
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS AGENDA
Thursday, January 11, 1990
University Center 108

- I. Call to Order**

- II. Approval of January minutes**

- III. President's Report**
 - 1. Appointments**
 - 2. Confirmation**
 - 3. Midyear Review**
 - 4. Executive Committee**
 - 5. Reminder to Committee Chairs**

- IV. Old Business**

- V. New Business**

- VI. Announcements**

- VII. Adjournment**

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES JANUARY 11, 1990 UNIVERSITY CENTER 108

Members Present: Lillian Conrad, Sandi Cunningham, Ruth Enzweiler, Shirley Garrett, Peg Goodrich, Donna Gosney, George Hadesty, Chuck Harmon, Marilyn Henderson, Edith Hill, Jeannine Holtz, Sandy Jackson, Janet Krebs, Margaret Lester, Lola Moore, Jeff Morehead, Ron Rieger, Sue Roth, Marjorie Scheller, Tom Skinner, Gladys Smith, Virginia Stallings, Glenn Strausbaugh, Linda Wright.

Ex officio: Diane Hunley, Karen Ogburn.

Members Absent: Margaret Burlew, Gary Easton, Linda Fisher, Shirley Gallicchio, Howard Hoffman, Barb Martin, Donna Messer, Elaine Shafer, Barb Thomes, Peggy Vater.

I. Call to Order: Meeting was called to order at 1:03 p.m. with a quorum present.

II. Minutes of December 14 approved as received.

III. President's Report: Donna Gosney
Appointments & Confirmations: The following individuals were appointed to fill vacant Staff Congress positions: Margaret Burlew (liaison committee), Sandy Jackson (policies committee), Ruth Enzweiler (credentials & elections committee), Janet Krebs (policies committee); appointments confirmed by Staff Congress. One position remains open with the January resignation of Chrissie Groh; we wish Chrissie success in her real estate career.

Midyear Review: Handout reviewed.

Committee Chairs are reminded to call Donna a week before each meeting if they have a report for the meeting.

Executive Committee: Vacation/annual leave policy received from Dr. Scholes, January 8, for review. Referred to policies committee.

Staff Congress Minutes

January 11, 1990

-2-

Grievance policy goes to Board of Regents for approval at the January 31 meeting.

Personnel Services is working on a seminar for financial planning. More information on pre-retirement counseling is forthcoming. Proposals for bid on short-term benefits have gone out from Purchasing. The benefits committee will be given information as soon as it is available.

If anyone is interested in chairing the scholarship committee, please contact Donna.

A reminder that January 11 is staff night at the basketball game.

IV. Old Business. None.

V. New Business: Staff members will receive new health insurance cards shortly.

A question was raised concerning eligibility for health center membership for retirees. Current policy states that they are eligible for a family membership. It is not specific, however, in the case of disability retirement. Karen Ogburn will look into this matter.

VI. Announcements: Staff Congress extends condolences to the family of Clarence Woods, as well as to Carol Volhop on the loss of her parents. Peggy Vater's father is very ill, as is Garry Casson's daughter. Rosanne Rawe is home from the hospital and hoping to return to work part time February 1.

VII. Adjournment: There being no further business, motion to adjourn was made and seconded at 1:50 p.m.

Next Staff Congress meeting: February 8, 1990, A.C. 108, 1:00 p.m.

Respectfully submitted,

Linda P. Wright

Linda P. Wright
Secretary/Treasurer

January 22, 1990

To: Dr. Gene Scholes

From: Policy Committee
Staff Congress

Re: Vacation Accrual

Thank you for the opportunity to review the changes in the vacation policy.

The reduction in the vacation accrual rate is viewed by the committee as a loss of a benefit option.

A concern of this committee, if this policy goes into effect, is that there will be enough time to use the vacation already accrued.

What will be the time frame for taking days already accrued at the time the policy is initiated?

Policy Committee
Shirley Garrett
Shirley Gallichio
Edith Hill
Sandy Jackson
Janet Krebs
Peggy Vater
Linda Wright

- 3.1 It is the policy of the University to grant vacation with pay to all staff members employed on a regular basis, as defined at B 4, and who have successfully completed the initial probationary period. Vacation leave provides the opportunity for rest, recreation, and relaxation necessary to the maintenance of effective work performance, and all eligible employees are expected to take their vacations regularly.
- 3.2 Vacation leave begins accruing on a monthly basis from the initial date of employment, and shall be credited at a rate of one-twelfth of the annual leave allowance on the first day following completion of each month of employment. No vacation may be taken prior to successful completion of the initial probationary period.
- 3.3 Annual vacation leave allowances are as follows:
- A. For Administrative/Director positions, as defined in B.3, the annual allowance is 20 days.
- B. For exempt Managerial, Supervisory, and Professional classified positions (P-1 thru P-18 or the highest "P" grade) as defined in B.3, the annual allowance for each of the first nine years is 15 days.
- After completing nine years of service, the annual allowance is 20 days.
- C. For non-exempt Office, Clerical, Technical, & Scientific (O-1 thru O-15 or the highest "O" grade) and Service & Maintenance (S-1 thru S-19 or the highest "S" grade) as defined in B.3, the annual allowance for the first four years of service is 12 days.
- After completing four years of service, the annual allowance for each of the next five years of service is 15 days.
- After completing nine years of service, the annual allowance is 20 days.
- 3.4 If a staff member transfers from one department to another, the amount of vacation accumulated as of the date of the transfer will remain with the employee and will be carried over into the new department.

3.5 If a staff member is promoted, demoted, reclassified, or otherwise moved from a position in one employment category, to a position in a different employment category for purposes of calculating years of service the initial date of employment with the University will be used. The staff member's accrued unused vacation will be transferred and will not be recalculated on the new vacation allowance. From the date of transfer forward that rate will be on the new vacation allowance schedule.

3.6 Except as provided at C 7, if a staff member is voluntarily or involuntarily terminated and later re-employed, the last date of re-employment will be used for purposes of calculating years of service.

3.7 The maximum number of vacation days which a staff member may use during any year of employment may not exceed the number of days which can be accrued in twelve (12) months.
20 days annual accrual - 20 days maximum
15 days annual accrual - 15 days maximum
12 days annual accrual - 12 days maximum
Part-time annual accrual- 40 hours maximum

//3/8/////VACATION/ANY/CONTRIBUTOR/OF/ACCUMULATED/EACH/MONTH/FOR/ANY
STAFF/MEMBER/WHO/HAS/ACCUMULATED/AS/OF/ANY/POINT/IN
TIME/WHICH/MAXIMUM/NUMBER/OF/DAYS/WHICH/CAN/BE/ACCUMULATED
IN/YR/MONTHS///IN/NO/CASE/WHETHER/MAY/AN/EMPLOYEE
CARRY/OUT/IN/AN/ANNUAL/VACATION/OF/EMPLOYMENT/MORE
VACATION/DAYS/THAN/CAN/BE/ACCUMULATED/IN/YR/MONTHS/

3.8 Vacation will continue to accrue each month until the maximum number of vacation days has been reached...

20 days annual accrual - 20 days maximum
15 days annual accrual - 15 days maximum
12 days annual accrual - 12 days maximum
Part-time annual accrual- 40 hours maximum

No further accrual will be made until the staff member takes vacation leave and his number of days of vacation leave is less than the maximum allowance.

3.9 If a staff member employed on a full-time temporary status basis is changed to regular status, the period of temporary employment may be considered for purposes of calculating months or years of service. For this consideration to be granted the temporary employment must have substantially involved work related to that which is performed in the permanent position. Requests for approval of temporary employment meeting these requirements must be submitted by the appropriate department head to the Director of Personnel Services who shall review the request and make recommendations/OF/WHICH/PROPOSED/DATE/

Department/Head's // If agreement between the Director of Personnel Services and the Major Department/Head is not reached, the decision will be forwarde to the President for final decision with consultation with the Major Department Head. The decision reached by Personnel Services is final.

- 3.10 Payment in lieu of unused vacation is not authorized, except as provided at F 4.
- 3.11 Should a recognized University holiday occur during an authorized vacation period, the holiday will not be charged as a day of vacation time, except that no holiday will be recognized during terminal vacation.
- 3.12 All authorized leaves of absence will be considered as time worked for purposes of computing years of service. Vacation will continue to accrue during leaves with pay, but will not accrue during leaves without pay.
- 3.13 Regular status full-time and part-time employees who are scheduled to work less than twelve (12) months or 37.5 hours per week, but at least 1040 hours a fiscal year; (i.e. summers scheduled off or part-time) accrue vacation/annual leave on the part-time accrual basis of 3 hours and 20 minutes for each calendar month worked.
- 3.14 Vacations are to be scheduled at times that are most convenient to the staff member's department, although the staff member's preferences will also be given due consideration. Vacation schedules in each department will be arranged to provide adequate staffing to meet the work loads of the department. A department head may, in the best interest of the University, specify periods during which staff members may not take vacations. All vacation requests must be approved in advance by the staff member's department head who is responsible for insuring that the employee is eligible for the amount of vacation requested. The staff member will not be paid for vacations that have not been approved by the department head, or which exceed the amount of vacation accrued according to the official records maintained by Personnel Services, or which are in violation of any University policies or procedures including those provided in this section.
- 3.15 The Director of Personnel Services is responsible for any interpretations of these vacation policies and will maintain the official records necessary to provide an accurate and equitable vacation leave system.

SECTION F 4 SUBJECT: TERMINAL VACATION/ANNUAL LEAVE

4. 1 Employees who anticipate termination due to resignation, retirement, reduction in force, reorganization, etc., ~~or who anticipate moving to a position not providing vacation or annual leave or who anticipate moving to a position not providing terminal vacation pay~~ must use all accumulated vacation prior to the effective date of such action. Terminal vacation pay will not be granted under these circumstances unless the actual use of accumulated vacation would result in undue hardship for the University.

The determination of undue hardship rests with the appropriate Major Department Head, or in the case of a terminating Major Department Head, with the President.

4. 2 Terminating vacation/annual leave occurs only if the staff member severs his employment with the University.
4. 3 Staff members who move to faculty positions that do not provide vacation or annual leave are not entitled to receive Terminal Vacation/Annual Leave.
4. 4 Employees who are involuntarily terminated for reasons of misconduct, or who fail to provide two (2) weeks notice prior to voluntary termination, are not eligible for terminal vacation pay. An employee may not extend their last work day by taking vacation allowance. After notification of resignation is given, the employee may be allowed to take accrued vacation only if approved by the Major Department Head.
4. 5 If approval is granted to pay terminal vacation, payment will be equal to the amount of vacation an employee has accumulated as of the last day of employment. In no case will payment for terminal vacation exceed the accrual rate which can be accrued in twelve (12) months. The maximum terminal vacation that can be paid is as follows:

Administrators/Directors	20 days maximum paid
Exempt ("P" grades)	15 days maximum paid
over 9 years employment	20 days maximum paid
Non-exempt ("O" & "S" grades)	12 days maximum paid
between 4 & 9 years employment	15 days maximum paid
over 9 years employment	20 days maximum paid

4. 6 In accordance with F 3, terminal vacation/annual leave pay, when granted, will not include payment for holidays occurring during the terminal vacation/annual leave period.
4. 7 In the event of employee death, the final salary payment will include payment for accrued vacation /annual leave up to the maximum allowed for terminal vacation/annual leave.
4. 8 Staff members who have not successfully completed the initial probationary period prior to the last day of employment will not be eligible for terminal vacation/annual leave pay.
4. 9 If authorized for payment, terminal vacation/annual leave shall be paid at the employee's rate of pay as of the last day of employment.
- 4.10 In calculating terminal vacation/annual leave, a staff member will be entitled to a final month's accrual only if he has been employed for twenty (20) or more calendar days since the end of the last full month of employment.
- 4.11 For purposes of this section, the last day of employment will be the termination date as indicated on the staff member's terminating Personnel Action Request (PAR). For employees moving to positions which do not provide vacation or annual leave, the date of termination from the current staff position will be considered as the last day of employment.
- 4.12 Terminating employees may not extend their last working day to encompass a holiday, unless approved by the Major Department Head because of extenuating circumstances.
- 4.13 Contract and Grant employees are not eligible for terminal /annual leave payment; as contracts and grants provide no funds for such payments.

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

January 18, 1990

To: Sandi Cunningham
Jackie Marshall
A. Dale Adams
✓ Linda Wright

Fr: Donna Gosney *Donna*

Re: 1990 Scholarship Committee

First, thanks to Sandi for chairing the committee this year. Second (to Jackie and Linda), I would like to ask you to serve on this committee even though I have been unable to talk with you (your phones and meetings are keeping you two busy). I need to appoint this committee so work can begin in a timely fashion. My apology for asking this way. I will be out of the office January 19-23; if there is a problem with anyone, please let me know (6550).

Sandi, you will please contact the Dean of Students to locate a student willing to serve on this committee. By way of this memo, I am asking Peg Goodrich to forward the Scholarship files to you.

Thanks to all of you. I am available to assist the committee if needed.

cc: Peg Goodrich