



**Council of the University of Idaho Business Officers
February 18, 2010**

E-Waste Program

Due to recent legislation in Oregon, effective January 1, 2010 the landfill that currently receives the University of Idaho's municipal solid waste will no longer accept Electronic Waste (E-Waste). This change will increase the cost of processing E-waste, and thereby increase the total cost of ownership of electronic devices for the university community. To address this additional cost, a fee will be implemented to cover the additional expenses incurred by handling and recycling this waste stream. A fee schedule has been developed to cover this additional expense. Every department is now responsible for the cost of properly disposing of their E-Waste items.

There was some discussion that followed about the E-waste process with regard to when this fee should be charged, and whether this service should be regulated as a Service Center. It was determined that the fee should be charged once the piece of equipment comes into surplus, because an up-front fee has the potential to cause many issues. Functional and working equipment, that meets criteria for resale by surplus, will not be charged the fee if it is brought to surplus for resale. The Service Center Committee is currently taking a look at this service to determine whether it should be considered a University-Wide Service Center. Forms for E-waste disposal can be found on the surplus website.

HR Changes

Compensatory time will only be accrued for classified employees who work more than 40 hours per week. Employees who are part time will be paid for the hours they work. For example, if an employee is hired at .75 FTE normally working a 30 hour workweek, then he/she will be paid the normal hourly rate up to 40 hours that week. That additional 10 hours over the normal schedule will not be accrued in an overtime pool. This also affects employees who work up to 40 hours per week on a holiday week. They will be paid for up to 40 hours on a holiday week on top of the 8 hours of holiday time they receive. So potentially an employee could be paid for 48 hours of work in a holiday week. In addition, sick or vacation leave will not count toward the 40 hours. For example, if an employee marks 8 hours of sick/vacation leave and works 35 regular hours during a week payroll will automatically adjust their sick/vacation leave to only 5 hours for that week.

Faculty Summer Fund Use

This topic will be revisited at the next meeting.

Y-Account Break Up

The first phase of the Y-Account break up should be done by July 1st. The process will be similar to the breakup of the U Accounts. The focus for this initial breakup will be on student fees and F&A returns. This change will help us report more specific information for these two areas. Accounts with mixed revenues will be broken up. We hope to have some definition in place by Mid March.

Summer Salary Request Form

Recent federal audit activity has caused the University of Idaho, along with other universities across the country, to review and clarify policies relating to effort reporting. As a result we determined that the University of Idaho needed to clarify its summer salary policies to be sure that everyone understands the federal restrictions and guiding principles, as interpreted and implemented by the Office of Inspector General.

The University of Idaho allows faculty members on nine-month appointments to earn an additional thirteen weeks of salary during the summer. Most often, this salary comes from external awards. When faculty are paid from external awards, there are restrictions on what employment related activity can be charged to these awards. In addition, faculty on nine month appointments do not accrue annual leave so vacations cannot be charged to an award. In order to monitor charges to grants during the summer session, academic year faculty on sponsored funding will be required to fill out a salary request form. This form will specify the anticipated number of days employees will work in each payroll period and the budgets that will be charged for summer effort. Suggestions and changes to the form were discussed, and an updated form will be available soon.