

Principles

- The implementation of Kronos shall not result in arbitrary and capricious denials of flexible work schedules, non-standard work schedules, overtime, shift differential, fully or partially remote work schedules, or the ability of staff to utilize the commuting method of their choice.
- Employees shall not suffer adverse financial consequences due to the Kronos transition, including the transition from a semimonthly (24 paychecks a year) schedule to a biweekly (26 paychecks a year) schedule.
- The use of Kronos shall not result in excessive or unreasonable discipline of employees.
- No employee's pay will be delayed due to lack of timely supervisor approval.
- As experts in the work we do, staff, as represented by the Union, will be considered partners with the administration in ensuring the best possible implementation of Kronos.

Proposals

- All employees shall have the option to enter their time manually rather than using the clock-in clock-out function.
- The "rounding window" for clock-in / clock-out time will be set for 15 minutes before or after scheduled arrival / departure time for employees not using manual entry. Shall the total amount of time logged during the grace periods exceed the employee's scheduled hours for the day by over 15 minutes, they shall be paid for that time.
- The administration will propose, for review and agreement with UVMSU leadership, a loan program to soften financial transition from a semimonthly (24 paychecks a year) schedule to a biweekly (26 paychecks a year) schedule.
- Employees shall not be required to clock in and out for breaks. The administration will propose, for review and agreement with UVMSU, a way for employees to note in Kronos whether they took their allotted unpaid lunch break, or worked through it, or took it partially, for accurate accounting of time worked that could result in overtime pay.
- Should a supervisor not be available to approve employee timesheets in a timely manner, staff in Payroll / Human Resources will be responsible for ensuring that other officials in the chain of command, or Payroll / HR staff themselves, approve employee timesheets in a timely manner so that no employee suffers late pay due to supervisor absence or negligence.

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- Variations from an employee's standard schedule shall only trigger supervisor approval ("red flag") when they prompt overtime or shift differential pay. Flexing time within a work week will not trigger a "red flag" for supervisor approval.
- The administration will propose, for review and agreement with UVMSU leadership, a method to distinguish in Kronos between assigned work hours that earn shift differential pay, and an employee's decision to flex their time that does not result in shift differential pay.
- Every edit to an employee's timesheet made by someone other than the employee, shall be immediately visible to the employee that it affects. An employee, or the Union on behalf of an employee, shall have the right to grieve supervisor / HR overrides or changes to an employee's timesheet to which the employee did not provide written approval/understanding.
- With the implementation of Kronos, staff shall no longer have to fill out extraneous other timesheets / use other timekeeping systems.
- All work done outside of scheduled hours will be paid, including reading and responding to work emails, accepting work calls, and reporting to work prior to the start of your shift to open facilities. Should an employee be expected by their supervisor to answer an email or take a work call outside of their regular work hours, that shall result in a minimum of 30 minutes worth of pay, and implicit approval should it result in overtime pay for the week.
- Meetings scheduled on employee lunch breaks should be avoided if at all possible. If they are necessary, a supervisor shall work with an employee to ensure they can take their lunch break at another time, flex their time, or get approval for overtime pay that may result.
- Employees will not be penalized for being late if their positions are not time critical and they work the required number of hours for the week; i.e. if an employee with an 8:00-4:30 schedule arrives at 8:20 and works until 4:50, or makes up for that late arrival later in the week.
- The University may not recoup any money overpaid to staff as a result of payroll errors due to Kronos or the transition to Kronos. The University will correct any payroll errors that result in underpayment of staff within two days of notification.
- In collaboration with UVM Staff United, the university will develop a standard training for supervisors on Kronos. Supervisors cannot approve time in Kronos until they have completed the training.

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- Throughout the rollout of Kronos and after full implementation is complete, the administration will take input from representatives of the Union on the successes and failures of the implementation and reach agreement on key improvements.