

## UVM Management

### Kronos Bargaining, Counter Proposals, December 13, 2023

1. Kronos is a timekeeping payroll tool and not an ~~attendance~~/disciplinary tool. Kronos will not be used in a way that erodes the existing rights of flexibility currently permitted for nonexempt staff as enshrined in the CBA. Kronos will be used by supervisors for purposes of tracking time worked. Kronos will not be used by the University to identify potential disciplinary issues related to employee attendance and will not provide the basis for University discipline. If deviations from an employee's schedule have a negative effect on the business needs of the unit, these deviations shall be addressed at the unit level in accordance with 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. Employees will record the specific time of arrival and departure each day in Kronos at least on a daily basis unless manual entry is used as described below. Supervisors will review the total hours worked each week and approve timesheets for payroll at least on a weekly basis. Employees who believe that their supervisor has modified their time records in an invalid manner should discuss with their supervisor. If the issue is not resolved after this discussion, they should contact payroll. They may also contact UVM Staff United. and Labor and Employee Relations.
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 by manual entry within Kronos. When utilizing 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. 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 premium pay. Decisions regarding time recording methods will be grievable up to Step 3. (TA - 12/5/2023)
3. The total time worked within a week will be calculated based on timestamps. Employees will be paid for all time worked to the minute. ~~Rounding and Grace Period will be implemented in the following manner using Kronos Interval Round Rule 15/07. This system will be set such that: for employee time from minutes 1-7 should be rounded down to the nearest quarter hour, and minutes from 8-14 should be rounded up. On at least a quarterly basis, payroll and/or central HR will perform audits to ensure compliance with CBA and FLSA regarding time worked during rounding periods. Root cause analysis will be conducted for routine, chronic deviations that result in an imbalance of wages and clocked time. Corrective actions will be in compliance with the CBA and discussed at the employee-supervisor level.)~~

4. The administration will provide a loan program with 0% interest to soften the financial transition from a semimonthly (24 paychecks a year) schedule to a biweekly (26 paychecks a year) schedule. The loan program will offer one-time loan support up to \$750 to each individual employee transitioned from a 24 week to a 26 week payroll cycle. The loan repayment terms will be 0% interest, to be repaid over a period no longer than ~~six~~ ten-months. If an employee terminates employment prior to completion of the repayment terms, the university reserves the right to deduct remaining balances from any final paycheck. Payroll will make available on their website a fillable PDF with terms of agreement to route via secure file transfer to Payroll for processing. In the interest of data security, PDF forms will not include any sensitive personal identifying information (PII), other than name and date of birth and employee ID. Social security number, and bank account information will not be included on the forms and UVM will rely on records already in their system. (TA - 12/5/2023)
5. Management will not require employees to record time in and time out for paid breaks or unpaid meal breaks. The length of the unpaid meal break of either 30 or 60 minutes will be determined by the employee and their supervisor. If there is agreement between employee and supervisor, length of break can be changed periodically. (TA - 12/5/2023)
6. Management will implement a proxy approver process for planned absences of a supervisor. Any proxy approver must be in the employee's Chain of Command or equivalent to their supervisor (i.e. approvals should not go to employees' peer group or co-workers). Management will implement a backup proxy approver process to accommodate unplanned absences of a supervisor, which will reflect the absent supervisor's management chain and will not go to peers. Supervisors will be held accountable for timely approval of all employee timecards. TA'd
7. Employees may request non-standard or flexible schedules in accordance with the CBA Article 20.10, 20.11 & 20.12. (TA - 12/5/2023)
8. Kronos is configured to distinguish management-assigned second and third shift work from employee-elected second and third shift work. Per CBA Article 21, management-assigned second and third shift work requires second and third shift premium to be paid, whereas employee election exempts those hours from shift premium. TA'd
9. Kronos captures every timecard action in its audit trail. All employees shall have access to the audit trail of their time record. Any alleged contractual violations related to the changing of pay records or altering pay by supervisors or other University officials will remain grievable under Article 13 of the CBA. TA'd
10. No other timesheet intended for the purposes of payroll capturing time worked by the employee in their benefit eligible UVM job assignment will be required. However, for the purposes of project management, effort reporting, or other purposes, departments may require additional documentation. Any additional record keeping shall be designed to minimize burden on

employees and defined for its intended purpose. Should additional record keeping be considered overly burdensome for its needed purposes, management shall meet with employees upon request to collaborate on improvements. TA'd

11. All compensable work assigned by a supervisor or manager will be paid, including work performed outside of an employee's scheduled hours. If compensable work exceeds the employee's regularly scheduled hours per Article 21 of the CBA, such time will be paid at the overtime rate. Overtime assignments will continue to be made and compensated in accordance with Articles 20, 21, and 37. TA 12-13-23
12. Supervisors and managers will not schedule work or expect that work be performed during unpaid meal breaks. If unavoidable compensable work is assigned during an unpaid meal break, per CBA article 20.8 the employee and the supervisor may agree to flex the employee's schedule. If the hours worked in the week result in overtime premium pay, per CBA article 21.3 the choice of compensation methods (to accept overtime compensation or compensatory time) will be at the discretion of the employee). (TA - 12/5/2023)
13. [DELETED]
14. Management will correct any payroll error within the next payroll cycle from the date of becoming aware of the error. Management reserves the right to recoup overpayment made in error, but will use discretion in electing to exercise the right to recoup the erroneous payment. Timeliness of correction of any payroll errors is essential to both the University and the employee. Lengthy recovery processes do significant harm to both parties. (TA - 12/5/2023)
15. Management has developed and has begun deploying training to supervisors and managers who will be using Kronos. Given the significant impacts that supervisor training on Kronos will have on bargaining unit employees, management will provide these materials to UVMSU as a courtesy for illustration purposes. TA'd
16. Management and Union representatives will continue to collaborate to improve the implementation of Kronos during and after rollout. Management and union representatives will meet prior to implementation to give input on, discuss, and review training materials and procedures. Management and union representatives will also participate in Kronos training for both non-exempt employees and their supervisors. ~~These meetings, documents, and~~ These trainings will ensure that help supervisors understand Kronos and support a consistent implementation of Kronos consistently across UVM. in ways that uphold UVMSU's CBA, and will also ensure that non-exempt employees understand their rights related to Kronos as covered in our CBA. After reviewing training materials, procedures, and trainings themselves, Union representatives will provide written feedback to management and continue an iterative review process to ensure effective, accurate messaging about our CBA. Either Management or Union representatives may request a meeting with Management/Union representatives, bargaining unit employees, and supervisors as an ongoing way to ~~negotiate~~ discuss key improvements to the implementation, rollout, and use of Kronos.

## DEFINITIONS:

Unit: A grouping of one or more non-exempt employees who report to the same supervisor. For the purposes of Kronos, these units are to be defined by their immediate supervisors as they best understand the job requirements and operational needs of their units as they relate to employees' schedules.

Manual entry: The entry of time punches non-contemporaneously by the supervisor.

Timecard action: An action that occurs in the Kronos system, including punch in, punch out, approve punch, deny punch, override punch. It also includes reports generated and the author of those reports.