

# STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

NEWSLETTER  
DECEMBER 1988



EDITOR: Rosanne Rawe  
202 Steely Library

## SYNOPSIS OF STAFF CONGRESS MEETING:

- Gene Scholes and John Connor were guest speakers. Among various topics discussed was the proposed increase in vehicle registration fees.
- Staff Salary Increases General Policy was discussed. (See attached Policy)
- Staff Congress/Faculty Senate Office has employed a work study. Stop in and introduce yourself to Brenda Daniels. Welcome.
- Next Staff Congress meeting will be held on January 12, 1988 in the Ballroom. Guest are welcome, however if you wish to raise a topic for discussion, please notify Diane Hunley prior to the meeting, so that you can be put on the agenda.

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## ATTENTION YOUR HELP IS NEEDED

Wanda Ambrose a former employee of NKU is seriously ill and in dire need. Her daughter has come from Georgia to take care of her. Wanda must have constant care, which will inhibit their having a Christmas. This is our opportunity to practice the true meaning of Christmas. They are in need of basic supplies, food items, and cleaning supplies. If you have decorations, toys or clothing for her grandchildren, Crystal - 3 and Jeffery - 7 who are also staying with Wanda; this would be their only presents. The tree which we all take for granted is the last of their concerns at this time. Please help by giving what you can. Gifts and money can be dropped off at either location: Peg Goodrich Rm 105AC or Rosanne Rawe Rm 202 Steely Library. Thank You.

ATTENTION: PruCare members: Kroger's new super store has opened in Cold Spring on Martha Lane Drive. PruCare members can now utilize the prescription benefit at this local store.

\*\*\*MARK YOUR CALENDARS for Health Insurance open enrollment, **February 7-8, 1989** for coverage effective April 1, 1989. Employees who want to change or add members may do so at this time. Watch for more information to come regarding Health Care Open Enrollment.

Participants in the University's Health Care Plan should have received copies of the plan document through campus mail. Please read this document so you may utilize this important benefit without costly surprises to you and your family. The Wall Street Journal is predicting a 28% increase in health insurance premiums this year. If you have not received your PruCare policy, call Barb, x6387 or Diane, x5202.

Supplemental Retirement Annuities - Employees who wish to increase or begin a tax sheltered annuity offered by TIAA/CREF Money Market, should contact Diane Hunley, Personnel. In order to calculate the maximum deferral, KERS employees must have a copy of the most recent KERS contribution report. This report can be obtained by writing to KERS, 151 Elkhorn, Frankfort, KY. 40601

\*\*\*GOOD NEWS: Tuition for undergraduate classes is not considered taxable income. Graduate classes may be considered as taxable income in 1989. If any questions call Barb x6387.



Christmas is a time of joy,  
A time for love and cheer;  
A time for making memories  
To last through the year.



# Merry Christmas

## BUNDLES OF JOY:

Margie and Glen Black - Physical Plant - Son, Nicholas David, born 12/8/88, 7 lbs. 13 oz. and 21.8 in.  
Chuck Mile - Media Services - Daughter, Lacy Nichole, born 11/10/88, 6 lbs. 12 oz.  
Phyllis Weeland - ACT Center - Granddaughter, Lindsay Janel Harper, 9/28/88, 6 lbs. 7 oz.  
William Pruitte - Physical Plant - Son, Nathaniel Adam, 11/22/88, 7 lbs. 12 oz.  
Michael Mimms - Media Services - Daughter, Kristin, born 12/6/88, 6 lbs. 6 1/2 oz.

## FAREWELLS:

Doreen Lang - Biology  
Gayle Siber - Chase  
Jacqueline Foppe - Physical Plant  
Mitchell Collett - Public Safety

## NEW HIRES:

Robert Krebs - Mail Services  
Katherine Williams - Talent Search  
Patricia Castellaccio - Registrar  
Cheryl Lippert - Music  
Isabella Zembrodt - Psychology

## TRANSFERS:

Ruth Saccone - Athletics

## NORTHERN KENTUCKY UNIVERSITY Staff Salary Increases General Policy

Annual salary increases for staff employees of the University, including non-academic administrators, shall be granted according to the following guidelines:

A. For administrators, increases will be totally performance based. Every administrator whose evaluation shows overall performance as at least satisfactory will be granted some increase.

B. For professional and managerial/supervisory personnel, a general increase will be granted if overall performance is satisfactory. When the total increase rate equals or exceeds 3 percent, a service increase will also be granted to those whose performance is satisfactory, and those whose overall performance is outstanding will be eligible additionally for a discretionary increase.

C. For employees, in all other staff employment categories, increases will be distributed the same as for professional and managerial/supervisory personnel, except that the service component, as a percentage of the total increase, will be larger than for the professional and managerial/supervisory personnel, and the discretionary component will be smaller.

D. General increases will be awarded as a percentage of salary base.

E. The service increase will require a minimum of service time as specified in the Personnel Policy and Procedure Manual, but may also include an extended service component. Service increases will be in the form of flat dollar amounts for each eligibility category.

F. The maximum total increase which any individual may be granted, expressed as a percentage of base salary, may not exceed twice the overall increase rate.

G. Employees whose overall performance is less than satisfactory will receive no increase.

H. All increases (or increase denials) must be supported by written performance evaluations prepared no more than one year prior to the effective date of the increases.

I. Additional, more detailed guidelines for discretionary increase distributions will be recommended by the Office of Personnel Services and approved by the President. These guidelines will be applied by all division heads to all categories of personnel within the University. 9/17/86

"When science discovers the center of the universe  
a lot of people will be disappointed to find they are not it."  
Bernard Baily