

Management Proposal: Kronos Implémentation Impacts

May 9, 2023

Introduction

The implementation of the Kronos time keeping system will allow Management to process compensable hours worked for all non-exempt employees in a transparent, accurate, and efficient manner. Management recognizes the diversity and complexity of staff work across schedules and physical locations. Kronos will document each non-exempt employee's standard schedule to account for assigned worked within and beyond that schedule to ensure accurate pay for base hourly wage, overtime, shift differential and on-call. Every non-exempt employee will be able to see the exact components of their pay in each pay stub, with all components paid in the appropriate pay cycle.

Through this bargaining process, management has heard represented employees and union leaders describe inconsistency across university departments in documenting overtime, shift work, and on-call assignments. Management understands that this inconsistency puts a burden on the individual staff person to assert their right for timely and accurate compensation. The Kronos time keeping system will unequivocally establish when an employee is working and automate the calculation of all categories of compensable time, including the time-based shift differential set out in the CBA. Kronos will also put each employee in control of recording their own time, when that time is worked.

While Kronos relies on a standard schedule for accurate calculation of pay, management does not intend for Kronos to be an obstacle to flexible arrangements between an employee and their supervisor. Nothing about this project precludes an employee from requesting a flex schedule from their supervisor, or the supervisor from granting the requested flex schedule. Irrespective of the employee working a standard schedule or a flex schedule, Kronos will accurately calculate all categories of compensable time and provide a transparent audit trail in the form of a completed timecard.

Proposals

1. ~~All employees shall have the option to enter their time manually rather than using the clock-in clock-out function~~

Management Response: Employees will record their hours of work within the parameters of their department's business needs as defined by their supervisor and/or manager. Departments will deploy time recording by use of a time clock, computer interface, or, in some limited cases, a mobile device (eg iPhone, iPad). All time will be recorded as a time stamp and will populate a timecard that generates a paycheck based on actual hours worked across their standard schedule, accrued leave taken, as well as Overtime hours worked and eligible shift differentials.

2. ~~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.~~

Management Response: Management will implement a six minute "rounding rule": if an employee punches in within six minutes on either side of their starting time or ending time, they will be considered as "on time" for the scheduled shift and calculated as such for the purposes of pay.

3. ~~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.~~

Management Response: Employees will be eligible to apply for financial assistance through the Staff Council emergency loan fund.

4. ~~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.~~

Management Response: Management will not require employees to clock in and out for paid breaks or unpaid meal breaks.

5. ~~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.~~

Management Response: Management will implement a proxy approver process for planned absences of a supervisor. Management will implement a backup proxy approver process to accommodate unplanned absences of a supervisor, which will reflect the absent supervisor's management chain. Supervisors will be held accountable for timely approval of all employee timecards.

6. ~~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.~~

Management Response: In compliance with Article 20 of the CBA between UVM and UVMSU, flexible schedules will be available when non-exempt employees are using Kronos. Employees requesting an alternate start and stop time will make their requests in advance, and the supervisor will adjust the

schedule set by Payroll in Kronos to reflect the requested schedule. Regardless of the time keeping environment, employees do not have the unilateral latitude to alter work schedules without supervisor approval.

7. ~~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.~~

Management Response: Kronos is configured to distinguish management-assigned second and third shift work from employee-elected second and third shift work. 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.

8. 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.~~

Management Response: Kronos captures every timecard action in its audit trail. Timecards will not be grievable per se.

9. ~~With the implementation of Kronos, staff shall no longer have to fill out extraneous other timesheets / use other timekeeping systems.~~

Management Response: No other timesheet intended for the purposes of payroll capturing time worked by the employee in their primary job assignment will be required. However, for the purposes of project management, effort reporting, or other purposes, departments may require a separate spreadsheet. Additionally, if the employee has elected to engage in additional assignments in another department, with a secondary assignment, that department may use a spreadsheet to track hours worked for the purposes of compensation.

10. ~~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~~

Management Response: 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. All overtime assignments must be approved and assigned by a supervisor or manager.

11. 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.

Management Response: 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, the employee will be eligible for overtime compensation.

~~12. 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.~~

Management Response: As is currently the case, absenteeism and tardiness may be subject to discipline. Whether an employee who is absent or tardy should be disciplined is considered on a case-by-case basis, with consideration given to business operation needs, job duties, staffing, etc. However, in order to ease the adjustment to Kronos, no employee represented by UVMSU will be subject to discipline for excessive tardiness for a period of six months after they begin using Kronos.

~~13. 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.~~

Management Response: 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.

~~14. 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.~~

Management Response: Management has developed and has begun deploying training to supervisors and managers who will be using Kronos. Management will provide these materials to UVMSU leadership for illustration purposes.

~~15. 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.~~

Management Response: Management will continue to listen to the concerns from employees and union leadership in standing labor/management meetings. If appropriate, additional meetings for the purpose of hearing union feedback on the implementation of Kronos may be scheduled.