

University of Maine System
University Supervisors and Confidential Employees Advisory Council
Minutes of Regular Meeting of August 12, 2009

Members Present: Michelle Beaulieu – UMFK, Mary Cady – UM, Kay Farrell – UMA, Rebecca Houle- UMF, Nancy King – SWS, Sharon Melanson - UM, George Pattershall- USM, Jeanette Rogers – SWS, Pat Stover – UMA, Rick Wasson - UMPI

Also Present: Larry Pile, Administrative Liaison

Members not present: Connie Laughlin – UM, Rose Mondville -UMM

The meeting was called to order at 9:10 by President George Pattershall. The minutes of the April 3rd, 2009 meeting were approved by Council vote.

Old Business

The council welcomed Pat Stover from Augusta who has been appointed to the rotating seat on the Council. **WELCOME!!**

The Council also discussed the need to review the status of the web site research (Becky, Jeanie and Rose will be taking the lead role in this). Jeanne will be meeting with Tracy Bigney to discuss the proposed finished product as progress is made. Larry also reminded the Council to review materials sent out to them concerning the current non-represented, non-exempt employee count at each university and the ratio of USCEAC members from each university provided in the USCEAC Constitution and By-Laws.

A review of current USCEAC committee members include:

Wage/Retirement Committee: Sharon, Nancy and Michelle

Handbook Committee: George and Connie

Constitution/By-Laws Committee: Nancy, Connie and Mary

Website Committee: Becky, Jeanie and Rose

New Business:

Tracy Bigney spoke to the Council and outlined and invited questions and comments concerning some salient changes impacting non-represented, hourly employees. Tracy stressed these were proposals that would possibly be presented to the Board of Trustees for approval – they are not at this time finalized.

- The current wage schedule for FY09 remains in place for FY10 and FY11. There is no across-the-board increase.
- Employees who have completed at least one year of continuous regular service as of June 30, 2009 and who have satisfactory performance will be eligible for an increase of 0.75% effective July 5, 2009.

- Employees who have completed at least one year of continuous regular service as of June 30, 2010 and who have satisfactory performance will be eligible for an increase of 0.75% effective July 4, 2010.
- For employees who are at or above the maximum rate for the wage band, the increases described above will be in the form of a one-time, lump sum, non-base payment. If the increase results in a rate above the maximum for the band, the portion of the increase that brings the rate above the maximum amount will be in the form of a one-time lump sum payment.
- Employees initially hired on or after January 1, 2010 will not be eligible for the 'AI' step – it will be removed from the wage schedule.
- Direct deposit will be mandatory for non-represented employees effective January 1, 2010.
- Health premium amounts will increase by 10% effective January 1, 2010.
- A vesting period will be added to the Defined Contribution Retirement Plan for employees hired January 1, 2010 or later. The vesting period will be five years. Employees who leave university service prior to attaining the vesting service will have no right to employer contributions made during the vesting period.
- A retirement incentive will be available to employees. Major provisions of the retirement incentive are as follows:
 1. Employees who are age 60 or older and who have 20 or more years of continuous regular service as of the date of retirement, no later than June 30, 2010, will be eligible for the University retirement incentive outlined below.
 2. In addition to the requirements listed above, to be eligible for the retirement incentive an employee must submit a written notice of intention to retire by January 2, 2010, and must retire by June 30, 2010.
 3. An employee shall make a one-time, irrevocable election prior to the date of retirement to receive the retirement incentive as either a payment of \$10,000 or a retiree health benefit.
 - a. An employee who elects the \$10,000 payment will receive a one-time lump sum retirement incentive payment of \$10,000 to be paid in the month following the date of retirement. The employee may elect to contribute this amount to a retirement account on an after tax basis or through a salary reduction agreement or to receive the payment as taxable income. All payments will be in accordance with requirements of the retirement vendor, retirement plan provisions and the regulations of the Internal Revenue Service.
 - b. An employee who elects a retirement incentive in the form of a retiree health insurance benefit may select one (1) of the following three (3) options:
 - i. Eighteen (18) months of single health coverage at active employee rate, OR
 - ii. Nine (9) months of 2 person health coverage at active employee rate, OR
 - iii. Seven (7) months of family coverage at active employee rate.
- A wellness incentive program will be implemented early in 2010 for employees. Major provisions of the incentive program are as follows:

- Employees may participate in the wellness incentive program in order to receive a credit toward the employee share of the health insurance premium during 2010 and 2011.
- Non-represented hourly employees are eligible for employee tuition waiver up to eight (8) credit hours for full-time employees and up to four (4) credit hours for part-time employees per semester or summer session. This removes the limitation to one or two courses, so long as the waiver does not exceed the credit-hour maximum.
- The maximum annual leave carry forward will increase to 40 days for all non-represented hourly employees, regardless of length of service.

Council members provided reports of news and events at their respective campuses.

The next regular meeting of the Council is yet to be determined because of the Polycom scheduling. The major topics will be web site progress, further discussion of USCEAC membership numbers by campus, and a review of Board actions concerning non-represented hourly employees.

The meeting was adjourned at 11:35.

Respectfully submitted,

Larry Pile
Administrative Liaison