

STAFF CONGRESS

Regular Meeting - April 1, 1983

AGENDA

- I. Call to Order
 - II. Minutes of March 4, 1983 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
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STAFF CONGRESS
April 1, 1983

The regular meeting was called to order. The role was taken and a quorum was present. :

MEMBERS PRESENT: Dan Alford, Terry Andrews, Bob Barnes, Pat Coleman, John Fries, Dorinda Giles, Barb Herald, Diane Hunley, Joyce Maegly, Nancy Perry, Norleen Pomerantz, Steve Priestle, Ken Ramey, Linda Sanders, John Teegarden, Nancy Utz, Gregg Schulte (ex officio).

MEMBERS ABSENT: Tom Barlow, Dan Bayes, Cindy Dunaway, Don Gammon, Jerry Groesch, Jim Hartig, Patti Jeffries, Mary Kelm, Russ Kerdolff, Bill Lamb, Mike Martin, Pamm Taylor, Dolores Thelen.

The minutes of the March 4, 1983 were waived until the May 6, 1983 meeting.

PRESIDENT'S REPORT

Linda Sanders reported that she had contacted Dr. Tesseneer concerning a scholarship for a child of a staff member. She stated that the Foundation office may assist on this project as the scholarship should be funded by the staff. Linda then announced that a committee will need to be set up in the future to set criteria and that there will be someone from the Foundation attending the May 6 regular meeting.

Linda then announced that there is an attempt being made to have a couple of days for staff to be able to register for classes. She said that this had been tried in the past and that the response is not very high but more will be known after the registration task force meeting on April 12.

Linda announced that Gary Eith has been appointed parliamentarian and that he has accepted.

VICE PRESIDENT'S REPORT

Terry Andrews reported that not much had been done concerning the Student Government task force assigned to submit a rough draft for a new constitution. Terry then announced that the committee assigned to look at staff training and development had met. She stated that any ideas concerning this would be welcomed.

SECRETARY/TREASURERS REPORT

No report.

COMMITTEE REPORTS

- Finance Committee - No report.

COMMITTEE REPORTS (CON'T)

- Credentials & Elections Committee - No report.
- Grievance Committee - No report.
- Liaison Committee - No report.
- Constitution and By-Laws Committee - Diane Hunley stated that the committee had met to discuss temporary vacancies but had nothing final to report.
- Personnel Policies & Benefits Committee - Pat Coleman distributed handouts. She stated that Item I gives temporary and intermittent employees the right to grieve. She then recommended changes as per the handout (Item II) concerning compensation for employees working legal holidays.. She stated that if an employee be required to work on a legal holiday they should be paid straight time plus time and a half payment or compensation time at a time and a half rate, to be decided by the department head. Pat recommended that payment for working special holidays remain the same. In addition it was recommended that the employee receive a statement of what their compensation will be in writing. Pat then recommended that Item 3 concerning Bi-weekly Payroll Schedule Adjustment, Plan B be accepted.

Gregg Schulte explained that there is either 1 or 2 days over 52 weeks in one year and that at times the university payroll must be adjusted from a 52 week schedule to a 53 week schedule. He stated that adjustments need to be made for a payroll for at least one, one week period. He explained that two possible alternatives (Plan A and Plan B on the handout) were devised. He suggested Plan B.

Joyce Maegly moved to accept Item III, Plan B. Dorinda Giles seconded. A vote was taken and the motion passed unanimously.

Pat Coleman moved to accept Item I. Nancy Utz seconded. Gregg Schulte explained that "intermittent" was not a formal term in policy and that there was question concerning the use of the term "permanent." Gregg stated that approving this recommendation is to approve modification of a previous Staff Congress recommendation. Linda Sanders stated that the recommendation could still be made. A vote was taken and the motion passed unopposed.

Bob Barnes moved to accept Item II in it's entirety. John Teegarden seconded. Barb Herald questioned why give an employee a day and a half off rather than to pay time and a half. Ken Ramey suggested that more people may want to work holidays for time and a half pay. Bob Barnes answered that not many people want to work on Christmas and Thanksgiving, the most significant days. He said that using a day and a half compensation time could create odd hours which isn't too much problem with so few people. He stated that this would be fair for the employees working holidays and would help morale in affected departments.

Gregg Schulte explained that this recommendation would probably not be approved before the July Board of Regents meeting and asked if Physical Plant had a problem with overtime.

COMMITTEE REPORTS (CON'T)

- Personnel Policies & Benefits Committee - Bob Barnes explained that Physical Plant often works without a full crew since the university is so generous with paid holidays. He added that because it may be inconvenient for the department it doesn't make it any less fair.

Gregg Schulte asked why not make it time and a half pay and one day compensation time rather than give a day and a half compensation time. He asked if there was a need for overtime if an employee is off for a day and a half.

Bob Barnes stated that there are often activities which Physical Plant does not control which cause a need for Physical Plant employees to work overtime.

Barb Herald asked if it was cheaper in a long run to pay time and a half rather than give a day and a half compensation time.

Bob Barnes stated that this depends on the people and the situation.

Linda Sanders asked if policy stated that an employee may be paid or receive compensation time. Gregg Schulte replied that the employee was not compensated at time and a half according to policy.

Joyce Maegly stated that neither Physical Plant nor Public Safety foresaw problems since the number of people working such holidays was so few.

Gregg Schulte said that in the past the distinction between special and legal holidays was unworkable. Terry Andrews asked why it didn't work. Gregg replied that it created problems with record keeping. Nancy Utz stated that compensation time was a problem because it used to be more informal.

Dorinda Giles asked if there was a distinction between legal and special holidays now. Gregg Schulte replied that there was no distinction presently. Linda Sanders asked if it was possible to make such a distinction. Gregg Schulte replied that this would be fine if the departments involved could handle it.

Pat Coleman stated that this was discussed in the committee meeting and that the decision was that the department's involved should be able to handle the situation since the holiday would be a working day for that department.

Bob Barnes suggested that it would be meaningless for an employee to work on a Friday or Monday if the holidays fell on those days.

A vote was taken and the motion passed unopposed.

Linda Sanders requested that Gregg Schulte and Pat Coleman work together on this and get back to Staff Congress with the results.

OLD BUSINESS

Nancy Utz asked if Staff Congress gets direct response on recommendations that are made. Bob Barnes stated that we should. Linda Sanders suggested following

OLD BUSINESS

up on the recommendations. Terry Andrews questioned how recommendations are given to Personnel Services. Pat Coleman replied that Gregg Schulte attends Staff Congress meetings.

Gregg Schulte stated that he waits for the formal recommendation, then forwards the recommendation with his comments. He added that the recommendations are not always acted upon immediately. Dorinda Giles said that she has been approached by employees making suggestions and wanting to know where their recommendations go. Gregg Schulte replied that he did not know what the President's office or the Board of Regents are doing about the recommendations.

NEW BUSINESS

Linda Sanders announced that Carolyn Scheben would fill the vacancy left by Becky Yenser.

Ken Ramey moved to adjourn. Barb Herald seconded. A vote was taken and the motion passed unanimously.

THE NEXT REGULAR MEETING WILL BE FRIDAY, MAY 6, 1983, AT 10:00 A.M. IN ROOM 108, U.C.

MEMORANDUM

TO: Linda Sanders, Staff Congress

DATE: March 24, 1983

RE: Bi-Weekly Payroll Schedule Adjustment

Because there is one day more than 52 weeks in a year (in leap year there are two days more than 52 weeks), every 4 or 5 years the University must switch from a 52-week payroll year to a 53-week payroll year for employees on the bi-weekly payroll. This year--in July--we need to make that adjustment, and I am requesting input from Staff Congress as to which of the following approaches Congress would deem preferable:

Approach A: For a one-week pay period ending July 2, employees would receive a one-week paycheck on July 15; then,

For a one-week pay period ending July 9, employees would receive a one-week paycheck on July 22; then,

Employees would return to a two-week pay period for the pay period ending July 23, to be paid August 5.

Approach B: For a one-week pay period ending July 2, employees would receive a one-week paycheck on July 15; then,

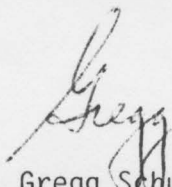
Employees would return to a two-week pay period for the pay period ending July 16, to be paid July 29.

These alternatives have been discussed among Accounting, Computer Services, and Personnel Services, and we favor plan B for these reasons:

1. Plan A requires employees to hand in 2 one-week time cards--at different times--thereby increasing significantly the risk of lost cards or forgotten submittals. Also, Personnel and Accounting must then physically handle twice the usual number of cards.
2. Plan A requires more processing and a shorter period of processing time than Plan B.
3. If Plan B is not selected, each year for the next 4 years we will have to go through the same process with twice the time cards and twice the processing.
4. Perhaps most important is that Plan B provides an "advance" payment of one week in that, as of July 29, employees will have been paid through July 16 under Plan B but only through July 9 under Plan A.

Because either plan will change the way employees are paid--and likely thereby necessitate some very important personal budget adjustments--we need to decide on this matter absolutely as soon as possible. Accordingly, I am asking Staff Congress to render input upon the Congress' April meeting. I know this will mean you may have to either call an executive session or charge a committee with an assignment for rapid consideration, but we do owe employees maximum planning time, particularly regarding their finances.

Thanks so much.



R. Gregg Schulte

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Northern Kentucky University
Highland Heights, Kentucky 41076

TO: Personnel Policies and Benefits Committee

FROM: Pat Coleman *Pat*

DATE: March 28, 1983

RE: Bi-Weekly Payroll

The attached was sent to me by Linda Sanders this afternoon. Please read it carefully, discuss it with other staff, and please let me know what you think as soon as possible. If we can come to a decision this way, then we won't need to call a special meeting.

Thanks again!



Northern Kentucky University
Highland Heights, Kentucky 41076

TO: Personnel Policies and Benefits Committee

FROM: Pat Coleman *[Signature]*

DATE: March 28, 1983

RE: Recommendations on Policy for Payment for Holidays -- Non-Exempt Personnel

Following is the recommendation that will be made to Staff Congress:

Change F 2.7 to read:

If a legal holiday falls on a staff member's regular workday and the staff member is required to work, payment for the holiday shall be as follows:

- A. The employee shall be paid at the straight-time rate for the hours worked, and in addition,
- B. the employee shall either be paid an additional amount at the rate of time and a half or credited with compensatory time off at a rate of an hour and a half, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Payment for employees required to work special holidays shall be at the straight-time rate, and in addition, the employee shall either be credited with equivalent compensatory time off, on an hour for hour basis, or be paid an additional amount, at the straight-time rate, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Delete F 2.10.

Include:

Prior to working any holiday period, the employees who are required to work will receive in writing, a statement of what their compensation will be.

Please review this carefully, compare it to the current policy, and let me know if you think it covers everything.

Thanks!

cc: Bob Barnes
John Connor

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Report to Staff Congress

April 1, 1983

I. ✓ Appointment Definitions

Recommendation:

Extend right to grieve to temporary and intermittent employees.

II. Payment for Holidays -- Non-exempt Personnel

Recommendations:

Change F 2.7 to read:

If a legal holiday falls on a staff member's regular workday and the staff member is required to work, payment for the holiday shall be as follows:

- A. The employee shall be paid at the straight-time rate for the holiday, and in addition,
- B. the employee shall either be paid an additional amount at the rate of time and a half or credited with compensatory time off at a rate of an hour and a half, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Payment for employees required to work special holidays shall be at the straight-time rate, and in addition, the employee shall either be credited with equivalent compensatory time off, on an hour for hour basis, or be paid an additional amount, at the straight-time rate, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Delete F 2.10.

Include:

Prior to working any holiday period, the employees who are required to work will receive in writing, a statement of what their compensation will be.

III. ✓ Bi-Weekly Payroll Schedule Adjustment

Recommendation:

Plan B.