, but many do offer that 10% for faculty, staff and students.

Announcements:

The Doisy College of Health of Sciences is hosting an Inaugural University Fish Fry during Lent on March 20, 2020 from 4 to 7:30 pm for the university community. Proceeds from the event are donated to the DCHS Cura Scholarship fund, which helps DCHS students experiencing financial hardship. For more information, contact dchs@health.slu.edu. Please look for further announcements in Newslink.

The SLU Music Program in association with the Nu-Art Series will present the program Jazz N' Tongues: The Art of Music and Poetry, Saturday, February 8, 2020 in Xavier Hall at 8:00 P.M. The event is free and open to the public.

Please send any of your events to sac@slu.edu and we will get those sent out to our membership for support.

The meeting was moved to adjourn at 12:19.

Next Meeting:

Thursday, February 20, 2020
South campus: Allied Health, Multi-purpose Room
12:00 – 1:15 PM

Staff Advisory Committees and Representatives – 2019-2020

- **Staff Advisory Sub-Committees**

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise

Community Outreach – vacant

- **Service/Events Committee**

Food Truck Rally – Stacy Mack, vacant

- **University Committees**

Campus Recreation Advisory Committee – Robert Pampel

Cura Steering Committee – Sue Stevens

Faculty/Staff Feedback Survey Task Force – Sue Stevens

Grassroots Working Committee – vacant

Honorary Degrees & Special Recognition Committee – vacant

Operational Excellence – Project Review Team – Alexis Bruce-Staudt

Parking Issues – Matthew Campbell, vacant

President's Advisory Council – Sue Stevens, Cyn Wise

President's Diversity Council – Sandra Cornell

Speech, Expression and Civil Discourse Committee – Anne Imlay, Bob McNair

Tobacco Free Workforce – Ellen Weis

University Leadership Council – Cyn Wise

Workday Transition Committee –vacant

- **Board of Trustee Committees**

Academic Affairs – Ellen Weis, Yr. 2

Development – Rhonda Arl, Yr. 1

Business and Administrations – Cyn Wise, Yr. 1

Marketing and Branding – Kristin Hrasky, Yr. 1

Mission and Identity – Sandra Cornell, Yr. 2



Staff Advisory Committee
Saint Louis University

Meeting Minutes for Thursday, March 19, 2020
Via Skype due to social distancing mandate

Members & Guests via Skype : Due to the limitations of Skype and a list of over 100 on line, we were unable to track who attended this meeting. All current SAC members will get credit for attending this meeting. This issue should be corrected by using ZOOM next month.

Call to Order 12:00 and Reflection: Cyn Wise called to order and as a reflection, from Pope Francis on strength and courage.

“Tonight before falling asleep, think about when we will return to the street. When we hug again, when all the shopping together will seem like a party.

Let’s think about when the coffees will return to the bar, the small talk, the photos close to each other. We think about when it will be all a memory but normalcy will seem an unexpected and beautiful gift. We will love everything that has so far seemed futile to us. Every second will be precious. Swims at the sea, the sun until late, sunsets, toasts, laughter. We will go back to laughing together. Strength and courage.”

See you soon!”

Minutes: Minutes from the January 16, 2020 were approved.

Monthly Spotlight: **Mickey Luna, Vice President of Human Resources**

Mickey explained the current directive is anyone who can work from home, should work at home. There are some employees in essential roles that need to come to work. We want to make sure those who much come in have a safe workplace to report. If anyone thinks they can work remotely but have not been allowed to should email hr@slu.edu or speak with their supervisor.

He then addressed if a person could not work from home because there isn’t enough work to work from home by saying the University is asking that we all be flexible and available to assist in any way possible or necessary.

If you find that you are unavailable to work during normal business hours due to your own illness, to care for ill family member you would claim sick days to cover those examples. If you are unable to work because you are home taking care of your children due to school closures, you would use caregiver (sick) leave per the new sick leave policy. If you choose to take a day or part of a day off and go to a park or go for a drive, whatever it might be, you would use vacation hours. If you are available and ready to work from home, you report your time just as if you were sitting at your desk on campus.

Mickey also spoke to the announcement that the university has announced it will provide staff an additional 80 hours of sick leave due to the concern that people were all exhausting their sick leave in response to the quarantine and social distancing. The university is confident that the move to remote work will lessen the potential for issues of people exhausting their sick leave. The university always allows up to two weeks of

caregiver leave and now with the additional two weeks and work from home option, staff employees can report 80 hours of sick leave even if their accrual shows 0 hours; the system is set to pay up to -80 hours of sick time.

Mickey then took questions from the Skype chat:

We are told there may be a delay in starting new hires such as LPNs and MAs who are considered essential staff while our volumes are low. This is the perfect situation to train new staff while we have time to do it. Normally we don't have time to do it and the PMO is still having classes due to them being limited to five people.

Mickey responded that from a hiring standpoint no announcements have been made about any sort of official delay in hiring but we want to be thoughtful about these issues. When we do bring people on there is no sort of live employee orientation at this time. Work Day also does not allow pre-employment I-9 verification they must be done in real time. For this reason, we are only verifying and starting new hires on Mondays. We are making appointments with Vivian Vaughn to take I-9 documents and send new hires to Parking and Card services to get ID's. The general public no longer has access to Wool, they must be badged by some with access.

So thinking about the fact that in many instances we do not have people, not just in Human Resources but in many places on site, we'll have to really consider and evaluate what kind of a plan departments have to onboard with technology and training so the process goes smoothly. We are working with hiring managers and want to be thoughtful; we are only looking to bring in essential personnel. It's important to utilize the resources we currently have that may not be busy and sent home.

Can you clarify how a Medical Assistant who is going to be off the next three weeks with her kids due to school closures should log her time? She is told to take sick one day and vacation the next. What time should she use?

A communication is coming out in regards to this situation. As of today an individual can use their sick pay as caregiver leave and when that is exhausted they would use vacation. As stated previously, the system will allow up to -80 sick hours.

As clinic volumes go down, calls and inbox tasks in EPIC have quadrupled and prior authorizations are piling up. I can use nursing level or higher level to assist with these.

Mickey wasn't certain what the question was but acknowledged that some units are seeing work load increases. It is a challenge to figure out if someone has the capacity to help another unit. If someone is willing to volunteer that would be helpful. It is our hope to redeploy workers to other areas in need.

How can we back down on clinics when we have so many providers sharing the same suite and they don't see each other's patients? In regards to social distancing and trying to cut down on staff, it's a little difficult given there as so many providers in the suite.

That's a difficult question for me to answer. I think that's one that we will have to work with clinic supervision and clinic managers and our care providers to identify what are the options to make sure we're accommodating everyone.

With the CDC recommendations regarding not congregating or having no more than ten people at a meeting or work space, why has SLU chosen to keep BSC and the Pius Library open?

I believe Dr. Pestello has addressed that and if there are areas where we are not following his guidelines we will need to evaluate the steps necessary to follow his direction. If you work in one of those areas please speak with your supervisor to see what steps can be taken to ensure the recommendations are being followed.

Do you know what Sodexo is doing for their employees who are not being brought back to work after Spring Break?

Unfortunately, I do not and I believe Student Development works with Sodexo on that arrangement and contracts so that is just not something handled out of HR. Call David Young if you would like additional information.

Has there been a reduction in hours for custodial and facilities workers?

We have reduced the number of hours we are asking them to come on campus as a direct result of moving 3000 people off campus. We do need to have some work done by those groups of individuals but we are not having everyone in every day but rotating the workers and working a flex schedule so they continue to work forty hours a week.

Employees in a clinical histology lab in the medical school do not have normal volume due to COVID19. Some are sent home early or coming in late, so how are we to report that? Are we supposed to take vacation time? This is what we have been told to do.

The university would expect individuals to report their normal work hours and not be supplementing them with vacation or sick leave. If someone chooses to come in late because of a family obligation or vacation, we would expect them to take vacation or sick leave.

My question or perhaps comment is since the implementation of Work Day has not gone as smoothly as anticipated, is there any discussion of delaying rolling out the financial modules?

Anyone who has gone through new software implementation, would say "issues" are normal and were to be expected. Perhaps we had misaligned expectations per the project and how it would unfold. In regards to financial implementation the roll out is something that's being evaluated and whether or not we are prepared to go live in July. No doubt working remotely will have an impact on the timeline. It's too early for commentary on if the project will be delayed.

In respect to custodial workers maintaining our office buildings and particularly will they be disinfecting our spaces?

The understanding is that protocols have been developed and they are asking custodial workers to follow the protocols.

Do you know when a decision might be made regarding pre-commencement and commencement?

Those decisions would come out from the Provost's office.

Are there any different protocols in place for SLU employees in the West Pavilion?

Not that Mickey is aware of.

(End of questions Mickey answered)

Mickey's final comments: We still have issues that the university is working through as they are communicated. There will be continued communication from Dr. Pestello in the days and weeks to come. Also, if anyone encounter any issues, concerns or problems please send a note to hr@slu.edu. We will all get through this together and thank you for giving me this time.

Questions Cyn Wise answered:

Do we know how long the work remotely will last?

No not at this point; it changes from day to day.

Is there a plan for parking?

Parking is being addressed but I don't have an answer for that yet.

Are there any discussions of lay off?

Not that I know of.

Monthly Spotlight: Tim Hercules, INTO SLU Executive Director: INTO SLU Program overview

For those who do not know, Tim has been working closely with the Office of International Services, supporting international students them during this challenging time. During this time, many know that international students on campus are not able to return home. They could complete a form with Residential Life declaring their need to stay on campus. So, we having been working with those students trying to help and support them. 50% of our internationals students have chosen to stay in St. Louis while the other 50% have decided to return home. Returning home presents several challenges for students who must prove they are fit to fly home and require certificates of testing from Student Health and Counseling Services. Once the international returns home, they will be quarantined so they will have difficulty attending on-line class, so we are working with faculty and advisors on this challenge. There is also a challenge for faculty to teach; there are a

great variety of time zones to consider. We are doing our best to support all our students as a united community.

Announcements:

There have been several nominations for next year's SAC Executive Board. As soon as everyone who has been nominated is contacted, we will be sending out the official ballot.

Our next scheduled meeting is Thursday April 16 where our Spotlight will feature our annual visit from Dr. Pestello and his Vice Presidents. Because of time a Google form will be released so we can gather questions. In the past, with an open Forum, we find we cannot get more than a couple of questions answered in our given time allotment. So SAC officers will gather the questions and combine like issues for our guests.

Next Meeting: Thursday, April 16, 2020
Via **ZOOM**
12:00 – 1:15 PM

Adjournment: By Cyn Wise at 12:50 P.M.

Staff Advisory Committees and Representatives – 2019-2020

• Staff Advisory Sub-Committees

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise

Community Outreach – vacant

• Service/Events Committee

Food Truck Rally – Stacy Mack, vacant

• University Committees

Campus Recreation Advisory Committee – Robert Pampel

Cura Steering Committee – Sue Stevens

Faculty/Staff Feedback Survey Task Force – Sue Stevens

Grassroot Working Committee – vacant

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Parking Issues – Matt Campbell

President's Advisory Council – Sue Stevens, Cyn Wise

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Workday Transition Committee –vacant

• Board of Trustee Committees

Academic Affairs – Ellen Weis

Development – Cyn Wise

Business and Administrations – Sue Stevens

Marketing and Branding – Rhonda Arl

Mission and Identity – Sandra Cornell



Staff Advisory Committee **Saint Louis University**

Meeting Minutes for Thursday, April 16, 2020
VIA ZOOM

Members Present:

Arl, Rhonda; Ashford, Sherry; Baine, Jennifer; Barbeau, Kathy; Barrale, Mary Ann; Bauman, Sara; Baumann, Cathy; Benford, Evelyn; Bolinger, Karen; Bruce-Staudt, Alexis; Bryan, Kristina; Butler, Christina; Callon, Maggie; Campbell, Matt; Cervantes, Imelda ; Cook, Mary; Coyle, Riley; Dalton, Kellie; Daniel, Hillary; Davis, Lauren; Dean, Antoinette; Dill Garvin, Debbie; Donaldson, Cathy; Dortch, Kathryn; Easter, Karin; Edwards, Loretta; Elbe, Kari; Elwyn, Jennifer; Flach, Janet; Flynn, Andrea; Franey, Jenni; Gallina, Tonya; Gambill, Sandy; Ganey, Susan; Grant, Tammy; Hasman, Amy; Hetlage, Lynda; Hrasky, Kristin; Imlay, Anne; Jackson, Pamela; Jaegers, Deb ; Karwoski-Siebert, Krista; Kaufman, Cheryl; King, M. Julie; Krishnarao, Kavitha; Lawrence, Elizabeth; Lay, Genise; Lewis, Mindy; Linnenbrink, Katie; Maher, Kelly; Masters, Beth; McCormack, Helen; McQueen, Patricia; Meyers, Jyssaka; Miller, Kirsten; Miller, Eric; Moore, Heidi; Neuner, Kathryn; Oppermann, Jennifer; Osmack, Patricia; Pereira, Mary; Pudlowski, Zach; Rogers, Christine; Russell, Amy; Schneider, Colleen; Schwartz, Dawn; Sevener, Natalie; Spicer, Sharon; Stengel, Carol; Stevens, Sue; Streif, Mary; Stumpf, Joseph; Taylor, Ian; Tinge, Steve; Torno, Elizabeth; Torretta, Susan; van Driest, Jennifer; Vernon, Tonya; Watkins, Tracy; Weis, Ellen; Wilson, Debra; Wise, Cyn; Wolff, Meme; Young, Rachel; Zimmer, Cathy

Guests:

Bailey, Betty; Bequette , Barbara; Brown, Edith; Cohnes, Lisa; Collins, Kyle; Dent, Mary; Duggan, Mary; Economon, Denise; Floeh, Natalie; Foster, Aimee; Gagne, Bob; Goersch, Kelly; Goessling, Megan; Grant, Leetoya; Hahn, Sherry ; Harvey, Teresa; Heimbürger, David; Hilliard , Lana Kelly; Hoffarth, Patricia; Hundermark , Emma; Jones, Sarah; Keenan, Aileen; Komos, Emily; Kurtzeb, Danette; Liuzza, Kearney; Lucido, Michael; Luna, Mickey; McClure, Brian; Miller, Deanna; Moran, James; Pestello, Fred; Pudlowski , Christine; Reichert, Kalen; Roach, Lisa; Rosenzweig, Tiffany; Schmidt, Stephen; Semsar, Jennifer; Sextro, Elizabeth; Smith, Angelo; Snodgrass, Maggie; Stengel, Carol; Wafaa, Ellatif; Warren, Kara; Wilmott, Robert; Womack, Sara Rae **and 3 unidentified call ins.**

Call to Order 12:03 and Reflection:

From Shauna Niequist's book of essays, Bread and Wine: a Love Letter to Life Around the Table with Recipes: "...what I can do is offer myself, wholehearted and present, to walk with the people I love through the fear and the mess. That's all any of us can do. That's what we're here for. Not the battle lines, keeping people in and out. Not the "pro" and "anti" stances, but the presence, the listening, the praying with and for on the days when it all falls apart, when life shatters in our hands."

Approval of minutes: Approved and seconded as written.

Announcements: Executive Board for 2020-2021 for the Staff Advisor Council will be: Chair, Sue Stevens; Recording secretary, Jenni Franey; Corresponding Secretary, Kristin Hrasky; Treasurer, Kathy Barbeau; Membership Coordinator, Rachel Young. The new officers will start or continue their duties July 1, 2020.

Monthly Spotlight: Fred Pestello, President of Saint Louis University

Cyn introduced Dr. Pestello, President of Saint Louis University since July 2014, who has guided the university through some of the largest challenges in its history. Occupy SLU, Bain, and now the disruption of our primary purpose. It's safe to say he was not anticipating any of these challenges when accepting the position. Dr. Pestello and members of his Cabinet attended to answer previously submitted questions. This method allows Dr. Pestello to bring with him the people best prepared to

provide answers to these questions. This also allows enough time to get as many answers back to SAC as quickly as possible.

Dr. Pestello introduced his cabinet members present which included David Heimburger, Vice President and Chief Financial Officer; Chet Gillis, Provost; Mickey Luna, Vice President of Human Resources; Michael Lucido, Vice President of Facilities; and Jim Moran, Assistant Vice President, Public Safety.

The President thanked SAC for the invitation and said he is always happy to attend with his team once a year to give updates and take questions. Dr. Pestello began by saying he understands the challenges being met by staff working remotely, trying to raise young children, trying to educate our children, spouses working from home and sometimes taking care for elderly parents as well.

Dr. Pestello reports trying to stay close to those working at SLU at every level. One change is the expansion of the University Leadership Council (ULC) which has been expanded to forty-five people that meet each week for roughly two hours, to keep everyone up to date on critical issues. He conducts Zoom meetings one on one with each Vice President, and is participating in several weekly calls with regional community, civic leaders and national level leaders in higher education focused. He is also beginning to have Zoom meetings with each college and school to stay as connect as possible even though remote.

Dr. Pestello proceeded by overviewing what we are doing as an organization through what he calls and unprecedented crisis. He thanked Cyn for her leadership and participation in the ULC and noted she is well representing staff interests and we are lucky to have her in that role. He also thanked staff members in attendance for the support they are lending each other and those they work for so quickly and profoundly. He is very proud of our community.

He then spoke of some reflections he shared with the ULC on March twenty third. That the day before he received an email from faculty member Lorri Glover, Professor, from the History department. She reminded him that six years ago he was named President. This was such an important moment in his life and the life of his family, clearly a professional high point. But this year he completely forgotten it. That email got him to pause and reflect on the past six years and the warm and gracious welcome he and his family were provided. It also caused him to reflect of many of the success we've had over the past six years.

This also led him to think of the struggles and challenges. Dr. Pestello began in July 2014 and in August Michael Brown was shot and killed in Ferguson. The city of St. Louis changed and SLU changed that fall after the occupation which was the most stressful professional challenge of his career. We drafted the Clock Tower Accords and moved forward. We resolved the occupation and resolved the issue permanently was because we came together across the organization which was real teamwork.

From there we moved squarely into financial reckoning on the educational side and made painful reductions. It was clear the university could not sustain the current cost structure. Sleeves were rolled up and changes were made on the educational side that included cutting costs and growths. The university has been working to execute that plan so the educational side was very stable. We then experienced a financial meltdown on the clinical side where we ran a \$9.5 million dollar deficit. We identified the problem, came together and pivoted so that everyone in the practice began to work differently. The results were swift and a dramatic swift turn around in operations on the medical side. And it was impressive. Even the most hard-nosed of trustees didn't think the practice could be turned around and in March we were ahead by several million dollars. Nearing his sixth anniversary at SLU he and David Heimberger were feeling very bullish on SLU. "We had a three year plan, we were about to give the biggest salary increase in many years. Our freshman class was our largest ever by ten percent in a time when demographics were working against us. We were having an amazing success in fund raising, our research was picking up, we were getting good ratings and rankings so there was a lot

to celebrate and be confident about.

“Now we must gather virtually. We’re facing the most monumental challenge yet and there is no sugar coating it. Next year will be tough, the threats are substantial and there is great uncertainty. This is uncharted territory and no business, no college or university has been through anything like this before in modern times. The uncertainty compounds the problem; we don’t know when it will abate or when it will return. Will there be a vaccine? Will we be gathering in person or be forced to meet on line this fall or spring? What can we bring back and when? We must be prudent and make decisions that keep people safe, balanced with the best interests of the organization going forward.”

Through this tremendous uncertainty there are things he can be certain about. He believes we have a stronger more well diverse team at SLU than ever before. This team has reacted and acted in a strong strategic manner that will serve us well. They are committed, collaborative and hard working. The organization is battle-tested and have been successful in addressing the challenges of the past six years without tearing the organization apart. “We share the labor, take the pain and make sacrifices and adjustments. We benefit enormously from our faith based mission. It’s what keeps us together and guides our decision in moments like these. We must do what we’ve done before, work hard, stick to our values and live our mission. Put our students, patients and stake holders first. Support, forgive and pray for each other and take care of ourselves. The university has overcome issues for two hundred years to continue our noble mission. Higher purpose, greater good, we are OneSLU.”

He moved on to a more specific overview of the current situation. “Covid has harmed the university financially and we must take steps to recover. We estimate that we will lose about \$17.5M by the end of this fiscal year which ends June 30. In March, we were estimated to be in the black both in the practice and the academic side and to end the year with a small surplus of a few million dollars. Now because of what has taken place, we are looking at a \$17.5 M in the red, including factoring in the money from the federal government. So that includes room and board refunds, parking refunds, revenue losses across the university and unbudgeted expenses. On the SLUCare side, non-elective surgeries came to a screeching halt causing revenues to be down 70%. The practice is working hard to pivot and to build business back up but we think April and May will look a lot like March, which will take a big budgetary hit. As we continue to pay our people, as we continue to keep our wages, salary, healthcare and retirement in place at the moment, we’ve tried to keep everyone whole. These are enormous losses and with the offset of revenue we cannot simply continue. We have to begin to take some drastic steps to stem the losses and decrease the expenses.

Dr. Pestello said that, based on our mission putting our patients and students first, we must strategically rebuild. He believes SLU can step up for recovery and rebuilding in Fiscal Year 2022, which means July 1, 2021. “In line with our mission and value there are three areas of the university we can make meaningful reductions: cut people, cut salaries, cut benefits. Conferences and travel can be cut, but those are a fraction of the savings. So how do we decide what to cut? We want to keep as many academic, clinical and operational staff as possible and it’s a top priority. We want to try to provide economic security for our hardworking staff, especially the lowest paid. Also, minimizing the loss of our workforce lessens the impact on state/local government resources. The highest paid administration staff will take the largest cuts in salary. We are working hard to minimize the number of separations. We must also continue to selectively invest even as we are cutting so we can attract and retain as many students and patients as possible. We must do what we can do to try to keep the revenue flowing in. We must invest in student success. We must continue to improve the online experience. We must offer the things students want and need that will differentiate us. We must increase student mental health services and continue to support research and scholarly excellence. We must continue to support instruction, continue to invest in serving our patients and continue to reward those on the frontlines of treating patients with the Corona Virus.”

Dr. Pestello sent specific special thanks to staff, DPS, grounds keeping, facilities and other critical personnel who are still coming in to serve the needs of the campus. He recognized and appreciates all the health care professionals who care above and beyond, putting themselves and their families at risk to serve our region.

Whatever actions we take, they must optimize and not disrupt our Fall enrollment and retention strategy. This coming fall will be time for SLU to recover and position itself to rebuild. He needs help with these objectives.

Pestello provided Q & A:

Q1: “How will the university deal with a substantial financial loss due to the virus and do you anticipate a reduction in staff as a result of these losses. Thank you.”

Q2: The second question, is related: “I worry about the financial health of university cannot support this reduction in revenue without a reduction in staff or faculty wages.”

A 1 & 2: I think I've largely answered that. There are three levers we can full reduce the workforce, reduce some salaries, reduce some benefits. Everything else is relatively small and we will look at other things. We're going to try to prioritize keeping people. That means we're going to have to look at salaries and benefits. I think that's in line with our values in our mission. And that's what the leadership team I think believes to be the case.

Q3: Next: “I’m worried about the university in the hospital in addition to all the patients who are suffering from COVID-19. Will our university survived us financially? I know that we are strong and that we will survive emotionally, but can we survive this financially? Thank you.”

A3: Yes, I have no doubt the university will survive. I also think that a number of the smaller universities have smaller endowments, probably won't. We already have a relatively strong financial position. We have a large endowment. Now that's been decreased substantially since the stock market fall as you would understand. We have a broad range of programs which are very attractive to students, including those in the health sciences those in the STEM areas. Also, you know, we do have an important clinical practice in this region with our areas of specialty. I am convinced that we can get through what will be a tough year ahead. Hopefully not more than that; some people say it might take a little longer. And then when we come out of it, we'll be stronger for it. So if we're smart, strategic, if we can hold on to as many students as possible, and those patients, and make the reductions in a smart fashion aligned with our mission, I have no doubt we will survive and come through this. We have 200 years of history and we've been through some pretty rough times before, including the 1918 Spanish Flu, which I'm sure you've been hearing about.

Q4: Now, “how long do you anticipate the university will be able to continue to pay its staff working from home? Do you see a reduction in hours or positions for staff?”

I'm gonna let Mickey address that and in some of the questions he talks about, we're trying to think of what we can do that would be fair and equitable as we move forward.

Pestello continues:

Q4: “How sustainable is this situation? At what point / time, would we need to consider layoffs or drastic cost reductions? Will there be an option to accept reduced hours, or a percentage of their salary sacrificed to save jobs? Will we hear if higher administration is willing to do this before it is offered to those who get a paid a paltry sum?”

A4: I think I've said, we have tried not to jump out ahead; in some other universities have already done layoffs and furloughs and cuts. We've been slow to do that, trying to keep our people whole while we get a fuller view of the situation. We can't continue to keep everybody whole moving forward. Those who are the most benefited in terms of rank and salary will take the largest hit in salary reduction, and we will do all we can to try to minimize impacts to the employment of our people. And I would assume that you would be supportive of those priorities as well.

Q5 “How secure are the clinical staff positions for those of us whose clinics are not currently able to provide on-site services, particularly if this continues into the summer months?”

A5: So, I know that this has been hard on some areas in the practice and others areas in the practice are deeply involved right out there on the front lines. That said, I had a Zoom call with every clinical chair and we talked about their practice areas. They've all been proud of how the faculty and the healthcare staff and the administrative staff in their practice areas have responded in our turn to telemedicine and trying to develop it. Now the drop off has been dramatic for many of our practice areas and the costs are high. Nonetheless, we're starting to see some come back. I am hopeful that once we get to the point where we can safely meet face to face, even if it's mitigated through masks and taking some additional precautions, that we'll actually see a bump up in the practice maybe even to the pre-March levels as we make up for some of that lost volume. I don't think it will equal or make up what we lost, but I'm actually thinking the clinical practice might be in a little better shape - although it's a little worse shape now - a little better shape as we move into the summer, into the fall, depending on how this virus tracks. We're doing our best to keep everybody employed, and to make decisions with respect to salary and benefits in a way that is fair and equitable.

Dr. Pestello then turned answering questions to Mickey Luna, VP of HR.

Luna provided Q & A:

“Thanks. Before I start, I just want to say, even though these are challenging times, it's very nice to see so many faces that I cross paths with throughout the day, and you realize when you're separated for this period of time how much you miss seeing those people even if they're just simply hellos as you pass by walking from one place to the next. So, it is nice to see all of you. And thanks for giving us this opportunity to be here.”

Q6: “ I have been told by a couple of Chairman that staff members do not have the right to tell a faculty member that they object to the way they are being spoken to and feel that they are being verbally abused. What are your feelings on the subject?”

A6: “Let me just state unequivocally that no individual at this university should be subject to verbal abuse and there is no circumstance under which verbal abuse should be allowed accepted. I am confident that every one of my peers in the university administration 100% support that. If anyone experiences that I would encourage you to either reach out to your human resources consultant, reach out to me, or reach out to your leader and let them know it's simply not going to be tolerated. And to that point, I think, just to make sure that people understand this is not lip service, I want to speak to a specific example that shortly after my arrival was brought to my

attention about a tenured faculty member who was engaging in verbal abuse towards multiple staff, and apparently had been doing that for many years and that wasn't addressed. I found that unacceptable, as did the medical school dean at that time, and ultimately Dr. Pestello. That faculty member was terminated from the university. I just want you to know that if we find that happening, I want you to speak up, I want you to know something is being done to address it. So just to be very clear on that point, I think Dr. Pestello would echo that.”

Q7: “Faculty were reassured that their promotion and tenure and that pay raise will not be delayed because of this situation, even by pushing this off the raise just for this year. Is this the same for staff promotions?”

A7: “So we have not put in place, at this point, any restrictions on staff promotions. We have still promoted some staff members that have been in a position for promotion. We have annually done what we referred to as a reclassification process, which we are moving more towards using the term ‘promotion’. And those are still under review and will be evaluated along with other decisions as we move forward.”

Q8: “Based on a question asked at the SOM Town Hall, and other 2nd hand info I've received, I'm concerned that despite HR's clear message that employees should be paid during our "shelter in place" order, that some supervisors, departments are mandating their employees exhaust their vacation and or sick time.”

A8: “So, again, let me state sort of clearly and unequivocally. And this is, this is indicated on our COVID web page in the HR FAQs, individuals who are at home at this time, are to be made whole. Now if they are unavailable to work, unwilling to work, can't come into work: in those circumstances, someone would be asked to use their paid time off, but if someone is working from home and does not have full eight hours a day, or has a job that requires them to come in and they're not able to, in those circumstances, the University has said that those individuals should continue to enter their time as normal. I am aware there was some departments where there was some confusion on that. I believe that's been clarified, and corrected. And so that's the policy of the University at this time. I would say, based on some of the comments that you heard earlier, that that will be reviewed and at some point, it probably will not continue to be the policy going forward. And if you really pay attention to what's happening in the workplace and other universities, many have already made those changes, where they're not taking that position we've done that, up to this point. And that is still our policy, until further notice.”

Q9: “Can you please ask Payroll to conduct an audit of time off and leave requests by department to try to uncover any units that aren't correctly applying, interpreting HR's directive? The staff themselves may be too fearful to come forward.”

A9: “Can HR do an audit of vacation and leave requests to insure the policy has been enforced? Unfortunately or fortunately our HR team, particularly the payroll team is still working 60-70 hours per week following our workday implementation. We still have different parts of the university, they're, sort of, still get adapting to the change and how work time/hours is recorded and so I don't think it's realistic for me to ask them to do audits. But on the other hand, if you feel like your time has been calculated incorrectly, or you put in time for vacation that shouldn't be

categorized as vacation, please just reach out to human resources. No one should be fearful of doing that; let us know - you can let us know individually and say that you'd prefer that we keep that confidential, that your request came from you - but let us know. We want to make sure everybody's time is categorized correctly in the system and we can go back and correct things if, at one point, there was a misunderstanding."

Q9 "Has there been any discussion about how current events might impact the long-term Work from Home policy for staff members, especially now that everyone will be set up to work remotely?"

A9: "So, you know, I think about this as an institution, as a Jesuit institution that serves patients and students. We believe in - and put a high priority on the importance of that - personal contact with individuals, so being with and for others is part of who we are. Sometimes that's hard to do, remotely. I think we've all experienced at times how difficult that can be, over the last month or so. Historically, we have not been an institution that, shouldn't say been supportive but, hasn't done a lot of telework just simply because it is not always aligned with the type of work we do and the way we want to do it. This experience, certainly, has shown us that there is the capacity, in some instances, to do more remote work. And I think this is something that we will learn from and find those opportunities where we think it makes sense for the institution going forward. And I do think once they're made then maybe jumping ahead to a question but as we move forward, and we start thinking about reopening the University at some point, I could envision that we won't just flip the switch one day and everybody shows up back at work, so we'll probably be doing some form of remote working. Those decisions will primarily be made within colleges and administrative divisions, but that would just be how I would envision it and I think we certainly will learn from this experience and probably be able to support it more often when it makes sense and it's aligned with the way that we think we should be providing for our students and patients."

Q10: "Is there any discussion about increasing the number of vacation hours which can be carried over to be in excess of 200 to avoid situations where people will have to take their vacation when they return in normal hours rather than losing them. We will need all hands-on deck when we return, we'd rather people not take vacation if they can avoid it."

A10: "So the first thing I would say is, particularly in School of Medicine & SLUCare, about a month and a half ago, there was an announcement that put a restriction on travel, and also reference the use of vacation. The basic reasons for that announcement were without it - that was as sort of as this pandemic was starting to spike, we weren't certain what the needs were. We needed to make sure that, particularly, our health care providers were available to provide and to respond to those needs and also that we did not have those who would be treating our patients, traveling and putting themselves at risk for exposure that would then make them unavailable to work when they returned, or to expose others when they return.

"That policy was put in place and wasn't intended to say that, for most of our employees, you're not allowed to take vacations. Now I recognize for most of us, or all of us, the ability to take a vacation where we're going to drive down to Florida or the Lake of the Ozarks or whatever it might be, is limited by stay in place, Stay at home shelter orders, but we still believe and

encourage people that they should take time off. There are some, particularly those who are on the front lines of treating patients, where they simply may not have that ability but most of us can and should find opportunities to step away from our computers, as I've said, take on a home project that taught people how to fix a leaky faucet outside I need to work on, spend more time with your family, whatever it might be. So we would encourage people to use or to take some paid time off or take vacation, as they would ordinarily even if they can't go away.

“With respect to the question of can we carry over beyond 200 hours: We're in an unusual timespan; I would say this is not an unusual issue. We often have employees across the university with large vacation accruals. And we will probably continue to face that issue. We offer a very high preservation rate so we allow people to carry up to 200 hours in accrued time. That's unusual and often when I share that number with people outside of our organization, they're surprised by the high amount of hours we allow people to accrue. At this point we have not discussed allowing to go beyond that; I would not anticipate that will change. What I would expect or anticipate or suggest is that people try and find the opportunities to use that. We will talk about that issue. I mean, excepting somebody in an unusual situation, certainly, speak with your supervisor and reach out to human resources and we can see if there's something that can be done to address that, but we want to use your paid time off, your vacation time, that's why the university offers it.”

Q11/12: “Who should we reach out to if we would like to offer help to other departments with work and/or projects while working from home?” (And) “For those of us with front-line/receptionist types of duties whose job tasks are reduced by not being in the office, are there duties/activities that we can provide for other departments while we are working from home?”

A11/12: “So, I have been very encouraged, as have others, with just the resilience of our people and the willingness to pitch it. We're in this together and it's going to take a team effort to get through it. That means there are people who are going to have to do things that they haven't done before, help out in other ways, and whenever that ask has been made, people have always stepped forward with the willingness to help out in other ways. One specific example that we've seen on the healthcare side is within employee health, which is a relatively small unit, as the pandemic and its impact on our institution has grown. What we have seen is just a huge volume of work going on and the number of people who stepped up volunteered to help out there; to help them work through the high volume that was coming through, so very encouraging, and I'm very grateful as are others. For those who have done that, there will probably be other opportunities going forward. We don't have a centralized method that we're using for gathering that information; it's more as those needs arise. We will reach out - and I just appreciate those who have offered and asked - and so please continue to do so, and also let your supervisors know if you're able to help out to be redeployed in some other way.”

Q13: “It has been 2 years since the last University Feedback survey. Will one be done this year? If not why will it not be done?”

A13: “So the current plan, which has not changed, is that we will do a feedback survey this year. Normally we have done those in the spring, in January or February. We did not stay with that

timeframe this year, primarily because we were in the middle of the Workday implementation and it simply wasn't feasible for Human Resources Division to do that. So we moved it to the fall, which we think actually might be a better timeframe for doing that this year. I don't know - we haven't considered what any impact this pandemic and the effects that will have on all of us, might have to do the feedback survey, but currently we have plans to do that.”

Dr. Pestello resumes addressing the staff due to the time getting short. He then proceeded to answer the question, “well, when are we going to know what's going to happen”?

He said leadership is trying to be thoughtful and not rush into harsh decisions, saying, “You know, another Jesuit institution very much like SLU announced a couple of weeks ago it's laying off 250 people or furloughing 250. We didn't want to rush. So decisions have not yet been made, but we’re coming close to the position, to the time when they will be. We had a meeting with the executive committee of the Board of Trustees this week, on Tuesday afternoon with the board, and we talked about our priorities - trying to preserve jobs - and then thus looking more at salary and benefit cuts rather than people. The board is fully supportive of that approach and realizing that if we go down the position of shrinking the employee base, we probably most impact disproportionately impact those at the lower end of the scale, so the board is in full support of us moving in this direction and gave us some guidance.

“Next week we will take a rough proposal, a set of ideas, to the ULC. We'll also share it with a budget group that David has been working with in the past. So, we will be consulting on it which will include staff leadership, student leadership, faculty leadership. I would imagine within a couple of weeks we'll have a pretty good idea begin to roll out some of this. It may be somewhat different on the educational side than the medical side exactly how we're operating because we've got two different sets of challenges in two different timelines, but we're not trying to hold anything from you. We've been trying to do this carefully, and we've been trying to consult and we will do that, moving forward.”

Dr. Pestello would like to get feedback, and if it goes beyond this meeting, please feel free to forward them to us from through Cyn who can feed them back to the ULC. First, how are you acclimated you and your position to online instruction or to telemedicine? Secondly, how are our students and our patients adapting; what are you seeing and hearing from the students, what are you seeing and hearing from the patients? And third, from your perspective, what can we do to further improve learning on the educational side or further improve the treatment of our patients on the clinical side? And finally, what should the leadership team know about how things are going on your level what is it important for us to know? So, he would love to hear some initial thoughts and then some additional feedback from you soon.

There was no response from the meeting attendees. In turn, Dr. Pestello re-asked a few questions: “You have no idea how we can improve anything we're doing across the institution? You don't think there's anything, the senior leadership should know?”

“I just want to thank everybody for your hard work, I think we gave you as complete a sense as we can at this time is to discharge challenge and now we're thinking about it.

Cyn Wise said, “Hello. This just came through privately in the chat. There is a comment that

students are not enjoying online learning, that they're making comments that they didn't sign up for this, to their academic advisors. So, do you have any ideas about how we might improve that."

Dr. Pestello: "Obviously, as I've said before to other groups, none of us would have chosen this. I miss the face to face and miss the face to face in everything we do. We're a Catholic Jesuit institution. Everything we do is relationship-based; our treatment of patients or teaching of students, are working with each other. But this obviously is our reality and the reality across all of higher education now. Nobody's meeting face to face. So, given that this is the situation and accepting this, none of us would have chosen that for what we're doing now or in the future. It's clear we have to do it now and we may have to do it this year. What can you suggest to us, that we might be able to do differently, or how can you do differently to help make it better?"

Students have been helped by approaching them as "all of us are going through this together", this keeps them interested. Cyn reported that this is something that she's noticed in her own private life, because her wife is a professor of history. The statement was that students feel like professors are adding more work than they would have had, and they feel overwhelmed. It's something that she knows for a fact hasn't been taken into consideration because the students are overwhelmed. A lot of them don't have the skill set yet for online learning, and their living situation may be very unsettled, and not set up for this kind of teaching and learning environment.

Dr. Pestello then ask Provost Gillis to comment on this from input received by students. Dr. Gillis: "As Cyn reported, we have heard from some students that this is not the ideal medium for them to learn, and we understand that it's not the ideal pedagogical method for many professors, but it's not it's not completely abnormal; there are many programs that are online - SPSS has mastered this very well. And there are many degree programs, and a variety of universities including ours that are completely online. Now we had to try to master this in a very quick period we pivoted within a couple of weeks without faculty and they weren't expert at it by any means.

"So this summer we're announcing workshops for faculty - all our courses this summer will be online -to train faculty to be more proficient so they can be made more efficient with the technology and the ability to make these courses more engaging. There's no question that they're not optimal at this point."

Dr. Gillis reported in regards to the student perception their workload is heavier, it could be for two reasons. "It may not be the faculty are assigning more than they would have, but we have asked faculty to be more lenient and to adjust their syllabi, because of that, unusual circumstances. But we sent out to students and parents it's a one pager called something like 'Being a Student at Home'. You're not used to being at home, and the kind of academic work that they do - and their families are not used to, and so sometimes families have expectations of them, domestic expectations. Not thinking that they need to be in class and need to do their work in addition to that, so it's kind of a balancing act for the students and for the parents. And is it, is it optimum or ideal? No. Will we get better at it? Yes. Is it what we have to do? Yes. We've asked, professors to be as indulgent as possible in every way and President Pestello has asked faculty to lead our people with compassion. And then we've told the faculty this time & time

again, so if we learn a faculty member's being too demanding in some ways, we will certainly send out a reminder that this is not the time to do that."

Cyn pointed out a number of people on the chat feature are willing to take time out of their day to speak with students, especially international students who are feeling cut off from school colleagues but also their home families.

Dr. Pestello pointed out it is 1:00 P.M. and he thanked everybody for everything they are doing and helping the university pivot so quickly and professionally. He looks forward to the day when he will be back together again working in the manner we all prefer. He misses everyone and the interactions across campus. He thanked everyone for attending and wishes every to stay well and be safe.

Next Meeting: Thursday, May 21, 2020
TBD
12:00 – 1:15 PM

Adjournment: By Cyn Wise at 1:02 P.M.

Staff Advisory Committees and Representatives – 2019-2020

Staff Advisory Sub-Committees

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise
Community Outreach – vacant

Service/Events Committee

Food Truck Rally – Stacy Mack

University Committees

Campus Recreation Advisory Committee – Robert Pampel
Cura Steering Committee – Sue Stevens
Faculty/Staff Feedback Survey Task Force – Sue Stevens
Grassroots Working Committee – vacant
Honorary Degrees & Special Recognition Committee - vacant
Operational Excellence – Project Review Committee – Alexis Bruce-Staudt
Policy Review Committee – Missi White-Luster
Parking Issues – Matthew Campbell
President’s Diversity Council – Pamela Jackson
Speech, Expression and Civil Discourse Committee – Anne Imlay, Bob McNair
Tobacco Free Workforce – Ellen Weis
University Leadership Council – Cyn Wise
Workday Transition Committee –vacant

Board of Trustee Committees

Academic Affairs – Ellen Weis, Yr. 2
Development – Rhonda Arl, Yr. 1
Business and Administrations – Cyn Wise, Yr. 1
Marketing and Branding – Kristin Hrasky, Yr. 1
Mission and Identity – Sandra Cornell, Yr. 2