

Civil Service Employment Rules
2018 Proposed Amendments
Revised: 11/01/2018

Amendment #1

Effective May 2018 - New Parental Leave for Employees Policy was approved. The amendment requests additional clarification for the term of requests for the Parental Leave. Changes to the Civil Service Employment Rules are to align with the policy.

11.7 Parental Leave

11.7.1 Eligibility for Parental Leave

11.7.1.1 The University provides parental leave for eligible employees related to the birth, adoption, or gestational surrogacy of children in accordance with Minnesota statutes and the provisions of this policy. Parental leave provided by this policy is available to an employee on a 50% appointment or greater and is becoming a parent through birth, adoption, or gestational surrogacy or to an employee who is a gestational carrier.

11.7.1.2 Employees are encouraged to talk to the responsible administrator/supervisor regarding taking parental leave as soon as reasonably practical.

11.7.2 Paid and Unpaid Leaves

11.7.2.1 Upon request, eligible employees may take six weeks paid leave related to the birth, adoption, or gestational surrogacy of a child. The parental leave will begin at a time requested by the employee, although the leave may not begin more than two weeks prior to the due date or adoption event ~~and for an employee who gives birth, the leave must begin no later than the birth or adoption event. For all other employees, the leave must begin~~ no later than six thirteen weeks after the birth or adoption event. In the case where the child must remain in the hospital longer than the birth parent, the leave must begin no later than ~~six~~ thirteen weeks after the child leaves the hospital. This leave must be consecutive and without interruption and must be taken during the term of appointment. This leave shall not be charged against the employee's accumulated vacation or sick leave.

11.7.2.2 The employee may ~~use accumulated vacation leave~~ be eligible for other leaves that occur prior to or immediately following the parental leave. These leaves must be consecutive and without interruption and must be taken during the term of appointment. An unpaid leave of absence shall be granted to an employee for a period of up to six months, when requested in conjunction with the birth or adoption of the employee's child. This leave of absence without pay may be extended up to an additional six months upon the employee's request and with responsible administrator approval. In all cases, FMLA runs concurrently with paid parental leave and other applicable paid leaves.

11.7.2.3 During the parental leave, medical coverage will continue to be available for the employee and any dependents under any group insurance policy, group subscriber contract, or health care plan in existence at the time of leave. While on paid leave, the continued coverage will be provided on the same basis as available to the employee during the course of employment. While on unpaid leave, the continued coverage will be available at the employee's expense

Amendment #2

Definitions for 'Continuing position' and 'Temporary Appointment' are in conflict.

Continuing position: A position within a classification of University Civil Service that is considered by an administrative unit to be a regular, on-going non-temporary position. Employees must serve a probationary period. Temporary appointments will become continuing appointments with all rights and benefits thereof, after more than ~~three~~two calendar years of service in a temporary appointment of 50 percent time or more within the same classification, within the same administrative unit including reclassification of the position. In these cases, a probationary period will be considered to be completed.

Amendment #3

During previous update and renumbering of Rule 5.2 from 5.3, Rule 5.4 should have been changed to 5.3. We are asking for this housekeeping update including updating the url.

5.4 5.3 Total Remuneration

~~5.4.1~~ **5.3.1** Employees shall not receive perquisites, which may include but not be limited to residence, board, room, laundry, commutation, or any combination thereof, as a part of the employee's regular compensation unless these perquisites are required for the satisfactory performance of assigned duties.

~~5.4.2~~ **5.3.2** Whenever employees are required to wear uniforms as a condition of employment, the employer shall, according to administrative policies, either provide employees with uniforms or provide funding to the employees for purchasing uniforms. Laundering of lab coats when employee works in hazardous environments shall be the responsibility of the lab per the guidelines when working in hazardous environments: ~~http://www.dehs.umn.edu/ressafety_hsr_epc.htm~~ and ~~http://www.dehs.umn.edu/ressafety_rsp_aep.htm~~ <https://www.dehs.umn.edu>

~~5.4.3~~ **5.3.3** Likewise, whenever badges, ID Cards, keys, electronic access or communication devices (e.g. internet connections, pagers, cell phone) are required as a condition of employment, the employer shall provide them or provide funding for their purchase. Employees may be assessed reasonable refundable deposits including interest, or charged reasonable replacement fees for items that are lost or negligently damaged.

Amendment #4 - Additional Housekeeping

Update needed to URL's listed through-out rules.

10.1.7 Shift differential shall be paid to employees whose scheduled work shift begins before 6:00 a.m. or begins/ends after 7:00 p.m. Scheduled shifts must be at least six hours in duration. For shift differential rate, please see the Civil Service pay plan at ~~http://humanresources.umn.edu/supervising-u/compensation-classification-~~
<https://humanresources.umn.edu/supervising-u/compensation-classification>

10.5.3 Other Work Arrangements

Types of flexible work arrangements can include flextime, compressed work weeks, job sharing, telecommuting, or reduced- time/part-time arrangements. Please refer to the telecommuting agreement in your department or unit. (Guidelines and more explanation for flexible work arrangements can be found at ~~http://humanresources.umn.edu/working-umn-~~
<https://humanresources.umn.edu/working-umn>

11.6 Vacation Donation Program

Employees may have the option of donating vacation for use by qualified employees. Information about the program is available at ~~<http://policy.umn.edu/hr/vacationdonation>~~
<https://policy.umn.edu/hr/vacationdonation>