

DONALD GAMMON
ACCOUNTING
606 ADMIN CENTER
MAIN CAMPUS



STAFF CONGRESS

May 10, 1984

PERSONNEL SERVICES SERVICE
(. . .with a smile)

"Personnel Services is available to counsel and advise employees in any employment-related problem or matter", according to Gregg Schulte, Director of Personnel Services. How is it that Personnel Services has the time to listen to employee problems and grievances while at the same time performing their other responsibilities, which include: the distribution of paychecks; benefits and records maintenance; the employment function, i.e., placing advertisements, accepting applications, testing applicants, and setting up interviews; handling wages and salaries; development of personnel policies; and management of the Training and Development program? It's just part of the job. But their task is not simple; they must attempt to balance between the needs and wants of the employees and that of top-level administration, which often makes the task very difficult.

Often, problems are caused by misunderstanding. As an example, some employees have felt they had received promotions without being given pay increases. But, as Gregg points out, these could be instances of reclassification rather than promotion. The distinction is: a person is promoted; a position is reclassified. Reclassification is altering some aspect of the position, and can possibly occur without a subsequent pay increase (as a means of upgrading a job title, expanding responsibilities of the position, etc.), which could give the employee the mistaken impression of being given a promotion without a pay increase. Promotion is rewarding the person for assuming entirely new responsibilities and duties.

Addressing grievances can be a difficult task, but the reward is in getting problems resolved. Finally, two things that Gregg, as Director of Personnel, offers as advice for all employees:

** become familiar with the Personnel Policy and Procedures Manual (also known as "the Redbook"). There is at least one copy in each department. Ask your supervisor or department head (Staff Congress also has a copy)

** be aware that Personnel Services is available for counsel and advice for any employment-related matter

Don't hesitate to contact Gregg or any of the other employees in Personnel Services if you have any questions or employment matter to be resolved.

ODDS AND ENDS

(. . .things being tossed about. . .)

Several items of interest to all staff have been recently addressed. Among them:

- Dr. Boothe has informed the University staff that we will continue to observe Spring Break; he further stated that the practice will be periodically reviewed to ensure good management, and to remain generally in line with observances of other universities in the state.
- On another happy note, it has been announced that the parking rates will not be increased this year.
- The holiday pay rate policy has been reviewed, and at this time, there will be no change.

- The A. D. Albright Health Center will tentatively be turned over to the University on May 15, and is tentatively scheduled to open in June, according to Steve Meier, Director of the new facility.

- A committee is being formed to plan the 2nd Annual Staff Picnic for this summer.

- Eight applications were received for the A. D. Albright Scholarship. A decision will be announced soon.

FAREWELLS

(. . .see ya 'round. . .)

John Dierig -- Computer Serv. Betty Maher -- Business Admin.
Kim Hennessy -- Legal Counsel Rick Voland -- Phy. Plant
Chris Kellogg -- Student Act.

TRANSFERS

Linda Baumer -- Chase Law

NEW EMPLOYEES

Leslie Hockzema -- Main Library Linda Reynolds -- Provost
Oma Nell Kinney -- Accounting (returning)

NEW ARRIVALS

Debbie Glaza, former secretary in Co-op, gave birth to a boy on April 4. His name is Nathaniel Stephen Glaza, weight: 7 lb. 5 oz.

COME SAY "GOOD-BYE"

(Gee, Whiz, we hate to see you go. . .)

Charles Nance in Physical Plant is retiring May 31, 1984. He has been with the University since June of 1973 as a carpenter. A reception in his honor will be held in the Faculty Dining Room in the University Center at 9:00 am on Thursday May 31. All staff are welcome to attend.

KINGS ISLAND DISCOUNT

(College daze???)

Kings Island's annual "College Days" program will be held on May 12, 13, 19, and 20. The program allows employees, their families and guests to enjoy the park at reduced rates: \$9.95 for adults (\$3.55 discount), and \$6.50 for children (\$.25 discount). "Exchange Tickets" are available in Personnel Services, each of which entitles four adults and two children to the reduced admission prices. Employees may request as many "Exchange Tickets" as desired.

FYI

Staff Congress will meet Thursday, May 10, at 1:00 p.m. in AC room 722. The agenda will be posted on the Staff Congress bulletin boards in advance. All staff members are welcome to attend.

QUOTE WITHOUT COMMENT

"Would you mind getting up off that flypaper and giving the flies a chance".

-Groucho Marx in "Monkey Business"