



**Staff Council Meeting
Regular/Transition Meeting
July 11, 2019
1:30pm**

- I. Last Meeting Minutes
- II. HR Updates
- III. BOG Update
- IV. Old Business
 - a. By-laws update
 - b. Ombudsperson update
- V. New Business
 - a. Election of New Officers for 2019/20 term
- VI. Additional items added to the agenda:
 - ACCE/State Staff Representative



WEST LIBERTY UNIVERSITY

STAFF COUNCIL

REGULAR/TRANSITION MEETING –July 11, 2019

Present: Sue Garrison, Michelle Panepucci, Jason Coleman, Jenell Crinkey, Dawn Swiger, Tasha Taylor, Bob Wise, Sherri Mason, Savannah Scott, Brian Schamp, Mitchell Moon, Katie Cooper, Kelly Baker, Rhonda McCullough, Joe Rodella, Molly Daniels, Aaron Kuhn, Rich Blankenship, Dr. Greiner

The meeting was called to order at 1:32 pm by Chair, Sue Garrison.

No minutes were available at the time of this meeting from the meeting last month and will be forthcoming.

BOARD OF GOVERNORS (BOG): No report; Rhonda is working on last meeting minutes, will be forthcoming.

WLU Staff State Representative (ACCE): Dawn attended meeting in June, minutes attached.

HR Update: Brian reported that he sent an email out recently about the new insurance premiums tier structure. Please let him know if you have any questions. In addition, TIAA will have changes coming soon to retirement accounts. TIAA representative will visit campus in September. Notices will go out by mail and he stated that he will send emails regarding multiple options that will be available for staff to meet with representatives.

OLD BUSINESS:

Bylaws are in the process of being updated and in the comment period currently. Council will meet again to review comments with the assistance of Dr. Greiner. Revisions will be made before the August 2nd deadline.

TRANSITION OF NEW COUNCIL: Newly elected council members voted to choose a Chair, Vice Chair and Secretary from within the new council.

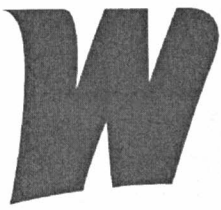
- Chair, Jenell volunteered to serve as chair. All in favor.
- Vice Chair, Jason agreed to serve as vice chair. All in favor.
 - Due to travel concerns, Tasha offered to serve as alternate.
- Secretary, Mitchell agreed to serve as secretary. All in favor.
 - Michelle offered to serve as alternate and assist Mitchell with transition.

Committees

Ombudsperson: Sherri reported that the ombudsperson program has been discontinued until further notice due to lack of funding.

Staff Scholarship: No report

Fundraising: No report



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OTHER BUSINESS:

As the newly elected WLU staff state representative (ACCE), Dawn read a statement that she prepared about concerns that she had with travel expenses and time. There is no budget set aside to cover travel expenses for attendance at the meetings and she would be required to take vacation time. This was not the case in the past. She felt the concern should be brought to the council's attention.

In addition, she asked Dr. Greiner to address the situation. He commented that the ACCE representative is part of a classified staff organization. Since WLU is all staff and no longer classified staff, he sees no benefit for WLU to continue to go to the meetings and he will not support it until the organization updates their bylaws and makes the transition to align with state laws and code.

Dr. Greiner blamed the current council for failing miserably to update the bylaws before the election and as a result of this, an election was held for the ACCE representative when it should not have existed any longer.

Council members started to discuss solutions such as fundraising for travel expenses or donating time so that a staff representative could still be present at these state wide meetings. Dr. Greiner asked Dawn to meet with him so that they could work together on details before the council discussed anything further.

Meeting adjourned at 2:00pm; Dr. Greiner asked to meet with the new council after the meeting adjourned.

The next meeting will be held on Thursday, August 8 at 1:30pm in the BOG Conference Room, 2nd floor of Shaw Hall.

Meetings are open to all staff. Reminder to staff that information can be found on the web at <https://westliberty.edu/faculty-and-staff/staff-council/> including the meeting minutes.

Minutes respectfully submitted by Michelle Panepucci

ACCE Meeting Notes
Advisory Council of Classified Employees
WVU Parkersburg
Room 3323, Main Building
9:00 a.m.
Tuesday, June 18, 2019

- Called to order and established a quorum.
- Discussed the minutes from May 2019 meeting. Waiting on approval from members and will discuss at the retreat.
- Introduced new members and discussed members that will be leaving their position with ACCE.
- WVU Parkersburg President Chris Gilmer welcomed ACCE members to WVU Parkersburg campus.
- Discussed the staff elections from different colleges/universities and the issues or problems encountered.
- Brief discussion on raises throughout the state at different colleges/universities.
- Discussion on No Hardship Arrears Conversion Process. See attachment.
- Agenda items for annual retreat in July at Canaan Valley. Discussion on possible guest speakers.
- Discussed distributing a survey state wide to all colleges/universities. Will continue discussion at retreat.
- Changes to by-laws for ACCE were discussed - Classified and non-classified combination.
- Members discussed different campus concerns for staff. One employee needed brought up to the minimum pay scale at one university.

Upcoming meetings:

- a) ACCE Annual Planning Meeting, July 22-23, Canaan Valley Resort Lounge.
- b) HEPC Meeting – September 27, Regional Tech Park 9:00 a.m.
- c) CCTCE Meeting – August 22, ATC South Central, WV 9:30 a.m.

Website for ACCE -<http://wvacce.org/meetings-and-minutes>

Meeting adjourned 2:15 p.m.

Submitted by – Dawn Swiger, West Liberty University ACCE Rep

WV State Auditor's Office WVNHS No Hardship Arrears Conversion Process

Revised May 31, 2018

WVNHS No Hardship Arrears Conversion

In 2002, the West Virginia Legislature passed House Bill 4012 mandating that all new hires be paid one pay period in arrears. Employees hired after 2002 were employed for two pay periods (at that time a month) before receiving their first paycheck and would receive a pay check a full pay period (now biweekly) after the end of their employment. In 2014, Senate Bill 322 amended W.Va. Code §6-7-1 to allow the State to convert the remaining current pay employees to arrears status. Converted employees did not miss a payday as a part of this arrears conversion. Instead, for accounting purposes, the last pay of September 2014 was designated a one-time “no hardship arrears payment” to be accounted and adjusted for at the end of the employees’ State employment. That statute provides in relevant part.: **§6-7-1. State officials, officers and employees to be paid at least twice per month; new employees paid in arrears; effective date.**

Provided, however, That, after July 1, 2014, all state employees paid on a current basis will be converted to payment in arrears. For accounting purposes only, any payments received by such employees at the end of the pay cycle of the conversion pay period will be accounted for as a credit due the state. Notwithstanding any other code provision to the contrary, any such credit designation made for accounting of this conversion will be accounted for by the Auditor at the termination of an employee's employment and such accounting shall be documented in the employee's final wage payment. Nothing contained in this section is intended to increase or diminish the salary or wages of any official, officer or employee.

Employees hired after 2002 were employed for two pay periods (at that time a month) before receiving their first paycheck and would receive an additional pay check a full pay period (now biweekly) after the end of their employment. A converted employee is an employee that was placed in arrears status, who did not miss a pay check. These employees would not be entitled to the additional payment two weeks after the end of their employment because they did not work two pay periods before they received any pay. When those employees separate from service, a negative payment should be made that adjusts the amount of the “no hardship arrears payment” from the payment that occurs two weeks after the end of employment.

Additionally, if the converted employees’ post-employment biweekly payment is not sufficient to cover the semimonthly no hardship arrears conversion amount, a negative payment can also be made to the last biweekly pay check that the employee receives while employed. This may be required because the semimonthly payments were slightly larger than the biweekly payments and the arrears conversion occurred under the semi-monthly payment cycle.

If a department fails to recapture the full amount of the of the No Hardship payment from the employee’s compensation, the Department should seek the opinion of their legal counsel on the preferred course of action to recoup the amount due the State.

Each department was given a spreadsheet of all the arrears conversion amounts as of a specific date. If the spreadsheet is not available, their paycheck from EPICS for the 9/30/14 pay date can be used for the dollar amount of their converted arrears. Any transfers after this have be to manually recorded and tracked by the Departments. For example, the losing department would update their spreadsheet by removing their liability once the IET (Internal Exchange Transaction) has been completed – see next section. The receiving department will add the employee to their spreadsheet.

Any questions or for a copy of your department spreadsheet regarding the “WVNHS No Hardship Arrears” can be directed to the SAO Central Payroll Division, HRMPayroll@wvsao.gov.

When an employee transfers:

On a transfer, the amount of the arrears conversion needs to “follow” the employee to the new Department. The Department that is losing the employee needs to invoice the receiving Department. The receiving Department would then do an IET in the Financial System to send that money to the Department. There are instructions below on how to do that in the system.

When an employee retires:

Normally we know in advance that an employee will be retiring. Depending on the timing of the retirement, and how many days they worked in the last pay period, the post-employment biweekly payment may be sufficient to cover the

adjustment, if not, it may also be necessary to adjust the employee's last pay check immediately prior to separation. The amount should be deducted against their gross pay which can be processed on their last two paychecks.

When an employee resigns or terminates:

Depending on the timing of the last day of employment, the post-employment biweekly payment may be sufficient to cover the adjustment, if not, it may also be necessary to adjust the employee's last pay check immediately prior to separation. The amount should be deducted against their gross pay which can be processed on their last two paychecks.

One Time Payment for No Hardship (WVNHS)

The No Hardship in Arrears adjustment (one-time transition) is due because the State switched to paying in arrears on 9/30/2014 for all employees. Employees in arrears status that worked two pay periods before receiving their first pay check, receive a payment two weeks after their employment terminates. Employees who were converted for accounting purposes only and did not work two pay periods before receiving a paycheck, are not owed a payment two weeks after their separation and adjustments must be made to their final pay to ensure that they are paid accurately and that the amount of the no hardship payment is offset against their terminal compensation. If an employee transfers into your department with a "No Hardship in Arrears" status, you are responsible to transfer the adjustment amount from their previous department. You will process the no hardship amount from the employee's last paycheck upon their separation from your department in accordance with the provisions of W.Va. Code §6-7-1 just as if they had been employed by your department at the time of conversion.

The New WVNHS process begins on June 9th effective for the July 06th paycheck.