

UVM Management

Kronos Bargaining, Counter-Proposals, September 19, 2023

1. Kronos is a tool primarily used for payroll purposes . Kronos While it will be used by supervisors for purposes of tracking attendance as compared to an agreed upon work schedule, it will not be used by the University to track individual employee attendance. Lateness, absences, and deviations from an employee's schedule shall be addressed at the unit level, in accordance with the relevant articles of the CBA. In accordance with the CBA Articles 20.2, 20.5, 20.8, and 20.11, supervisors, in consultation with their staff, will determine a work-schedule for the business needs of the unit department. In the event a specific work schedule is not entered, a default schedule, which will include the details of the employee's normal workweek (as defined in CBA Article 20.2) will underly the employee's time entry. The purpose of the default schedule is to enable the university calculate time and pay efficiently and in accordance with the CBA, including especially Articles 21 and 37. The default schedule will not provide the basis of university discipline due to attendance. Employees will record the specific time of arrival and departure each day in Kronos at least on a daily basis. Supervisors will review the total hours worked each week and approve timesheets for payroll at least on a weekly basis

2. Employees will record their hours of work with the following methods: a time clock, computer interface, a mobile device (e.g., smartphone, tablet), or an alternative method of manual entry within Kronos. in circumstances deemed appropriate by the supervisor. When utilizing an alternative method of manual entry within Kronos a Supervisor must enter the time. Supervisors in consultation with staff members will determine which of the above entry methods are optimal for their work and the business needs of their unit department. ~~If a supervisor and their staff members believe an alternative method of manual entry is appropriate based on the extenuating circumstances of their workplace, they will propose the alternative method of manual entry to Human Resources and Payroll (via the Associate Chief Human Resources Officer for Labor and Employee Relations) ("LER"). The proposal will set forth: (1) the proposed alternative method of manual entry, (2) the duration of time the alternative method will be used by the department, and (3) the extenuating circumstances that support the use of the alternative method. Such extenuating circumstances should be rare and non-reoccurring. Decisions regarding time recording methods will be delivered by LER within five (5) days of that office's receipt of a proposal. LER's decision is appealable to the Chief Human Resources Officer, whose decision on the matter will be final. Decisions regarding method of timekeeping are not otherwise grievable. Regardless of the method of time entry, all time will be recorded as a timestamp and will populate a timecard that generates a paycheck based on actual hours worked, accrued leave taken, as well as overtime hours worked and eligible shift differentials premium pay .~~ Decisions regarding time recording methods will be grievable up to Step 3. Employees who do not utilize the system for time entry with a default compliance schedule waive any right to grieve errors in pay attributable to their decision.