

AGENDA

August 8, 1985

- I. Call to Order
- II. Approval of Minutes of July 11, 1985
- III. President's Report
  1. Appointments
  2. Other
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Ad/Hoc Reports
- VII. Standing Committee Reports
- VIII. **Introduction** of Guests
  1. Chuck Apple
  2. Dr. Scholes
  3. Gregg Schulte
- IX. Other
- X. Adjournment

# STAFF

# CONGRESS

## STAFF CONGRESS MINUTES

August 8, 1985

MEMBERS PRESENT: A. Dale Adams, Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Jack Geiger, Donna Gosney, Jean Heneger, Janet Krebs, Bonnie Lowe, Linda Matthews, Don McKenzie, Karen McNeil, LaVerne Mulligan, Pat Coleman Mullins, Bill Reed, Roberta Brinkley, Rebecca Timerding, Nancy Utz, John Wade, Greg Muench, Phyllis Weeland, Josef Gimpel.

MEMBERS ABSENT: Donna Bridewell, Don Gammon, Diane V. Hunley, Steve Meier, Jay Stevens, Sharon K. Taylor, Dolores Thelen.

GUESTS: Pam Wright, Chuck Apple, Dr. Gene Scholes, David Cover

### I. Call to Order

President Kathy Dawn called the meeting to order at 1:05 p.m. A quorum was present.

### II. Approval of Minutes

Becky Timerding moved for approval of the July 11, 1985 minutes, seconded by Jack Geiger. There being no additions or revisions the minutes were approved unanimously.

### III. President's Report - Kathy Dawn

#### 1. Appointments

Kathy announced that Donna Gosney had agreed to chair the Constitution and By Laws Committee for the remainder of the year. The position was vacant due to Linda Thierbach leaving the University.

Kathy stated further that Roberta Brinkley and LaVerne Mulligan had agreed to serve on the Constitution and By Laws Committee.

#### 2. Other

Kathy thanked Sandi Cunningham and the Ad Hoc Committee for the A. D. Albright Scholarship for their excellent work. She mentioned that the reception to present the award to the recipients had been a huge success. A large crowd turned out for the reception. Dr. Boothe and Cindy Dickens participated in the ceremonies and Dr. Albright presented the recipients with plaques commemorating their receipt of the scholarships.

She also thanked Janet Krebs and the Liaison Committee for another excellent issue of the Staff Congress Newsletter.

#### 3. A draft of a formal policy for an Emergency Sick Leave Bank was distributed. The draft was prepared by Gregg Schulte in response to Congress' work on

such a policy. Kathy asked everyone to review the draft and to contact the Benefits Committee if they had any questions or concerns. She stated that the policy will be voted on at the September Congress meeting.

#### IV. Vice-President's Report - Nancy Utz

Nancy announced that as a result of the legislature's special session, the 3% ceiling on salary increases had been lifted. She indicated that Congress will investigate what effect this might have on staff.

The Council on Higher Education has drafted a strategic plan for higher education in Kentucky. Nancy stated that the Executive Council had received copies of the draft and they would be available to anyone interested. She further stated that a panel from the Council would be holding a public hearing on August 16, at 9:00 a.m. in the Moot Court room in Nunn Hall. The purpose of the hearing is for the Council to obtain feedback on the draft before it is finalized.

Nancy mentioned that the Board of Regents met on July 31, 1985. The Board reviews all personnel actions quarterly, including terminations. In presenting the terminations to the Board, Dr. Boothe said that 47% of terminating employees for that quarter stated that they were leaving for better pay for a job with similar duties. Dr. Boothe reiterated to the Board the need for improved salaries to retain quality employees.

Nancy reminded everyone of the Picnic on the Plaza for both faculty and staff on August 20. The Picnic will be followed by Dr. Boothe's annual 'State of the University' address.

#### V. Secretary/Treasurer's Report - Cindy Cook

No report

#### VI. Ad Hoc Committee Reports

1. Distinguished Service Awards Committee - Phyllis Weeland, reporting for Dolores Thelen

Phyllis announced that the nomination forms for this year's Distinguished Service Awards would be mailed the following week.

2. Annual Faculty/Staff Picnic Committee - Sarah Coburn

Sarah announced that the committee was finalizing the last-minute details for the picnic. She said that to date they had received approximately 200 reservations. She reminded everyone of the benefit softball game to be held at 1:00 p.m. and stated that there would be no charge for the game to NKU employees and family members attending the picnic. Proceeds from the game will help establish a scholarship fund for housing costs for students with special needs.

#### VII. Standing Committee Reports - No Reports

#### VIII. Guests

1. Dr. Charles Apple

President Kathy Dawn introduced Dr. Apple who is chairing the Task Force to study the current staff evaluation system.

Dr. Apple said that the task force has just begun to meet and to study the current evaluation system. He stated that they plan to solicit as much input from staff as possible on ideas and concerns about the system. He related that the committee had briefly discussed such items as the timing of the evaluations, training for evaluators and evaluatees, etc. However, he said the committee has just begun their research and no conclusions had been made at this time.

After a brief question and answer session, Dr. Apple encouraged staff members to contact the committee with any ideas or concerns.

## 2. Gregg Schulte

President Dawn introduced Gregg Schulte. The Executive Council invited Gregg to update Congress on the recent tax law activity affecting the tuition waiver benefit.

Gregg explained that the current law that became effective July 1, 1985, effects tuition paid for graduate students only - and only payments over \$5,000 for the year. This law, which expires on December 31, 1985, will not effect many (if any) NKU employees because of the \$5,000 limit; however, any amount of tuition over \$5,000 paid by an employer will be taxable to the employee.

Although the current law expires at the end of the year, Gregg stated that the issue of taking tuition benefits (as well as other benefits) is a very hot topic in the U. S. Congress at this time. Gregg said that there is a strong possibility that beginning in January, a withholding tax will be required on tuition waiver benefits. Gregg mentioned that even though the benefit may be taxed, it would still provide a savings to the employee from paying the full cost of tuition.

Gregg reiterated that at this time nothing is definite and it will depend on the actual tax package and budget passed by Congress this fall. He said that he would keep Congress apprised of any developments.

## 3. Dr. Gene Scholes

Dr. Scholes was introduced by President Dawn. She said that Dr. Scholes had agreed to talk to Congress about recent developments on several issues of concern to staff.

- a) Dr. Scholes informed Congress that he had appointed a task force to review the reclassification policy draft and to consider Staff Congress' recommendations concerning it. The task force revised the policy (a copy of which was distributed to Congress) and Dr. Scholes indicated that he believed the new draft incorporated some of Congress' recommendations. Dr. Scholes stated that he hoped the policy could be submitted to the Board of Regents at their October meeting. President Dawn indicated that the policy would be forwarded to the Policies Committee for their review.
- b) Dr. Scholes mentioned that during the special session in July Kentucky legislature had lifted the 3% ceiling on salary increases. He said that the Council of University Presidents had discussed the affects of this; but since no additional monies have been appropriated by the state and since the University budgets have been approved, the raise of the ceiling will have no affect on salaries at this time.

- c) Dr. Scholes stated that the development of quality circles in Physical Plant has been postponed. He said that he felt the new Director of Physical Plant, Dan Drake, should be given the opportunity to settle into his new position and "get a feel for the job" prior to instituting the first circles. Dr. Scholes mentioned that he is considering developing a pilot circle across Administrative Affairs departments rather than just within Physical Plant. He will be discussing that idea with Gregg Schulte, Mitch Mullins and other Administrative Affairs personnel.
- d) Dr. Scholes mentioned the strategic plan draft from the Council on Higher Education and encouraged staff members to attend the open hearing. He stated that the draft contains two issues particularly of concern to Northern. The first is the proposal to close one of Kentucky's three law schools, and the other is the abolishment of the reciprocity agreement. Dr. Scholes said that there will be several people addressing these concerns at the hearing.

Cindy Cook mentioned to Dr. Scholes that throughout the draft improvements for "faculty" were cited, but that the draft did not specify "staff" anywhere. Dr. Scholes said that he believed that the Council intended to use "faculty" as an all-encompassing term. He further stated that he believed that Northern's administration would distribute any monies appropriated equitably.

After a brief discussion period, Kathy Dawn thanked Dr. Scholes for updating Congress on these recent developments.

#### IX. Adjournment

Nancy Utz moved for adjournment, seconded by Donna Gosney.

MEMORANDUM

TO: President's Staff  
Faculty Senate  
Staff Congress  
Student Government

DATE: August 1, 1985

SUBJECT: Draft Strategic Plan - Council  
on Higher Education

Many of you have been aware in recent months that the Council on Higher Education has been developing a statewide strategic plan for higher education. It is meant, in its final form, to guide the direction of higher education in Kentucky for years to come. This process has accelerated rapidly in the past week with the following events:

1. The first official draft plan was released dated July 23, 1985 (attached);
2. formal institutional responses were solicited and were due July 31, 1985 (attached);
3. public hearings are scheduled around the state with the hearing in Northern Kentucky scheduled in the Moot Court room of Nunn Hall on August 16 at 9:00 A.M.; and,
4. the Council has promised to have the final version of the plan to the Governor by October 1, 1985.

Because of the significance of this effort to higher education in general and to Northern Kentucky University specifically, the draft copy of the plan and the institutional response are being circulated to the university community in the hope that it will promote wide discussion and participation in the planning process.

The attached draft is the result of a tremendous effort on the part of the Council and the Council staff. It should be viewed with the thought that Kentucky is in need of a comprehensive plan for higher education and that there is much good contained in the current draft.

However, Northern Kentucky University is assaulted on two fronts, the law school and the tuition reciprocity agreement. It will be evident from reading the institutional response how the

President's Staff  
Faculty Senate  
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Student Government

MEMORANDUM

August 1, 1985  
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TO: President's Staff  
Faculty Senate  
Staff Congress  
DATE: August 1, 1985

administration and the Board of Regents have and will continue to address those aspects of the plan that affect Northern the most.

I invite each of you to review the materials provided, to share them with your colleagues and staffs, and to bring your collective thoughts to bear on this matter. We will keep you posted on events as they transpire.

Many of you have been aware in recent months that the Council on Higher Education has been developing a statewide strategic plan for higher education in Kentucky for years to come. This process has accelerated rapidly in the past week with the following events:

*Leon E. Boothe*  
Leon E. Boothe

Attachments

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MEMORANDUM

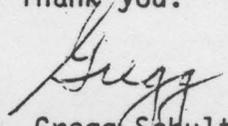
TO: Kathy Dawn, President  
Staff Congress

DATE: August 6, 1985

RE: Emergency Sick Leave Bank

Staff Congress has asked me to examine the recently drafted ESLB proposal and to make necessary editorial changes and other modifications needed to have such a proposal finally approved.

Attached is my first draft. Please let me know what Congress' reaction is to this. Thank you.

  
R. Gregg Schulte

CS

Attachment

cc: Dr. Gene Scholes

--Draft--

Northern Kentucky University  
Emergency Sick Leave Bank

September 1, 1985

General provisions of the University's Emergency Sick Leave Bank (ESLB) program for staff employees are as follows:

I. Purpose

The purpose of the ESLB program is to provide salary continuation for staff employees who have incurred major long-term illnesses, accidents, disabilities, or hospitalizations, but who have exhausted their own accumulated sick and vacation leave balances.

II. Eligibility

All permanent staff employees are eligible to make donations of leave time to the ESLB. Permanent full-time staff employees with a minimum of two years continuous and current service with the University are eligible to apply for the use of the leave time available in the ESLB.

III. Procedures

A. The department of Personnel Services will administer the ESLB, with responsibility for receiving leave donations, maintaining the ESLB balance, accepting leave use applications, reporting activity periodically, and performing other necessary activities relative to the program.

B. Donations of vacation and/or sick leave to the ESLB may be made at any time, and shall be on a form properly signed by the donor and submitted to Personnel Services. Once made, donations may not be revoked.

C. Application for use of leave time available in the ESLB may be made as soon as the applicant ascertains that his or her own accumulated sick and vacation leave balances will be insufficient to cover the extent of the absence. All applications must be written and properly signed by the applicant who is responsible for notifying his or her supervisor that such application is being made.

D. Applicants must substantiate that they have incurred a major long-term illness, accident, disability, or hospitalization. Statements from personal doctors or attending physicians must accompany each application.

E. An employee may make application as often as once per month; however, the maximum number of applications which will be approved is three (3), and the maximum number of ESLB days for which any one application will be approved is twenty-two (22).

F. Applications are to be submitted to Personnel Services who will forward them to the ESLB Committee within three (3) working days. The Committee will evaluate the application and make a decision either to grant leave time from the ESLB to the applicant, or to deny leave time, or to request additional information from the applicant, the applicant's supervisor, or

Personnel Services as necessary. The decision of the Committee will be transmitted in writing to the applicant and his or her supervisor within ten (10) working days of the date of receipt of the application by the Committee. Applicants have five (5) working days to respond to any requests from the Committee for additional information.

G. The ultimate decision of the Committee as to the granting or denial of leave time to the applicant will be final and not subject to appeal, except that the applicant may request Committee reconsideration based upon additional information not known previously by the Committee. Employees may not file grievances over Committee decisions.

H. The Committee will consider the size of and demand for the ESLB in making its decisions.

I. The Committee will be appointed by the Executive Council of Staff Congress and will be comprised of no less than eight voting members, including the chairperson of the Staff Congress Benefits Committee and the University Nurse. At least two ESLB Committee members must be elected representatives of Staff Congress. The Director of Personnel Services will serve as an ex-officio member of the Committee.

#### IV. Funding Temporary Replacements

Funding for temporary personnel to replace employees on sick leave using ESLB leave time will be provided centrally through Personnel Services, up to a maximum annual budget allocation provided for this purpose.

RGS  
8-6-85

Policy Regarding Staff Position Reclassifications  
and  
Reclassification Reviews

*Draft  
June  
W. S. Selby  
11/19/85*

It shall be University policy that staff position reclassifications and reclassification reviews conform with the following provisions:

1. The Department of Personnel Services is responsible for the maintenance of the staff position classification system, and no adjustment to this system or to the pay of any employee holding a position included in this system, may be made without prior written authorization from the Director of Personnel Services.

2. Final approval of all changes to the classification system shall be the responsibility of the Director of Personnel Services.

3. Any exceptions to this policy may be made only by the President of the University.

4. On or before June 1 of each year, Personnel Services shall prepare a list of those series of staff positions scheduled for review during the next subsequent fiscal year. This list shall be communicated to all major department heads and to those department heads who have employees in the positions to be reviewed. It shall be the responsibility of the department heads to communicate the information to their employees, and when appropriate, to prepare any forms or other documentation necessary for the reviews.

5. In addition to reviewing scheduled series of positions, Personnel Services may initiate reviews of individual positions in situations which clearly suggest that a review is warranted or highly desirable, based upon market salary data, employee turnover statistics, reorganization activity, or other relevant factors.

6. In addition to Personnel Services initiating reclassification reviews, department heads may request reviews of individual positions or series of positions. These requests must be made through the major department heads, with full justification and documentation as required by Personnel Services.

7. Determination of priorities for reclassification reviews shall be the responsibility of Personnel Services, and shall be based upon such factors as: period since last review; extent of review; changes in external labor market conditions; unusual trends in employee turnover; budgetary constraints; and equity within the University.

8. Funding for position classification adjustments resulting from reviews initiated by Personnel Services shall be provided by Personnel Services. Funding for adjustments resulting from reviews initiated (requested) by department heads through their major department heads shall be provided by the major department heads.

9. The effective date for reclassification of individual positions shall be determined by Personnel Services. Ordinarily the effective date will be the first day of the first pay period following final approval of the reclassification by the Director of Personnel Services. For reclassifications of series of positions, the effective date will be the date of the next annual pay increase following final approval of the reclassifications.

10. Detailed policies and procedures implementing this policy shall be drafted and made part of the Personnel Policy and Procedure Manual.

C 8 POSITION CLASSIFICATION SYSTEM

- C 8.1 The University's classification system for staff positions has as its purpose the establishment of appropriate relationships between positions and their levels of compensation. The system is designed to provide a fair and consistent basis for the payment of wages and salaries, an assurance that employees in positions of a similar nature are compensated at similar levels, and an aid in the selection and training of new employees.
- C 8.2 A classified position is defined as: (1) a non-exempt position which has been assigned formally to a pay grade consisting of a probationary pay rate, a base pay rate, and a maximum pay rate; or, (2) an exempt position which has been assigned formally to a pay grade consisting of a starting pay rate and a maximum pay rate. All non-exempt positions and all exempt positions below the administrative level will be classified prior to their being initially occupied.
- C 8.3 The Department of Personnel Services is responsible for the maintenance of the classification system and shall conduct such reviews as are necessary to insure its continued adequacy and practicability. Reviews may be conducted by Personnel Services on its own initiative, as directed by the Office of the President, or upon request from a major department head. No adjustment to the classification system or to the pay of any employee holding a position included in this system may be made without prior written authorization by the Director of Personnel Services.
- C 8.4 Final approval of all changes to the classification system shall be the responsibility of the Director of Personnel Services.
- C 8.5 Personnel Services shall be authorized to establish priorities for all classification reviews. These priorities shall be based upon such factors as the following: period since last review; extent of review; changes in external labor market conditions; unusual trends in employee turnover; budgetary constraints; and equity within the University.
- C 8.6 Personnel Services shall also be authorized to consider the potential impacts of a change in classification of one position on any or all other classified positions and, based upon such consideration, either to expand review procedures to encompass other pertinent positions or to recommend such pay changes as would nullify any inequitable impacts caused by the one position's change in classification.
- C 8.7 Assignment of a position to a pay grade is the responsibility of Personnel Services, and is based upon such factors as requisite education, experience and skills; amount of supervision required; responsibilities; working conditions; required job effort; and external market conditions. Internal equity is also a major consideration. Neither the level of performance nor the length of service of an individual occupying a position is a determinant of the position's pay grade assignment, as the classification system relates to positions and not to employees.

C 8.8 A reclassification of a position is defined as a movement of the position to a pay grade either higher or lower than that to which the position is currently assigned. If warranted, reclassification may also entail a change in the title of the position.

C 8.9 Reclassification Reviews

C 8.9.1 Personnel Services shall prepare and maintain a review cycle for all classified positions, such that every position comes under regular, periodic review. On or prior to June 1 of each year, those individual positions and those series of positions which are scheduled for review during the next fiscal year shall be announced and communicated to all major department heads and to the specific department heads to whom the identified positions report. It shall then be the responsibility of the department heads to communicate the information to their employees and to prepare the forms and other documentation necessary for the reviews.

C 8.9.2 In addition to reviewing positions according to the established cycle, Personnel Services may initiate reviews of individual positions or series of positions out of cycle, in situations which clearly suggest that a review is warranted or highly desirable, based upon market salary data, employee turnover statistics, reorganization activity, or other relevant factors.

C 8.9.3 Department heads may also request reviews of individual positions or series of positions, through their major department heads, with full justification and documentation as required by Personnel Services.

C 8.9.4 All requests for review must be accompanied by completed "Request For Classification Review" and "Job Analysis Questionnaire" forms to support the requests.

C 8.9.5 Reviews requested by department heads through their major department heads will be scheduled as soon as possible considering other previously scheduled reviews, workload commitments by Personnel Services and the requesting department's staff, and factors listed in paragraph C 8.5.

C 8.9.6 After completing its review of a position or series of positions, Personnel Services will submit its report and determinations to the major department head(s) to whom the reviewed positions are assigned.

C 8.9.7 All recommended reclassifications will be accompanied by a list of the individuals occupying the positions and by an analysis of the financial impacts of the reclassification pay adjustments for the remainder of the current year and for an entire year.

C 8.9.8 Funding for position reclassification pay adjustments resulting from reviews initiated by Personnel Services, in accordance with paragraphs C 8.9.1 and 8.9.2 herein, shall be provided by Personnel Services. Funding for adjustments resulting from reviews requested by department heads through their major department heads, in accordance with paragraph C 8.9.3 herein, shall be provided by the major department heads.

C 8.9.9 The effective date for reclassification of individual positions shall be determined by Personnel Services. Ordinarily the effective date will be the first day of the first pay period following final approval of the reclassification by the Director of Personnel Services. For reclassifications of series of positions, the effective date will be the date of the next annual pay increase following final approval of the reclassifications.

- C 8.9.10 Appeals of classification or reclassification determinations are to be submitted to the Director of Personnel Services who is authorized to direct a totally new review, require additional review procedures, change the initial determination based upon the appeal information, or stay the initial determination. This appeal is to be made through the proper supervisory personnel of a particular area to the Director of Personnel Services. (An employee whose position is being considered for reclassification may appeal directly to the Director of Personnel Services if the supervisory personnel of the employee's area will not initiate the appeal. The appeal decision of the Director of Personnel Services will be final.)
- C 8.9.11 Policies relative to pay upon reclassification are detailed in subsection E 9.
- C 8.10 Any exceptions to this policy may be made only by the President of the University.

- RGS
- 11-2-84
- 11-9-84
- 1-11-85
- 7-16-85
- 7-19-85

E 9

Pay Upon Reclassification

- E 9.1 If a reclassification of a position results in the position being moved to a higher pay grade, the pay of the employee(s) in the position will be increased to the greater of: (a) the base rate of the higher pay grade (starting rate for exempt positions), or (b) a rate no greater than 4% above the employee's current rate for each pay grade the position's classification is adjusted upward. Unless specific exception is made by the Director of Personnel Services, the new pay rate may be no greater than the average salary for employees in the higher pay grade. In no case will the employee's new pay rate exceed the higher pay grade's established pay rate maximum.
- E 9.2 If a reclassification of a position or a series of positions results in the position(s) being moved to a lower pay grade, the pay of the employee(s) in the position(s) will not change.
- E 9.3 The effective date of an employee's pay adjustment resulting from reclassification shall be determined by Personnel Services, with consideration to budgetary constraints. Ordinarily, for employees in positions which are reviewed individually, the pay adjustments will become effective on the first day of the first pay period following final approval of the reclassifications. For employees in positions reviewed as part of a series review, pay adjustments shall become effective on the date of the next annual pay increase following final approval of the reclassifications.
- E 9.4 In no case will retroactive pay adjustments be made.

RGS  
11-2-84  
11-9-84  
1-11-85  
7-16-85  
7-19-85