

STAFF CONGRESS

Regular Meeting - February 4, 1983

AGENDA

- I. Call to Order.
- II. Minutes of January 7, 1983 - Regular Meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS  
February 4, 1983

The regular meeting of Staff Congress was called to order. The role was taken and a quorum was present.

MEMBERS PRESENT: Dan Alford, Terry Andrews, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Dorinda Giles, Jim Hartig, Barb Herald, Diane Hunley, Mary Kelm, Russ Kerdolff, Mike Martin, Becky Yenser, Steve Priestle, Linda Sanders, John Teegarden, Gregg Schulte (ex officio).

MEMBERS ABSENT: Tom Barlow, Jerry Groeschen, Patti Jeffries, Bill Lamb, Joyce Maegly, Nancy Perry, Norleen Pomerantz, Ken Ramey, Pamm Taylor, Dolores Thelen, Nancy Utz.

The minutes of the January 7, 1983 regular meeting were approved.

PRESIDENT'S REPORT

Linda Sanders announced that she had attended a Staff Evaluation meeting and stated that employees would now be given a copy of their evaluation at least one day prior to the interview session with their supervisor. She said that the importance of the evaluations were stressed concerning the development of the employee.

Gregg Schulte added that all suggestions from Staff Congress were discussed by Central Staff.

VICE-PRESIDENT'S REPORT

Terry Andrews stated that, as a member of the task force concerned with changing the Student Government constitution, she had received a memo from Mary Penrod. Terry said that there were six members on this committee . . . . three from staff and three students. She added that Tom Cate had been contacted and asked to submit two faculty members to serve on this committee. Terry said that the only meeting thus far was to question whether or not all students were being represented, specifically the night students. She said that there was to be an open forum on February twenty third.

Terry then stated that the last newsletter said that Staff Congress members would receive a copy of the new grievance procedure. Terry announced that this was not true but rather that the changes in the grievance procedure were circulated to the department heads, who were to see that all employees were aware of the changes.

Terry said that the committee chairpersons had met but she would let the committee chairpersons report. She commented that the Staff Congress budget was set and that Staff Congress could not ask for more than the allotted amount. She did mention that Dolores Thelen would attempt to come up with travel plans with an outside budget as she had been asked to contact other Kentucky universities.

SECRETARY/TREASURER'S REPORT

Steve Priestle announced that the constituency listing print-outs were distributed, except for the at-large representatives, to those members present at the meeting.

SECRETARY/TREASURER'S REPORT CON'T

Pat Coleman asked if the print-outs were complete. She said that it appeared as though there were names missing from her list. Dorinda Giles explained that this was due to reorganization since the print-outs were run from the old listings. Linda Sanders said that the Credentials and Elections committee would work on getting the new tables. Dorinda Giles said she could work on getting the new tables to the Secretary/Treasurer.

COMMITTEE REPORTS

Constitution and By-Laws; Diane Hunley reported that the committee had met to deal with vacancies on Staff Congress. She recommended that the word "permanent" be deleted since it implied that temporary vacancies could occur.

Don Gammon asked what would happen if there was no written resignation. Diane Hunley replied that this was addressed in the by-laws stating that any member missing three consecutive meetings caused a vacancy. Linda Sanders asked what would happen if a member was on a leave from the university. Diane Hunley replied that a member missing three consecutive meetings could not represent their constituents.

Terry Andrews suggested that according to the by-laws the recommendation could be discussed and voted on at the next meeting. Dorinda Giles noted that this item in the by-laws, concerning vacancies, stated that university reorganization does not constitute a vacancy. Diane Hunley explained that the new recommendations were additions. Dorinda Giles said she was confused about the word "permanent" since it was discussed at a meeting last year. Diane Hunley replied that she was unsure if the word "permanent" had been deleted. Linda Sanders stated that this was never finalized although it had been discussed.

Diane Hunley then addressed the responsibility of the Secretary/Treasurer stating that it is too restrictive to expect the minutes of a previous regular meeting within five working days of that meeting. It was recommended that this be changed to no later than five working days prior to the next meeting for regular meetings and no later than three weeks after a special meeting.

Diane then recommended that the President of Staff Congress be permitted to appoint the parliamentarian from either Staff Congress or from at-large. Pat Coleman asked if a parliamentarian appointed from at-large could vote in Staff Congress. Diane Hunley stated that she was unsure but thought that the parliamentarian could vote. Linda Sanders said that this was a problem pointed out by the prior parliamentarian since there could arise a conflict of interest.

Bob Barnes pointed out that since only members of Staff Congress can vote, the question was, could a parliamentarian who was not an elected member of Staff Congress vote? He stated that there would need to be additions to the by-laws if such a situation existed.

Don Gammon suggested that an addition to the by-laws would not be necessary since any staff member can currently sit in on Staff Congress meetings without voting.

COMMITTEE REPORTS CON'T

Constitution and By-Laws: Linda Sanders reminded Staff Congress that the item could not be voted on until the March meeting and that Diane Hunley could move on to the next item.

Diane Hunley then recommended that the by-laws be changed to permit staff members, not currently serving as a Staff Congress representative, to serve on standing committees. She added that Article VI, Section 2, Item "a" be changed deleting the word "permanent" and adding the phrase "or volunteer at-large". It was recommended that four of the five serving on committees be elected Staff Congress representatives.

Don Gammon asked if the chairperson of a committee need be a Staff Congress representative. Diane Hunley stated that this was not addressed. Don Gammon suggested that the chairperson be an elected representative.

Linda Sanders explained that this had been discussed at a meeting last year and that it was decided that the chairperson be a Staff Congress representative and added that this needed to be put in writing. She then stated that to say "four of five committee members be elected representatives" was not feasible since it is possible that committees would consist of more than five members. Linda suggested using a percentage.

Don Gammon asked what would happen at the next regular Staff Congress meeting when the recommendations of the Constitution and By-Laws Committee would be discussed. He questioned if changes in the recommendations would be entertained or would the current recommendation be voted on as it reads.

Terry Andrews explained that only those items that have had any necessary changes would be voted on.

Diane Hunley stated that her committee had worked with the Credentials and Elections committee concerning the question of representation and that it was decided to be put off until after July 1, 1983 since changes in employment areas and categories may occur.

Dan Bayes asked if the wording concerning the number of Staff Congress members needed on a committee could be changed at that time rather than to wait for a month. Bob Barnes asked if 80% of a committee's membership could be made up of Staff Congress members. Terry Andrews suggested that a majority may be possible. Linda Sanders stated that the recommendation could be amended and the recommendation would be voted on at the March meeting.

Bob Barnes suggested that if there is a need and a month goes by until a recommendation is made, and then another need arises and another month is needed, then conceivably representation may never be changed since there may always be input leading back to the drawing board.

Dorinda Giles said a motion should be made to amend the constitution. After that, motions can be made to amend the recommendation and if the recommendation is

COMMITTEE REPORTS CON'T

Constitution and By-Laws: approved as amended, it could be voted on at the next Staff Congress regular meeting.

Diane Hunley then addressed the problem of retrieving the Staff Congress binders from outgoing Staff Congress members.

Dorinda Giles suggested that the Secretary/Treasurer retrieve the binders since the binders belonged to the position rather than the person. She added that past Staff Congress members were unsure of what materials in the binder were permanent fixtures.

Linda Sanders replied that all official reports were permanent and that it would be the Secretary/Treasurer's duty to announce, at their last meeting, that outgoing Staff Congress members turn in their binders. She then suggested that it be defined what were permanent fixtures in the binders.

Terry Andrews suggested that some action be taken giving the Secretary/Treasurer the authority to retrieve binders.

Dorinda Giles moved to accept the recommendations of the Constitution and By-Laws committee for review. Mary Kelm seconded.

Terry Andrews suggested amending Article VI, Section 2, Item "d" concerning committee membership. Don Gammon moved that three fourths of a committee be Staff Congress members. Dorinda Giles seconded. A vote was taken and the motion passed unanimously.

Pat Coleman moved that the chairperson be a Staff Congress representative. Cindy Dunaway seconded. A vote was taken and the motion passed unanimously.

Linda Sanders said that a re-statement was needed of the committee's recommendation as amended. Dorinda Giles stated that only the two amendments would need to be written for the March meeting. A vote was taken for the recommendations with amendments and passed unanimously.

Grievance Committee: No report.

Credentials and Elections Committee: Russ Kerdolff announced that the present structure was sufficient concerning proportional representation.

Finance Committee: No report.

Personnel Policies and Benefits Committee: Linda Sanders announced that there had been no changes in the group dental insurance. Linda then addressed the policy of reassignment. She said that there was a revision which clarifies the policy but recommended further clarification to state the difference between temporary reassignment for training and reassignment for other reasons. She said that the word "training" need be better defined so that a person presently holding a position

COMMITTEE REPORTS CON'T

Personnel Policies and Benefits Committee: should be present to help assist in training the temporarily reassigned employee. She stated that this was to protect the employee from merely filling in for an absent employee. She also recommended that such a reassignment be justified in writing and that a statement be included to deal with "acting" positions and probationary periods.

Gregg Schulte explained that a probationary period does not exist since there are employees desiring to learn new jobs to enhance their development and career opportunities (cross-training). He said that the idea was not to establish a formal procedure as in permanent reassignments. Linda Sanders asked about permanent reassignments. Gregg Schulte replied that a probationary period was required for permanent reassignments and questioned the need for written justification saying that restrictions on the temporary reassignment would be defeating the purpose.

Linda Sanders explained that she understood that temporary reassignment for training was in line with the intent that the person already filling a position would be working with the person who has been temporarily reassigned.

Gregg Schulte said that the reassignment often happens when a vacancy occurs so that one may have the chance to learn a new job and fill the vacancy.

Linda Sanders asked what may happen if a supervisor allows a person to fill the position first before being trained.

Pat Coleman stated that confusion could occur in that one may fill a position in an "acting" capacity, which may short them on pay and benefits.

Linda Sanders said the need for training was recognized but needed to be better defined.

Don Gammon asked if any other cross training would be formalized. Gregg Schulte again suggested that the idea was not to establish a formal procedure but to recognize that situations occur which may be advantageous to all concerned to get employees trained in other jobs.

Linda Sanders then addressed the policy of appointment definitions, recommending that a statement be included explaining that "grant" employees are handled separately and differently.

Pat Coleman said that clarification was needed to state that this policy did not relate to "grant" employees.

Linda Sanders recommended that jobs on campus be open to internal candidates before being posted externally.

Dorinda Giles asked if it was being suggested that a department conduct in-house interviews before interviewing external applicants. Linda Sanders stated that the Personnel office should take internal applications first, sending any suitable applications from in-house to the department with the vacancy. If the department

COMMITTEE REPORTS CON'T

Personnel Policies and Benefits Committee: does not think there are any suitable applications, then open the vacancy to external candidates.

Terry Andrews asked if the Equal Opportunity Office decided whether the search was internal or external. Gregg Schulte suggested that a problem could occur.

Dorinda Giles suggested that this recommendation would not be beneficial to the employees since a supervisor may turn down all internal applicants to see what is on the outside. Mary Kelm said a problem may be created since it would take longer to fill a vacancy. Terry Andrews said that she saw the concern and asked about the current means of job posting.

Linda Sanders stated that employees should be better aware of the locations for job postings. She suggested mentioning the locations in the next Staff Congress newsletter and asked if the decisions concerning internal and external searches took place solely in the Equal Opportunity Office.

Gregg Schulte replied no, but that the ultimate decision was made there. He explained that the question of under-utilization was discussed between the Equal Opportunity Office and the Personnel Office.

Linda Sanders asked if this process could be addressed in the "Red Book" since there were questions raised concerning the policy. Gregg Schulte answered that there may be a problem of such a written policy being too broad or vague. Dorinda Giles stated that regardless of an internal or external search, internal applications were still taken.

Pat Coleman said that the problem was that employees did not always see the job postings. Gregg Schulte explained that every department receives copies of the job postings. Don Gammon stated that he would work with Gregg to see how the job postings were distributed.

Dorinda Giles asked if all available jobs were posted. Gregg Schulte replied that they were.

Terry Andrews suggested that the problem was one of communication, not that an amendment was needed. Dan Alford asked who was responsible for seeing that the employees were aware of the job posting. Linda Sanders said that she thought two issues were being dealt with and suggested that this recommendation be put on hold. She then recommended a procedure be written concerning notifying applicants as to whether or not they were hired for a job. Gregg Schulte stated that he favored this idea but that it should be restricted to those jobs posted, not to unsolicited applications.

Linda Sanders then addressed new position probations. She said that an employee may not pass a probationary period and lose their new job after being at the university for a time in another position. She recommended that the current probation period be expanded and formalized to explain why the employee may have failed. She also recommended a preliminary evaluation sometime during this period

COMMITTEE REPORTS CON'T

Personnel Policy and Benefits Committee: to inform the employee as to how they are doing before the final evaluation. She also stated a possibility that the employee have access to a review process with the next higher supervisor.

Don Gammon asked if this would apply to both, existing and new employees. Linda Sanders replied that the new employee should also be protected and hoped for a proposal from the Personnel office as to how extensive and formal such a policy would need to be.

Gregg Schulte agreed that modifications were needed for existing employees but said he was not inclined to agree with enhancing the procedure for new employees. He said that a more extensive evaluation would be of value if an existing employee was not working out in a new position.

Bob Barnes suggested that it would be very complex if a department was obligated to hold a position for an employee who is attempting to fill a different position since it would leave a department short handed. He stated that the objective is to be fair to as many as possible and that protecting every individual in every circumstance would be impossible. Pat Coleman said that protection should be given, in the form of a preliminary evaluation, to both existing and new employees during the probationary period. Bob Barnes stated that this may waste a lot of time on the formalities.

Linda Sanders entertained a motion to accept the recommendation on Item 1. A motion was made to accept this recommendation. Terry Andrews seconded. A vote was taken and the motion passed unanimously.

A motion was made to accept the recommendation on Item 2. Mike Martin seconded. A vote was taken and the motion passed unanimously.

Linda Sanders entertained a motion to accept the recommendation on Item 3. Gregg Schulte pointed out that Item 3, Section 2 was not discussed. John Fries moved to accept Item 3, Section 1. The motion was seconded. A vote was taken and the motion passed unanimously.

Linda Sanders asked if there were any amendments to Item 4, Section 1. Jim Hartig stated that job postings were posted on one bulletin board in each building. Don Gammon stated that the Liaison committee would work with Gregg Schulte concerning any problems with the job postings.

Linda Sanders suggested dropping Item 4, Section 1 temporarily and entertained a motion to accept Item 4, Section 2.

Don Gammon suggested that this only applied to solicited applicants. Terry Andrews moved to accept this recommendation. Dorinda Giles seconded. A vote was taken and the motion passed unanimously.

Dorinda Giles recommended that Item 5 be put on hold for review.

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Liaison Committee: Don Gammon asked for information to put in the newsletter and reported that a question had been raised concerning a staff directory. Gregg Schulte replied that a directory could not be done before the fall.

Don Gammon then reported that the names of the presidential candidates were still confidential.

OLD BUSINESS

Linda Sanders recommended that Pat Coleman be the new chairperson of the Policies and Benefits Committee. John Fries moved to accept the recommendation. Cindy Dunaway seconded. A vote was taken and the motion passed unanimously.

Dorinda Giles stated that a question was submitted to her concerning the need to pay into Social Security and recommended that Staff Congress investigate this. Gregg Schulte explained that employees must pay into Social Security and that copies of material pertaining to this would be distributed.

NEW BUSINESS

Linda Sanders announced that she received a memo concerning staff training, but that this would be discussed later.

Don Gammon moved to adjourn. Terry Andrews seconded. A vote was taken and the motion passed unanimously.

THERE IS A SPECIAL MEETING OF STAFF CONGRESS TENTATIVELY SET FOR FRIDAY, FEBRUARY 25, 1983 IN THE FACULTY DINING ROOM. THIS MEETING IS TO DISCUSS THE PRESIDENTIAL SEARCH.

THE NEXT REGULAR MEETING WILL BE FRIDAY, MARCH 4, 1983, AT 10:00 A.M. IN ROOM 108, U.C.

## Report to Staff Congress

## CONSTITUTION &amp; BY-LAWS COMMITTEE

The Constitution & By-Laws Committee met on Monday, December 20, 1982 and also on Tuesday, January 25, 1983 to discuss the following items in the By-Laws:

Article I, Section 5

- Item a) Remains the same.
- Item b) Should read: Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- Item c) Remains the same.
- Item d) Should read: University re-organizations will not result in vacancies.
- Item e) Was Item d).
- Item f) Was Item e).

Article III, Section 6

- Item a) Should read: To keep accurate minutes of regular and special meetings of the Staff Congress.
- Item b) Should read: To distribute copies of the minutes of regular meetings to the membership of the Staff Congress no later than five working days prior to the next regular meeting of the Staff Congress.
- Item c) Should read: To distribute copies of the minutes of special meetings to the membership of the Staff Congress no later than three weeks following the special meeting of the Staff Congress.
- Item d) Was Item b).
- Item e) Was Item c).
- Item f) Was Item d).
- Item g) Was Item e).
- Item h) Was Item f).

Article III, Section 7

Appointment and Duties of the Parliamentarian. Within one week following the election of officers, the President of the Staff Congress shall appoint one member of the Staff Congress or a staff member at large to serve as Parliamentarian of the Staff Congress. The duties of the Parliamentarian shall be:

- Item a) Remains the same.
- Item b) Remains the same.

Article III, Section 7

Item c) Remains the same.

Item d) Remains the same.

Item e) Remains the same.

Article VI, Section 2

Item a) Delete the word "permanent" and add the phrase "or a volunteer at-large" so that Item a) reads:

Each year at the November meeting, or when a vacancy occurs, the Executive Council, described in Section 3 or this Article, shall report to the Staff Congress existing vacancies in standing committee memberships and shall submit to the Staff Congress the name of a Representative or a volunteer at-large for each vacancy existing or known to have occurred.

Item d) Include "four of which must be elected Representatives" so that Item d) reads:

Standing committees shall be composed of a minimum of five members including a chairperson, four of which must be elected Representatives.

Article I, Section 2 - Representation

It is felt by the members of the committee that this Article regarding representation needs to be reviewed in conjunction with the Elections & Credentials Committee. However, it was also felt that there is a possibility of re-organization with the new administration, so no work will be done on this until after the first of July. The committee also requests discussion by all members of the Staff Congress regarding the establishment of a policy for the return of Staff Congress handbooks by outgoing representatives.

Recommended by,

Diane Hunley, Chair  
Diane Hunley

Nancy Perry  
Nancy Perry

Bob Barnes  
Bob Barnes

Dan Bayes  
Dan Bayes

Carol Guthier  
Carol Guthier

MEMORANDUM

TO: President Albright      Mr. Knauf  
Dr. Claypool                Dr. Scholes  
Ms. Dickens                 Mr. Tabor  
Mr. DeMarcus               Mr. Taulbee  
Dr. Lyle Gray               Dr. Tesseneer  
Ms. Hennessy

DATE: January 10, 1983

RE: Upcoming Staff Performance Evaluations

Although procedures have not been finalized yet, it appears that February 1-February 18 will be the period for conducting staff performance evaluations this year.

Like last year, the evaluations will cover each employee's principal job functions or objectives plus all performance traits which are both significant and job related for the particular position the employee is occupying. Evaluations will be on the same forms used last year and will be prepared for all permanent and grant employees who have been employed continuously since June 30 of 1982 or earlier.

Further details will be supplied just as soon as possible. At this time, however, I want to ask you if you would please circulate this information to your supervisory personnel so they might begin gearing up.

Thank you very much.

R. Gregg Schulte

CS

cc: Linda Sanders, Staff Congress ✓

PERSONNEL POLICIES AND BENEFITS COMMITTEE

REPORT TO CONGRESS

February 4, 1983

- I. Group Dental Insurance
- II. Reassignment
- III. Appointment Definitions
- IV. Recruitment and Selection  
Job Vacancy Posting
- V. New Position Probation

I. Group Dental Insurance

No amendment recommended.

II. Reassignment

Amendment recommended:

1. Distinction between temporary <sup>RE</sup> assignment for training purposes and temporary assignment for other reasons.
2. Further define conditions of temporary assignment for training purposes: presence of employee currently filling the position for which the temporarily assigned employee is training.
3. Require written request and justification for training reassignment: inclusion of the requisite PAR is sufficient; no Job Analysis Questionnaire required.
4. Inclusion of statement on relation to policies concerning acting positions.
5. Statement as to requirement for probationary period.

III. Appointment Definitions

Amendment recommended:

HOLD

1. Include statement relative to grant employees policy section.
2. Extend right to grieve to temporary and intermittent employees.

IV. Recruitment and Selection  
Job Vacancy Posting

Amendment recommended:

HOLD

1. Open all job vacancies first to internal candidates only; if the position cannot be satisfactorily filled, open to external candidates also.
2. Address acknowledgement/notification of receipt of application.

V. New Position Probation

Recommendation:

1. Formalize and expand the evaluation procedure to accord more with the regular staff evaluation system.
2. Include a preliminary and final evaluation.
3. Provide access to a review process with the next higher supervisor and Personnel Services.