

Memo: Tuesday, July 19, 2011

From: Kurt Errickson, Field Representative, AFSCME Council 5
To: Sherri Stone, Labor Relations Representative, University of Minnesota

Subj: Data Request for Bargaining

In order to prepare for continued contract negotiations, I request per my rights under the Minnesota Public Employee Labor Relations Act and the Minnesota Data Practices Act that you provide the following information. I would be grateful if you would provide the information in electronic form.

If you refuse to provide any or all of this information, please provide the statutory basis for your decision.

- I) Please provide a detailed description of the costs and savings associated with the 3-day shutdown of the University at the end of 2010, including the furlough of salaried staff. Please include a description of:
 - a. Administration costs, including:
 - i. Planning
 - ii. Inputting revised payroll data and calculating pay changes
 - iii. Cost of shutting down all the buildings
 - iv. Cost of determining who were essential employees
 - v. Internal communications (literature, emails, staff time spent in meetings, etc.)
 - b. Other costs, including:
 - i. theft
 - ii. cost due to malfunctioning systems or damaged equipment
 - iii. cost of lost research
 - c. Please provide a specific description of the total revenue captured from the furlough.
- II) Please provide a report for each collegiate/administrative unit on how funds captured from the furlough/temporary reduction in pay (for salaried staff) were used, i.e, applied to reserves, used as tuition subsidies, used as merit pay subsidies, etc.
- III) Please provide an aggregate list by job title of the entry level step for new hires (ie, hiring wage and equivalent step) for each of the last four years. For example for 2007, how many Executive Office and Admin Specialists were hired at step 1, step 2, etc.
- IV) Regarding the regents scholarship, please provide:
 - a. An aggregate list of bargaining unit members enrolled in classes through the regents scholarship program for the four semesters preceding the change in the University's contribution level.
 - b. For each semester since the change in the Regents Scholarship contribution level, please provide for each semester an aggregate list of bargaining unit members enrolled in classes and tuition revenue generated for that semester.

- c. Copies of any analyses by University central administration of the impact of these changes in the Regents' Scholarship contribution.
- V) A list of all bargaining unit employees laid-off since November 1, 2008. For each employee, please provide the name, the number of years of service, wage at the time of layoff, job title and department. Further, please indicate:
 - a. Whether the employee took the severance package.
 - b. A copy of the current AFSCME lay-off list.
 - c. For employees who did not take the severance package, please list each application forwarded by the layoff list coordinator to a relevant hiring authority. For each such application, please indicate whether the laid-off employee received an interview and the outcome of that interview.
 - d. Please provide a list of all laid off employees who were recalled but failed to pass probation upon recall.
 - e. To the extent not otherwise obvious from the data listed above, please provide a list of all laid-off employees recalled to positions at the University of Minnesota. Please list the department and job title for each such position.
- VI) Please describe the cost of making an external hire, including the cost of:
 - a. Posting
 - b. Interviewing
 - c. Hiring
 - d. Training
 - e. Advertising
 - f. And any other related costs.
- VII) Please Provide a copy of the current seniority list.
- VIII) Please provide a list of all departments by collegiate/administrative unit.
- IX) Please provide copies of all policies and procedures related to reporting, investigating and adjudicating allegations of bullying or disrespect in the workplace. Please provide an aggregate list of allegations of bullying or disrespect in the workplace, and a summary of the outcomes of the investigations for any such allegations. Please indicate the authority (departmental, collegiate, central) responsible for promulgation of the policies and procedures and investigation and adjudication of the allegations.
- X) Please provide an aggregate report of the number of UMD employees who have requested to cash out their vacation for each of the last three years, and whether that vacation was granted or denied (partially or in total). Please provide this same information for civil service employees throughout the University for this same period.
- XI) Please provide an aggregate report on the number of AFSCME employees who used FMLA leave for each of the last three years, with the average amount of FMLA time used per calendar year.

- XII) Please provide copies of any policies regarding the reinstatement of accrued sick leave, vacation accrual rates and seniority credit for re-hired civil service employees.