

PROVOST EMPLOYEE COMMUNICATION COUNCIL
Meeting Minutes – June 12, 2007

Present: H. Booker, A. Burns, S. Chisholm, K. Craddock, P. Ehrenberg, C. Garges, R. Garver, I. Gillet, S. Haas, L. Miller, E. Olmstead, Kim Olsen, John Teahan, C. Vaught, D. Waller, and S. Wharam.

OPEN SESSION

Guests - Ellen Missana, Chair, Benefits Committee; Ann Broccoli, Benefits; Susan Carkeek, Human Resources.

Benefits Committee Report

Ms. Ellen Missana, Chair of the Presidential Benefits Committee explained that they serve in an advisory capacity to the President in matters relating to benefits policy and programs, and they propose an order of priority for suggested changes. Ms. Missana has served on this committee for the past several years and this was her first year as chair. The Benefits Committee represents both academic and hospital University employees. Committee representatives are posted on the website and all are welcome to contact your representative with concerns or issues. Ms. Missana is also available for questions and concerns (ejm6n@Virginia.EDU). Email your questions, but describe the issue and impact on you and the University as well, and tell why it is important to you. Any background information will help discussion.

New issues that the Benefits Committee is currently addressing are those relative to eldercare and childcare, instead of the usual health care issues, and one session was spent brain storming other issues that included partner benefits, accommodations for an aging workforce, and tuition benefits of employee dependents.

This past year the Benefits Committee spent time gathering information on these issues, which included soliciting employee input and establishing communication with employee councils. They wanted to look at all benefits that support work-life balance. In support of this communication, the Benefits Committee hopes to post their meeting minutes to their website in the future.

In an effort to give something back to the University, the Benefits Committee is re-evaluating website resources that are listed on the web. They are researching how to best lay out the site links to other resources, not only help current employees but to help recruit those who are looking for employment at UVA.

The Benefits Committee is aware that employee benefits are often in competition. That is, the cost/benefit needs to be weighed against those who will actually benefit. Who would have a need and what would their savings be? Would the cost be subsidized by people who do not need

benefit? Can UVA provide a benefit in a less expensive manner than individuals can get? Does the benefit reduce costs elsewhere? What are our peers offering?

Such considerations include what would an employee consider or be willing to give up in exchange for the benefit. What benefit you don't use? Would you be willing to take less of a raise or consider benefit increase to pay for this benefit? The ultimate question is where does the University put its money so that everyone gets a good deal.

Richard Kovach and Becca White were guest speakers this past year at the Benefits Committee meetings.

Questions and Answers (In addition to Ellen Missana, Susan Carkeek and Anne Broccoli helped in providing answers to some of these questions)

Are there any models available for those to pick and choose for a UVA benefit plan?

There is the concept of cafeteria benefits – you pick and choose all the insurance for a set fee. The Classified Staff cannot do this. The State has mandated the insurance that is provided. Also, an adverse selection would result and it is very unlikely in our environment that we could have that flexibility.

1. Why doesn't the Benefits Committee solicit input from classified staff?

The Committee on Benefits consists of four employees from each of the following areas:

- Instructional Faculty
- General Faculty
- Classified Staff
- Health Care Professionals

The Committee encourages all faculty and staff to share concerns and suggestions with any of the representatives who will bring forward to the Committee. It is important to note, however, that each of the Committee members is encouraged to represent all employees, not just one particular constituency or employee type.

2. How can I obtain the minutes of the Benefits Committee meetings? If they are not available to staff, why not?

Minutes from the Committee on Benefits are available upon request by contacting the Committee Chair, currently Ellen Missana.

3. Why doesn't classified staff receive reports on the activities of the Benefits Committee?

Classified/staff can view the Committee's minutes as well as receive feedback from their colleague representatives on the Committee.

4. What role (past, present, and future) does the Benefits committee play in the restructuring process?

To date, the Committee on Benefits has not played a direct role in the restructuring process. Staff had an opportunity to engage in the restructuring survey until June 18th. The Committee will stay educated as the restructuring process continues and are available to play a key role in communication and information gathering from staff as well as leadership to ensure accurate and timely distribution of key decisions and facts. Keep in mind that the restructuring legislation provided little flexibility on retirement benefits for staff.

5. According to its web page, the Benefits Committee is charged with the following task "The Committee shall study and make recommendations regarding benefits policies and programs and propose an order of priority for any suggested changes. These recommendations will advance institutional and not constituent priorities." Why are institutional (administration) priorities favored over constituent priorities? What are the institutional priorities?

Institutional priorities are set in part by the Board of Visitors and various University Committees; for example, The Commission on the Future. It is recognized that employee benefits play a key role in recruitment and retention are therefore are also key initiatives for the University. The charge of the Committee is to look as broadly as possible at the needs of the constituents while considering that there will requests spurred from personal perspectives, narrowly advocating based on individual needs and at the group level which is a wider perspective from across the University.

6. What has the Benefits Committee accomplished for classified staff over the past two years?

Some recent examples of recommendations from the Committee have been expanded dental benefits and the uncoupling of orthodontia and dental care into separate annual maximums. Both of these enhancements were added. Additionally, the Committee is reviewing benefits against our benchmark peers and will make any recommendations once that review is complete.

7. Are there any plans to improve the dental benefits to provide coverage for implants? (or improve the coverage for crowns?)

Each year health plan administration, in collaboration with the health plan actuaries, assess possible changes to the health plan and recommend these changes to the institution's senior leadership. In 2007 the dental benefit was enhanced to provide an annual maximum benefit per person per calendar year of \$1500.00. This is in addition to the lifetime maximum per person for

orthodontia of \$1000.00. Implants are a highly expensive procedure not currently covered by the plan; however, it can be referred for further study. The current coverage for crowns is 50% of allowable, which is generally an industry standard. The State's health plan does not include coverage for crowns under the basic dental benefit. Under the State's plan, Employees must purchase the expanded dental benefit in order to receive the same 50% coverage for crowns. For a single coverage employee on the COVA plan, this additional premium each month is \$12.00, \$36.00 for an employee with family coverage. Again this is something we can refer for further study.

8. Any plans to provide vision coverage?

The Plan offers a vision discount program that provides discounts for eye exams, glasses, contact lenses and refractive surgery. Additionally, an employee can enroll in the Medical Flexible Spending account during Open Enrollment to help reduce their expenses for these services. Most vision riders added to health plans cover a routine eye exam every year or 24 months and allot a fixed dollar amount toward the purchase of glasses or contacts. Currently the vision program is under review and possible program changes are being assessed.

9. Please accept my apologies if such already exists, but why not publish a summary brochure [in print, online, or both] outlining the available benefits [possibly as bullet items] in concise, straightforward terms? It could also include relevant contact numbers/email addresses.

There is information on the HR website about benefits (lots of good stuff!) at www.hrs.virginia.edu

Also there is a complete Description of Benefits for the health plan, that does contain a "schedule of benefits" for both medical and dental

<http://www.hrs.virginia.edu/forms/uvahealthplan.pdf>

<http://www.hrs.virginia.edu/forms/uvadentalplan.pdf>

Another great way to learn more about benefits is to attend the informational sessions that Benefits hosts during Open Enrollment. These sessions cover any upcoming changes to the Benefits and also provide a great forum for questions. Stay tuned to your email for information on this year's Open Enrollment.

10. Why doesn't UVA subsidize a portion (e.g., 30-50%) of the annual parking fee just like they've done for Recreation Center fee? The parking fee keeps going up every year and I know it's an issue with many of us working at UVA. Having a parking subsidy would be a great benefit.

This question was addressed by Yoke San Reynolds in her visit to your Council meeting on April 3, 2007. Please refer to her previous response.

11. As complimentary medicine becomes more popular and accepted (herbal supplements, acupuncture, vitamins) in maintaining health, are there any plans to assist in the cost of the promotion of health, instead of just the cost of illness? Prevention is a lot less costly than cure.

On both health plans, a portion of preventive services are covered at 100%. On the Low Premium program, the first \$150.00 per person per year is covered at 100% and on the High Premium, the first \$300.00/per person per year.

Additionally, Southern Health offers a service called Well Being, a self-care and wellness program. Well Being offers tools and support to members who are trying to improve their overall well-being. There are a number of discounted services through MyEPhit, Health Roads, etc. and can be accessed through the Southern Health website at www.southernhealth.com

Many prescription medications such as pre-natal vitamins, can be obtained through the 4th tier of the prescription drug plan.

Also consider the services offered through Work-Med that provide Personal Health Assessments and frequent Brown Bag lunch sessions such as “No-Sweat” that are available at no cost to the employee.

12. My question concerns annual leave for those employees who have worked for 25 years or more. The present breakdown is in increments of five years, see below. It seems only fair that annual leave to those with service of over 25 years, should receive additional annual leave per each five years of additional service to the University/State. Example: 30 years, 10 hours, 35 years 11 hours, 40 years 12 hours.

- **under 5 years - 4 hours**
- **5-9 years - 5 hours**
- **10-14 years - 6 hours**
- **15-19 years - 7 hours**
- **20-24 years - 8 hours**
- **25 years or more - 9 hours**

Currently leave policies are set by the state and any changes for classified staff must occur through the Department of Human Resources Management (DHRM). For University Staff, responses from the Restructuring survey will be used to inform the review process.

13. One question regarding leave when an employee retires. I believe I recall that all of your annual will be paid but only a certain percentage of your sick time will be allocated and paid to the employee. My question is how much is paid and if not all is compensated to the employee, why? Also, can it be converted into retirement pay or additional service time? I feel that an employee earns this time and should be compensated fully when they leave the University. It appears that the University is penalizing an employee for remaining healthy. I am simply curious what the existing provisions are and if any changes are forthcoming in the future regarding our leave benefits.

As in response to question #12, leave policies, including payout options, are set by the state and any changes for classified staff must occur through the Department of Human Resources Management (DHRM). For University Staff, responses from the Restructuring survey will be used to inform the review process.

14. Why is there a disparity in the annual leave between faculty and staff? Could that be equalized?

The leave programs for faculty and staff are very different. The leave programs for the Classified Staff are set by the State, faculty leave programs are not. A faculty member in the Faculty Retirement Program (not the VRS) receives 22 annual days per year. No personal days, no Family sick, etc...and the 22 days does not increase regardless of years of service. Under the current Annual Leave Policy for Classified and staff employees, a non-faculty employee with at least 15 years of service earns the equivalent to the faculty benefit of 22 days/ year. Once a non-faculty employee reaches 20 years, they actually earn more than the 22 days/year that a faculty is entitled to (26 versus the faculty 22).

15. Could free parking be a benefit?

This cannot happen, as parking is an auxiliary. See further explanation under Yoke San Reynolds visit.

16. I would like to work part time for the university after I retire. Why don't part time employees get a break on their health insurance? And is there any plan for doing this in the future?

Employees can still have the employer cost of health insurance paid when they reduce their hours to 32 as a salaried employee. If an employee works between 20 and 31.99 hours in a salaried job, they continue to be able to join the UVA health insurance plan, but pay both the employer and employee cost of the coverage, a policy defined by the State in Code of Virginia 2.2-2818.

17. Recently I was diagnosed with a circulatory problem that was going to require taking medication on a regular basis. I asked my family physician if we could try treating this condition with herbal supplements versus synthetic medication. After doing the research and coming up with a plan of what to take, I found that I had to go through hoops for approval from Flex America to have my herbal supplements covered on the medical flexible plan. Because of all of this, I have to ask, why does one have to go through the hoops to try treating an ailment holistically? Do you ever foresee non-traditional coverage for treatment from Southern Health? And will Flex-America be more open to herbal supplements?

Keep in mind that the Flexible Spending programs are regulated by IRS code Section 125 and in order to qualify as reimbursable, expenses must meet the guidelines established by the IRS. FlexAmerica, as the administrator of the program must ensure that reimbursement is made on appropriate expenses. Southern Health pays about 1 ¼ million dollars a week in claims currently. Health costs have increased over the last 4 years and management has just tried to contain costs with the inflation rate, with minimal increases.

More education to engage folks in holistic medicines and what UVA healthcare plans has to offer can help promote wellness programs. Doctor involvement for approval of non-traditional treatment and it can be done for Southern Health approval.

18. At a recent Provost Employee Council Meeting we had Yoke San Reynolds as our guest speaker. There was a question about the deferred comp plan and Ms. Reynolds said that it was possible for employees to have the matching program as high as \$100. Now the maximum contribution is \$40 from UVA, could and would the benefits committee consider raising this amount in the future? I realize that all benefits have to be weighed in this decision. There are some of us who like to see this amount increased.

The current match available to University Classified and Staff is \$40.00 per month. This match amount is set by the State and therefore we are unable to make any changes for the Classified Staff unless directed by the State. The match provides 50% of your contribution up to the maximum \$40.00 per month. So if you set aside \$80.00, the University matches \$40.00. If you set aside \$40.00/month, the University match would be \$20.00

19. When will UVA begin offering the Roth IRA to its employee's?

Current efforts are being focused on employee participation in the pre-tax 403b. As of the end of June 2007, only 39.64% of faculty and staff participate in this pre-tax benefit. Employees who participate in the 403b are also eligible for a cash match; this would not be available with a Roth IRA. The Roth IRA can be referred for further study.

20. I would like for you to ask about the University paying more on health insurance when someone retires.

Retiree health is expensive and is recognized as a competing priority for benefit dollars. There is some off-set to the cost of retiree health for employees who have been employed by the state for at least 15 years. For each year of employment \$4.00 per year of service is provided to help off-set the cost of retiree health. As an example, an employee with 30 years of service would receive \$120.00 per month to help defray the cost of retiree health. This amount is set by the state.

21. Is there a brochure or checklist that employees can look at to see what needs to be done to prepare for retirement. Also what is the policy on rolling time into disability credits (annual time also)

There is a pre-retirement guide available on the human resources home page <http://www.hrs.virginia.edu/benefits.html> that will assist employees as they begin to plan for retirement. Additionally, we strongly encourage employees to visit the Office of Employee Benefits at least 90 days prior to their anticipated retirement date. A benefit counselor will meet with the employee 1:1 and cover all of the necessary pieces that need to be addressed, such as retirement benefits, health insurance, etc.

Even if you are not interested in retiring soon, you can meet with a counselor who can help you do some pre-planning and review potential costs and benefits to assist the employee to plan for retirement.

Also, staff employees in the VRS can log on to VRS and calculate retirement benefits by visiting www.varetire.org

They will be prompted to create a log-in and password and once you do so, can play around with possible retirement dates and associated benefit amounts..

The Office of Employee Benefits is available M-F 8am-5pm to meet with employees anticipating retirement.

CLOSED SESSION

Determinations were made for who would be coming off the council and who would be replaced.

Beth Reinhard is now replacing Alan Cohn and we are excited for her involvement.

Help was offered to solicit new members for election from our different areas. Next meeting will involve new members and current members.

It was encouraged to help the new people coming in to email Iva who the new members will be for the next meeting.

Parking

Carol Garges reported that she is meeting with Rich Kovach and Becca White to implement an online survey to determine where people are parking and gather more information for our paid parking rates. An example survey was distributed and any suggestions for questions should be

emailed to Ms. Garges (cag5z@Virginia.EDU). The venue for distributing the survey will be also be determined.

Ms. Garges is meeting with other councils for further input as well.

Brochure Development

Susan Chisholm reviewed the tri-fold PECC brochure that has been used in the past. Susan re-worked the information included on the tri-fold brochure into a half page, double-sided handout. It was voted and approved that we will go to a half page size brochure and it was determined that we had monies in our budget for printing.

The PECC letter welcoming Professor Garson, new Provost, was approved and the signatures of those present at this meeting were captured on the signature page that will accompany this letter.

Executive Council Update

Susan Chisholm and Iva Gillet reported on an Executive Council Meeting they attended.

We are looking into an optional special session for reps on all councils to help determine what a leader is, and what the expectation of this role is, so that representatives can be most effective in their role on council. Planning for ~~what~~ this session will ~~be~~ will occur over the summer.

Another topic was evaluating representation from UVA schools, which should include two per school. Susan will work with Beth for accurate numbers.

There will a community briefing of current construction and future planning to address sustainability on June 21, at noon in Newcomb Hall.

There have been questions about the availability of information about salaries for classified staff and how that relates to the Freedom of Information Act. The website for FOIA is <http://www.virginia.edu/foia/>. The University's current policy on this is that if a classified staff's salary is requested, Carol Wood's office will notify the employee as a courtesy. If the employee asks who requested the information, her office is obliged to answer. As far as Mr. Sandridge's office is aware, there is no printed source for classified staff salary information.

Attachment (Ellen Missana Notes for PECC Presentation)

Attachment

Provost Employee Council Visit 6-12-2007

Ellen Missana, Chair, Benefits Committee

- Good Morning and introduction.
- As the web page states, the committee serves in an advisory capacity to the President in matters relating to benefits policies and programs and propose an order of priority for suggested changes.
- The Committee serves in this advisory capacity for the academic side and the medical center side of the University.
- While I have been a member of the Benefits Committee for the last several years, this was my first year as Chair of the Benefits Committee.
- It has been a year of transition, not only due to changing leadership, but due to the changing nature of issues. Issues such as elder and child care are beginning to be brought to the attention of the committee, where health care issues have been the main topics of discussion.
- This year the committee decided to spend their time gathering information. The Committee also has taken a broader view of the definition of benefits, to include all opportunities afforded to employees of our institution, including benefits that support work-life balance, perks, memberships, discounts, etc.
- We invited two speakers to discuss issues that are topics of concern:
 - Richard Kovatch, the Associate VP for Business Operations to discuss Child Care on the academic side of UVA, as he manages the contract for the UVA Child Development Center on Copeley Road.
 - Rebecca White, the Director of Parking and Transportation.
Please see the minutes from the meeting to details of their visits.
- The committee also discussed vehicles for obtaining employee concerns, ideas, and feedback.
 - Establishing communication with the employee councils was one method of communication suggested.
 - We also hope to post meeting minutes on their web site.
 - Additionally, employees should continue to e-mail their representative or the chair of the committee with issues that they would like to raise to the attention of the committee.
 - The committee plans to continue this discussion in the fall.
- We also spent a session brainstorming a list of issues that are on the minds of employees. Our list included:
 - Partner Benefits,

- Accommodations for an Aging Workforce that Allows Retirement and Return to Work or Phased Retirement, and
 - Tuition Benefits for Employee Dependents.
- Additionally, several of the committee members felt quite strongly that the committee should take on a project or activity that “made a difference” at the university. The project that the committee decided upon was to help facilitate a web site that would provide a comprehensive listing of all the benefits of working at the University, as well as additional information about resources in our community. This project is underway and has become a joint undertaking of both the academic and medical center side.
 - The committee is also aware that benefits are only one cost in an organization with many priorities that compete for funding. This makes communication with employees very important to ensure not only that employee concerns and priorities are voiced and heard by university decision-makers, but that employees are educated about issues and trade-offs. There needs to be an understanding about all facts surrounding an issue among everyone that has a stake in an issue.
 - For example, two questions that you sent asked about vision insurance and expanded dental benefits. Both are benefits that can be researched by the University. The Benefits Committee, however, would discuss these issues by taking the following into consideration:
 - What is the cost of these services relative to how many people would benefit from them?
 - Vision insurance may be very important to me, as I wear glasses, but it is not necessarily a priority to those with 20/20 vision. How many employees wear corrective lenses and what would their savings be? Would the cost of this benefit be subsidized by people who do not wear corrective lens?
 - Can the university provide a benefit to employees in a less expensive and more efficient manner than an employee can procuring it by themselves? Is there an economy of scale?
 - Does the benefit reduce costs elsewhere? Will a larger expenditure of resources bring reduced expenditures in the future?
 - What do our peers offer to employees? What is the industry standard for this benefit?
 - What to ask yourself: Is this benefit at the top of my priority list? Would I be willing to give up something (such as another benefit, less of a raise) or pay a higher co-pay or fee in order to have this benefit?