Overview of Contract Changes & Other Timely Topics

Clerical/Technical (OUPSA) and Campus Maintenance and Trades (OUCMT)

February, 2012
Areas of Discussion

• Benefits and Compensation
• Labor/Employee Relations
• Payroll
• Employment
• Environmental Health & Safety/Risk Management
Welcome
Benefits and Compensation

Salary

OUPSA Article XIV

- December 5, 2011, base salary increase of 2% across the board
- 1% increase for 2012
- 1.25% increase for 2013
Benefits and Compensation

Salary

OUCMT Appendices A, B, C, D

Non-Custodians
- 0% increase for November 2011
- 2% increase for November 2012
- 1% increase for November 2013

Housing and Oakland Center Custodians
- 0% increase for November 2011, 2012, 2013

Facilities Custodians
- $0.50 decrease January 2012
- $1.00 decrease November 2012 (plus 2% Lump sum payout)
- $1.00 decrease November 2013 (plus 1% Lump sum payout)
Benefits and Compensation

Salary, continued

New Hire Custodians rates on or after 01/01/12

Housing and Oakland Center
- $11.75 and $12.00 after 90 days

Facilities
- $9.75 and $10.00 after 90 days

Multiple Option Retirement Account

OUCMT Article L
- For any benefit eligible custodians hired on or after January 1, 2012, the Employer shall contribute 6.5% of their salary on a monthly basis
- All current custodians contributions remain at 13%
OUPSA Article XIII

- Overtime Work – Overtime will be paid for work performed in excess of forty (40) hours per week

- Holiday pay will be counted as a day worked for computation of overtime

- Sick, vacation, personal days do NOT count as days worked for computation of overtime
Benefits and Compensation

Longevity Pay

OUPSA Article XV and OUCMT Article XLVI

- Employees hired after dates of ratification (Dec. 5 and Dec. 6) are not eligible for longevity pay

Vacation Time

OUPSA Article XVI and OUCMT Article XLVII

- Effective January 1, 2014, upon termination, employees will be paid out all unused vacation hours, no greater than a maximum one year accrual amount

- Current vacation accrual maximums do not change
Benefits and Compensation

Holiday Provisions

OUPSA Article XVIII

- Employees who work on a scheduled holiday shall have the option of compensatory time off at the equivalent of time and one half for each hour worked OR being paid at the employee’s overtime rate.

- Holiday Recess – Employees working holiday recess days will now have the option of compensatory days off at the equivalent of time and one half for each hour worked OR being paid overtime.
Benefits and Compensation

Sick Time

OUCMT Article XXXVIII

- Maximum accrual changed from 130 days to 80 days
- Any employees above the maximum 80 days will not accrue additional time until such time as the days fall under the new maximum accrual

Personal Time

OUCMT Article XLVII

- Employees who accumulate 25 (changed from 50) or more sick days shall be granted one additional day of personal time
- Employees who accumulate 50 (changed from 100) or more sick days shall be granted two additional days of personal time
Benefits and Compensation

Group Insurance

OUPSA Article XXV
OUCMT Article LI

- Year 1 - Maintain current contract language of no cost to employee for the least cost HMO
- Year 2 - Move to outcome based healthy living plans with a 0% employee premium contribution of the lowest cost HMO
- Year 3 - Maintain outcome based healthy living plans with a 5% employee contribution of the lowest cost HMO
Benefits and Compensation

Delta Insurance

OUPSA Article XXV
OUCMT Article LIII

- Diagnostic and Preventative Care do not count toward the annual maximum
Employees hired after December 31, 2011 are not eligible for the medical spending account match.
Grievance Procedure

OUPSA Article VVIII

- Language added to encourage the employee and/or the Association to settle grievances at the lowest step possible.

- Language added to first step of grievance procedure (for grievances being filed by the Association on behalf of the employee/s) reinforcing that the Association make an effort to have a discussion with the immediate supervisor and attempt to reach a resolution, before filing a written grievance.
Seniority

OUPSA Article XI

- Delete language which allowed Excluded CTs (Confidential Assistants) to accrue Bargaining Unit seniority
For any future requests for Out-of-Class pay (temporary assignments) the supervisors shall be required to provide UHR a written description of the duties that are requested to determine if out of class pay is warranted. UHR shall in turn notify the Association.
**Labor/Employee Relations**

**Working Hours**

**OUCMT Article XXXI**

- **Wash Up Time** – Necessary time given for washing up and changing in or out of uniforms will now be based on department specific needs as determined by the supervisor.

- **Standby and Pay** – If extenuating circumstances prevent the least senior employee from fulfilling their stand-by duties, the next least senior employee will be assigned.

- **Alternate Work Schedule Program** – new paragraph added which outlines criteria for this program.
Tina Tyrer – Payroll Manager

Overtime Submission Process for OUPSA employees
Overtime - Time and One-Half (OT T-1/2):

- Hours worked greater than 40 hours in a week
- Holiday hours are considered hours worked for overtime calculation

Additional Straight Time (ADD ST):

- Hours worked greater than 40 hours in a week that include non-worked paid hours, such as vacation, sick, personal, etc.

Example:

- 36 hours worked, plus 8 hours holiday, plus 8 hours vacation = 52 hours total. This breaks down to 44 hours (considered) worked + 8 hours leave time = 52 hours

- 52 hours – 40 hours = 12 hours paid as 8 hours ADD ST, and 4 hours OT T-1/2
Instructions & Time Sheet available on Payroll website:

http://www.oakland.edu/payrollforms/

Time Sheets are due based on the hourly payroll calendar, also found on the Payroll website:
http://www.oakland.edu/upload/docs/Payroll/HourlyPayrollCalendar.pdf

Submit Time Sheets to the Payroll Office, 121 W Vandenberg Hall

Also enter overtime hours on monthly Leave Report

Contacts:
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Tina Tyrer, x3034, tyrer@oakland.edu
Skills Assessment Tool
- Skill Check
- Skill Soft

Performance Reviews
- Year Two
Cora Hanson – Environmental Health & Safety Manager

Timely Reporting and Management of Employee Injuries/Illnesses
“Occupational injury or illness” means an abnormal condition or disorder.

“Occupational injury” is a result of a work accident or from an exposure involving a single incident in the work environment and includes, but is not limited to, a cut, fracture, sprain, or amputation.

“Occupational illnesses” include both acute and chronic illnesses, including, but not limited to, a skin disease, respiratory disorder, or poisoning.
Regulatory Requirements

Oakland University (Employer) is required to report in accordance with:

- Federal OSHA 29 CFR Part 1904
- Michigan OSHA (MIOSHA) – Part 11. Recording and Reporting of Occupational Injuries and Illnesses
- Information is reported directly to MIOSHA annually (via on-line reporting mechanism)
- Information is required to be reviewed/signed by company executive (John Beaghan) and posted (Form 300A) annually from February 1st through April 30th
Ensures that management is aware and accountable.

HAZARD MITIGATION

Prevention Strategies

Cause

Tasks/Process

Environmental Conditions

Recordkeeping Provides Valuable Information
Industry is viewed according to NAIC (North American Industrial Classification) – formerly SIC.

- Oakland University is compared to other higher education institutions

- Injuries and Illness Rates are reported “per 100 Full Time Employees (FTE)”

- Injuries/Illnesses are evaluated according to:
  - Frequency (number of cases)
  - Severity (number of lost and restricted days)
1. Ensure that employee receives **appropriate** and **prompt** medical care and treatment

- Provide employee with completed “Authorization to Seek Medical Attention” form (include account number) for billing purposes

- Work-related injuries are billed under Worker’s Compensation Insurance – NOT employees’ Personal Health Insurance
2. Report serious injuries/hazardous conditions to Environmental Health and Safety at ext. 4196 as soon as practical
   - Hazard Mitigation

3. Complete an occupational Accident Form and send it to UHR within 24 hours
Welcome to Environmental Health and Safety at Oakland University!

Our goal is to provide the campus community with resources and assistance in the areas of occupational safety and health, construction safety and health, fire and life safety, environmental protection and regulatory compliance. In addition to the information found on our web-site, we offer training and consultation in many areas of safety, health, environmental protection and compliance.
This is the person who will sign the report and be a contact person while employee manages injury/illness.
Completing the Occupational Accident Report

**DESCRIPTION OF INJURY**

Part(s) of body injured: Right foot, ankle, and back

Describe injuries: Employee twisted right ankle and bruised the side of right foot. Employee twisted back in an effort to steady herself as she slipped.

First aid/medical treatment (underscore which treatment was rendered)

________________________Graham Health Center  Admitted? yes __ no __

On __________________________Off campus hospital or doctor ____________

Is subsequent treatment required? yes __ no __

If employee is unable to work on any day following date of injury because of injury, complete the next line and report lost time and return to work date on INJURY REPORT.

Last date worked __________________________Estimate days employee will be off work ________________

If employee did not lose time, is a restriction of work or promotion required, or transfer to another job? (Specify which)

Signature or injured employee (if available) __________________________ Date ____________________________

Signature of supervisor __________________________
Provide a Complete Description of Accident or Exposure:

- Describe fully, the events which resulted in the injury or occupational illness
- Include information relative to precisely what the employee was doing immediately preceding the accident
- Describe which area or part of body has been injured
- Include date and time of day

**DESCRIPTION OF ACCIDENT OR EXPOSURE TO OCCUPATIONAL ILLNESS**

Date of accident: 11/12/2002        Time: 8:30 AM        a.m./p.m.        Day of the week: Tuesday

What caused accident? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Give full details on factors which led or contributed to the accident.)

The employee was cleaning windows on the exterior of ABC Building, utilizing a 6' step ladder. The ground was wet with dew, and when the employee stepped down from the ladder her foot slipped, causing her to lose balance and twist her ankle.

When did the accident happen? At 8:30 a.m., during employee's regular shift. On University property: yes X no

Name of witness and department or address: Jack Frost - Window Washing Dept. Telephone No.: Ext. 1234
Management beyond the first 24 hours

- Keep in contact with the employee AND UHR regarding the employee injury/illness

- Ensure that employees attend required appointments and seek feedback

- Remind employees to provide required paperwork to UHR after each appointment

- Work with EH&S to address hazardous situations and advise employees of policies procedures implemented or in place, as a result
<table>
<thead>
<tr>
<th>YEAR</th>
<th>Total Number of Recordable Injuries &amp; Illnesses</th>
<th>Total Cases with Days Away</th>
<th>Total Cases with Job Transfer or Restriction</th>
<th>Total of Other Recordable Cases</th>
<th>Total # of Days Away</th>
<th>Total # of Days Restricted</th>
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<tbody>
<tr>
<td>2007</td>
<td>59</td>
<td>15</td>
<td>16</td>
<td>28</td>
<td>339</td>
<td>656</td>
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<td>2008</td>
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<td>2011</td>
<td>48</td>
<td>17</td>
<td>10</td>
<td>21</td>
<td>691</td>
<td>181</td>
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## OSHA Recordable Injury/Illness Incidence Rate Comparison

<table>
<thead>
<tr>
<th>YEAR</th>
<th># of Recordable Injuries</th>
<th>Total Hours Worked</th>
<th>OU Incidence Ratio</th>
<th>NAICS 611310*</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Michigan Incidence Ratio</td>
</tr>
<tr>
<td>2007</td>
<td>59</td>
<td>3253684</td>
<td>3.6</td>
<td>2</td>
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<tr>
<td>2008</td>
<td>57</td>
<td>3132663</td>
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<td>2009</td>
<td>53</td>
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<td>3.1</td>
<td>2.3</td>
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<td>2010</td>
<td>46</td>
<td>3572501</td>
<td>2.6</td>
<td>2.4</td>
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<tr>
<td>2011</td>
<td>48</td>
<td>3678479</td>
<td>2.6</td>
<td>n/a</td>
</tr>
</tbody>
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* NAICS 6113 = Educational Services, Colleges, Universities & Professional Schools
Mimi Konicki, University Risk Manager

Impact on Workers’ Compensation Costs
How do workers’ compensation claims affect OU?

- **Self-Insured for the first $400,000 per claim**
  - The first $400,000 of each claim comes directly out of OU’s pocket
  - Wage/fringe benefit rates contribute to OU’s “pocket”

- **OU must pay an annual premium for excess insurance:**
  - 2011 based on experience – the cost was $50,000.00

- **OU must pay annually for claims administrator (to manage claims)**
  - 2011 – the administrative costs was $50,000.00

Number and cost of claims directly impacts fringe benefit composite rates
How do workers’ compensation claims affect OU?

For every $1 in Direct Loss Costs

- Medical costs
- Lost time wages
- Claims Administration Expenses

*Sources Cited:
National Council on Compensation Insurance
National Safety Council
National Academy of Social Insurance
Integrated Benefits Institute
How do workers’ compensation claims affect OU?

**Indirect Loss Costs are 3-10 Times Higher!**

- Lost Productivity or service Standards
- Additional Supervisor/Administrative Time Required
- Recruiting, Hiring and Training Replacement Workers
- Temporary Labor and Overtime Costs
- Damage to Building, Equipment, Materials
- Interim Equipment Rentals
- Emergency Supplies
- OSHA Fines
- Accident Investigation Costs

*Sources Cited:*
National Council on Compensation Insurance
National Safety Council
National Academy of Social Insurance
Integrated Benefits Institute
Based on Historical Average (Past Five Years)

<table>
<thead>
<tr>
<th></th>
<th>One Year</th>
<th>Five Years</th>
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<tbody>
<tr>
<td>Expected Number of Claims</td>
<td>72</td>
<td>360</td>
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<tr>
<td>Expected Average Cost Per Claim</td>
<td>$3,614</td>
<td>$3,614</td>
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<tr>
<td>Expected Total Direct Losses</td>
<td>$259,000</td>
<td>$1,301,000</td>
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<tr>
<td>Estimated Total Indirect Losses (3:1 ratio)</td>
<td>$777,000</td>
<td>$3,903,000</td>
</tr>
<tr>
<td>TOTAL COST OF RISK (direct costs + indirect costs)</td>
<td>$1,036,000</td>
<td>$5,204,000</td>
</tr>
</tbody>
</table>
From 1987 to 2008, workers’ compensation claims costs were 165% greater than all other liability claims combined.
Claims reported more than 24 hours from occurrence are 33% more costly.
Claims filed a month or more after an injury cost 48% more to settle than those reported in the first week.

As “lag time” increases, cost and complexity of claim also increase.