

STAFF CONGRESS
March 4, 1983

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

MEMBERS PRESENT: Terry Andrews, Tom Barlow, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Jerry Groeschen, Jim Hartig, Barb Herald, Bill Lamb, Joyce Maegly, Mike Martin, Becky Yenser, Nancy Perry, Norleen Pomerantz, Steve Priestle, Linda Sanders, Pamm Taylor, John Teegarden, Dolores Thelen, Nancy Utz, Gregg Schulte (ex officio).

MEMBERS ABSENT: Dan Alford, Dorinda Giles, Diane Hunley, Patti Jeffries, Mary Kelm, Russ Kerdolff, Ken Ramey.

The minutes of the February 4, 1983 regular meeting were approved.

PRESIDENT'S REPORT

Linda Sanders thanked the staff members who participated in the Presidential candidate interviews and the special staff meeting held by Staff Congress. She said that participation reflected that the staff at NKU did care about Northern's future. Linda then asked Don Gammon for a report.

Don Gammon said that the Search Committee would now vote on 3-6 names to give to the Board of Regents, fulfilling the obligations of the Search Committee. Don said that he did not know how many names would be given to the Board of Regents.

Gregg Schulte asked if trips to the campus' of some of the candidates may occur.

Don Gammon replied that he was not aware of any such trips. It was the opinion of the Search Committee that telephone calls would suffice. Don said that he did make a couple of phone calls to several campus' himself and that he was sure that others had also made such phone calls. He added that by visiting the campus' it was quite possible that one may run into some pre-arranged representatives of the candidates.

Pat Coleman asked if the list of names given to the Board of Regents from the Search Committee would be made public.

Don Gammon answered that he saw no reason why the list would not be made public. He added that the decision would probably be up to the Board of Regents.

Nancy Utz asked if the Board of Regents would meet by the end of March.

Don Gammon replied that he didn't know for sure but did not think that the Board of Regents would need to meet formally.

Dolores Thelen said that she believed the Board of Regents was looking to possibly meeting by the first of April.

PRESIDENT'S REPORT (Con't)

Linda Sanders announced that the Board of Regents has approved the group dental plan. She then asked how much response was received from staff concerning the family dental plan.

Gregg Schulte replied that there was good response which was forwarded to Dr. Scholes. Gregg added that Dr. Scholes thought that this was a good idea but should be held until a new president assumes the duties.

Linda Sanders then stated that the Board of Regents looked at the salary increases. She said that faculty increases would be based on performance evaluation and that there would be no "across the board" increases for faculty. She said that guidelines for staff increases were approved as follows: a general increase for all employees, a longevity increase, provisions for performance based discretionary increases, and provisions for salary adjustments based on position reclassifications or demonstrated inequities in salaries. She said that directors, chairpersons, deans, and major department heads increases were to be based on evaluation of performance. Linda added that the guidelines from the Personnel Office were being distributed and she asked Gregg Schulte if staff increases may someday be based solely on evaluation of performance.

Gregg Schulte replied that each year the percentage of the total increase gets larger for discretionary increases.

Linda Sanders asked if a minimum might be set. Gregg Schulte answered that no minimum was formally set.

VICE PRESIDENT'S REPORT

Terry Anderews announced that Student Government had held the two sessions of their open forum. She added that attendance was very low but that a lot of good points were brought up. Terry added that two student representatives were writing a new constitution to give to the task force.

Bill Lamb added that Student Government was trying to represent more people, such as the older students.

Don Gammon asked if there was a minimum requirement of hours a student is taking or established to be eligible to run for Student Government.

Bill Lamb replied that there was a minimum requirement of hours for Student Government officers, but none for part-time students as representatives serving on Student Government. Bill stated that the executive officers were required to be full-time students.

Terry Andrews added that the purpose was to simplify the Student Government constitution.

SECRETARY/TREASURERS REPORT

Steve Priestle announced that there was a Staff Congress manual available for a

SECRETARY/TREASURERS REPORT (Con't)

representative not currently possessing one.

GRIEVANCE COMMITTEE

No report.

LIAISON COMMITTEE

Don Gammon reported that the last newsletter was issued with a Staff Congress logo. He expressed gratitude to Media Services for preparing this logo.

CREDENTIALS AND ELECTIONS COMMITTEE

No report.

FINANCE COMMITTEE

No report.

CONSTITUTION AND BY-LAWS COMMITTEE

No report.

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Pat Coleman reported that her committee had met and discussed the proposed increase in major medical but decided that the deductible would remain the same. She recommended that the increase cost for those on the family plan should be picked up by the university (Item I).

Pat Coleman then addressed recommendations concerning probationary evaluations (Item II), and the policy for payment for employees working on holidays (Item III).

Terry Andrews moved to accept the recommendation of Item I. Pamm Taylor seconded. A vote was taken and the motion passed unanimously.

Jerry Groeschen moved to accept the recommendation of Item II. Nancy Utz seconded. Bob Barnes asked how will this be expanded. Pat Coleman replied that the evaluation needed to be more involved rather than to just check satisfactory or unsatisfactory. Don Gammon asked for Gregg Schulte's thoughts concerning this recommendation.

Gregg Schulte replied that he had no plans but that he did have thoughts since there was a case this year where things did not go as planned.

Nancy Utz added that an employee should know where they stand before the end of their evaluation period.

Jim Hartig asked if Item II, #3 was mandatory.

PERSONNEL POLICIES AND BENEFITS COMMITTEE (Con't)

Terry Andrews answered that this was not mandatory as worded but that access to a review process would be provided.

A vote was taken and the motion passed unanimously.

Cindy Dunaway moved to accept the recommendation of Item #3. Bill Lamb seconded. Don Gammon asked if individual notices would be necessary in the event of employees working during holidays, concerning compensation. Pat Coleman replied that problems concerning such compensation have arisen in the past. She explained that the problems occurred during the past Christmas holidays as overtime may have occurred due to the nature of the Christmas break.

Gregg Schulte explained that two pay periods may have been crossed over the Christmas break and the actual holiday fell on a Saturday as well as New Year's day. He said that this, along with other problems made it difficult to figure the pay. He stated that these employees were paid ten days pay for working four days.

Dan Bayes explained that only about ten or twelve people are affected by this.

Bob Barnes stated that Physical Plant is continuously involved with this situation of working such holidays. He said that if a person is off and gets paid for it and another person works on that holiday, and is unable to take compensatory time, they get paid a single pay in addition. He said that being paid straight time for working legal or special holidays is not fair. He suggested that pay or compensatory time should be time and a half and that this issue need be addressed more in depth to make it equitable.

Terry Andrews suggested that putting this in writing protects the employee but that the employee should sign the notice.

Jim Hartig explained that over the Christmas break everybody got six paid holidays but one person only received four days pay.

Dan Bayes added that the interpretation of the policy stated that the employee should only receive four days pay. Pat Coleman explained that it is the interpretation which is the point of issue. Dan Bayes replied that the policy is not specific enough to interpret.

Bob Barnes suggested Staff Congress get involved in depth concerning this issue since Physical Plant and Public Safety are the two primary departments affected by this.

Pamm Taylor stated that there are numerous departments that come in and work during holidays in order to get things done. Bob Barnes asked if these departments were mandated to work. Pamm Taylor stated that if this would evolve that way, then the departments would be mandated to work the holiday with time and a half compensation.

PERSONNEL POLICIES AND BENEFITS COMMITTEE (Con't)

Linda Sanders stated that although some departments are not mandated to work on holidays, there is often a time element in which duties are required to be done such as times when student grades are due.

Pat Coleman explained that her committee was aware of the discrepancies and are willing to look at the issue with the help of persons more involved with this issue.

Bob Barnes moved to table Item III until the item would be further investigated. Tom Barlow seconded. A vote was taken to table Item III and passed with two dissenting votes.

Dolores Thelen stated that a motion could be made to include help for the committee in this item. Pat Coleman explained that this help could be appointed by executive privilege.

Linda Sanders stated that the item be returned to the committee and that Pat Coleman be responsible for finding the help needed.

OLD BUSINESS (From Constitution and By-Laws Committee)

Linda Sanders entertained motion to approve changes brought up at the February regular meeting.

Cindy Dunaway asked if the changes from the last meeting would be voted on. Terry Andrews explained that the changes were discussed. Linda Sanders suggested that the items without changes be voted on first.

Norleen Pomerantz moved to accept Item I, Section 5. Tom Barlow seconded. The motion passed 22-0.

Pat Coleman suggested mentioning the content of the items as they are being voted on.

Bill Lamb moved to accept Item III, Section 6. Don Gammon seconded. The motion passed unanimously.

Don Gammon moved to accept Item III, Section 7. Barb Herald seconded. The motion passed unanimously.

Nancy Utz moved to accept Item VI, Section 2. Cindy Dunaway seconded. The motion passed with 3 dissenting votes.

Nancy Utz moved to accept Item VI, Section 2A. Pat Coleman seconded. The motion passed unanimously.

OLD BUSINESS (From Constitution and By-Laws Committee)

Cindy Dunaway moved to accept Item VI, Section 2B. Pat Coleman seconded. The motion passed unanimously.

Bill Lamb moved to accept Item VI, Section 2C. Barb Herald seconded. The motion passed unanimously.

Dan Bayes moved to accept Item VI, Section 2D. Mike Martin seconded. Cindy Dunaway asked if the chairperson need be a member of Staff Congress.

Bob Barnes stated that this is addressed directly in the By-Laws and that there was no need to re-state this. (See Section IV, article 6). The motion passed unanimously.

Mike Martin moved to accept Item VI, Section 2E. Bill Lamb seconded. Pat Coleman asked if this was new. Terry Andrews replied no, and there was no reason to vote.

NEW BUSINESS

Linda Sanders announced that she received notification from Gregg Schulte that he had been approached by an insurance company which markets "whole-life" insurance at group rates. She explained that Gregg wanted to see if there was interest.

Gregg Schulte explained that the Personnel Office was not promoting this.

Barb Herald suggested that if the university opens to one company, then the door would be open to all outside insurance companies. She stated that caution must be exercised in dealing with this.

Gregg Schulte stated that all employees now have "term," which does not build value as opposed to "whole life."

Nancy Utz asked what would happen upon an employee's termination. Gregg Schulte replied that the person would need to convert his insurance policy upon termination from NKU and would not be eligible for the group rates.

Terry Andrews asked if an insurance salesman could speak to the staff. Don Gammon replied that more salesman may follow. Dolores Thelen stated that if we open the door to one, then we open the door to all.

Bob Barnes stated that this is one time where the employee may not benefit from the group action. Bill Lamb asked if there was an annuity plan through KRS.

Barb Herald replied that it was only through TIAA. Dolores Thelen explained that state employees can also participate in the SRA.

Linda Sanders announced that this be sent to the Personnel Policy and Benefits Committee.

NEW BUSINESS (Con't)

Linda Sanders then brought up the possibility of a full-time tuition scholarship for a child of a staff member. This scholarship would be named for Dr. Albright. She asked for input from Staff Congress as to means of funding such a scholarship.

Terry Andrews explained that although not all staff members have children, it would be a start of staff input.

Linda Sanders suggested setting up a special committee to get this off the ground. Cindy Dunaway asked if only children of staff members would be eligible rather than immediate family. Terry Andrews explained that a child would be more clear cut for now. She said that perhaps this could change in the future.

Tom Barlow asked if the dollar factor would go through the Finance committee. Linda Sanders replied yes, but there would be more on this later. She asked that any ideas be submitted to one of the Executive committee members.

Linda Sanders announced that a project was in the works concerning training development for staff. She said an Ad Hoc committee was being set up with members of staff and Staff Congress. She stated the need for people in technological areas to serve on this committee. Pat Coleman announced that the annual fund drive was in progress.

Gregg Schulte stated that the Board of Regents modified the policy concerning sales and solicitation as it appears in the Administrative regulations of the university. He said that this policy addresses employees selling things on campus. This is now governed by the new regulation.

Don Gammon asked if he could get a copy to place in the newsletter. Gregg Schulte stated that the Personnel office is not the party to deal with concerning this.

Nancy Utz asked if govern meant prohibit. Gregg Schulte replied that a license would be needed and that sales must take place outside of normal working hours. He said that approval from ones major department head would also be needed.

Linda Sanders suggested letting Personnel Policy and Benefits committee checking into this. Don Gammon stated that staff should become aware of this. Terry Andrews suggested putting this in the newsletter but the content of the policy should still be addressed.

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

THE NEXT REGULAR MEETING WILL BE FRIDAY, APRIL 1, 1983, AT 10:00 A.M IN ROOM 108, U.C.

I. Group Dental Insurance

No amendment recommended.

II. Reassignment

Amendment recommended:

1. Distinction between temporary 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:

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 ^{SOLICITED} application.

V. New Position Probation

Recommendation:

- HOLD
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.

MEMORANDUM

To: Linda Sanders, Staff Congress
Jr: Gregg Schutte
2/28/83

TO: All Department Heads
DATE: February 28, 1983
RE: Salary Increase Guidelines and Procedures for Non-Administrative Staff Employees

I. Salary Increase Provisions

Provisions for salary increases for non-administrative staff personnel for fiscal year 1984 include the following:

1. The effective dates of increases are July 1 for monthly paid employees and July 3 for bi-weekly paid employees.
2. The total increase will be comprised of three elements: a general increase, a longevity supplement, and a discretionary increase.
 - a. The general increase will be 4% of base pay. All non-administrative employees are eligible for this increase.
 - b. The longevity supplement will be 1% of base pay for all eligible employees who were hired (first day of employment) prior to September 1, 1982, and who have been employed continuously since that date, and for whom there are written annual performance evaluations, prepared during the current fiscal year, which substantiate that overall performance is at least satisfactory.

Employees eligible for the longevity supplement include permanent full-time, permanent part-time, and all contract grant employees being treated as non-temporary (i.e., hired through regular posting/referral/selection procedures and for a period of one year or longer). Temporary employees and contract grant employees being treated as temporary are not eligible for this supplement.
 - c. Except as indicated below, discretionary increases may be awarded only to those employees whose overall performance is clearly superior as compared to other employees. Performance must be substantiated by written annual evaluations.

In special cases where the pay differential between a supervisor and a subordinate has fallen below a reasonable level, discretionary funds may also be used to adjust the supervisor's pay. Such adjustment will be upon the recommendation of the major department head and Personnel Services.

Employees eligible for the discretionary increase include permanent full-time, permanent part-time, and contract grant employees being treated as non-temporary. Temporary employees and contract grant employees being treated as temporary are not eligible for this increase. Current employees who were hired after June 30, 1982 will not be eligible for discretionary increases until after their employment anniversary dates.

PRIOR TO COMPLETING THE ATTACHED SALARY SHEETS, department heads should discuss discretionary increase guidelines and procedures with their dean or major department head.

3. All elements of the total increase will be added to the employee's base pay. One-time payments will not be granted.
4. Adjustments will be made to both the exempt and non-exempt classification systems to raise starting salaries approximately 4%, the amount of the general increase. These adjustments are effective on the effective dates of the salary increases.
5. Non-exempt (hourly) employees on initial probation as of July 3 will have their pay raised to the new probationary rates on this date. Following successful completion of probation, their pay may be raised to the new base rates, upon processing of an appropriate PAR by the employees' department heads.

Exempt employees on initial probation as of July 1 will have their pay raised to the new starting salaries on this date. End of probation increases do not apply to these employees.

6. Employees who have been promoted, transferred, or reassigned and who are in probationary status in their new positions on July 1 or July 3 as applicable, will have all appropriate pay increase rates applied to their current (pre-FY '84) salaries. For those of this group who are non-exempt, following successful completion of probation their pay may be raised to what it would have been had probation been completed by July 3, upon processing of an appropriate PAR by the employees' department heads.

II. Procedures

Attached is a list of permanent staff employees in your department. Any vacant positions or any new positions authorized for fiscal year 1984 which may appear on your list are to be ignored. Please note that sheets contain administrators and may contain faculty (if a grant is involved). These show no figures other than "Current Salary" and are also to be ignored.

With your list please proceed as follows:

1. Verify that all employees within your department and under payroll codes 41011, J, and K are included on the list.
2. Review the position titles. Please remember that these are official University titles and may occasionally differ from working titles.
3. Review the employment anniversary dates. Each date represents the starting date of the employee's most recent period of continuous employment in permanent status. Current employees who entered permanent status from full-time temporary status without a break in service will show the start date of the full-time temporary employment. Employment anniversary dates determine eligibility for longevity increases.
4. Verify against your own records the pay periods and, for hourly employees only, the work hours each pay period.

5. Verify current salaries against your own records. For salaried employees there appears an annual base salary and a per-pay period base salary. For hourly employees there appears an annual base salary and an hourly base salary. Night differentials and overtime supplements are not included and are to be ignored.
6. Check the calculation of the figures in the "GENERAL INCREASE" column. Each figure is properly calculated by multiplying the "CURRENT SALARY" by .04, dropping off decimals beyond two places; i.e., figures are not rounded at this point. NOTE: For vacant positions, this calculation might not come out exact, for the reason that the amount in the "PROPOSED SALARY" column has been rounded. See the note below at item 9.
7. Recall the eligibility criteria for the longevity supplement from Part I.2.b. of this memorandum, and check the calculation of the figures in the "LONGEV" column. Each figure is properly calculated by multiplying the "CURRENT SALARY" by .01, dropping off decimals beyond two places.
8. The columns "EXT SVC INCR" and "EQUITY" will not be used.
9. Check the calculation of the figures in the column "PROPOSED SALARY." For each employee listed, the figure is properly calculated by adding across the figures in the columns "CURRENT SALARY," "GENERAL INCREASE," and "LONGEV." NOTE: Positions which are vacant might not add across exactly. For these positions the figure in the "PROPOSED SALARY" column has been rounded to an even dollar amount per pay period for salaried employees or to an even cent per hour for hourly employees, to conform to proper pay rates in the classification system.
10. The column "DISCRETE" is for discretionary increases. Please review Part I.2.c. of this memorandum. The amount listed here is to be an annual amount, not a percentage and not an amount per pay period or per hour. For employees who might receive discretionary increases during FY 1984 but not on July 1 or July 3, as applicable, amounts should not be shown in the "DISCRETE" column. Instead, these discretionary increases will be processed on PARS by the department heads at the time they are to become effective. Funding for these later increases, however, will come from the pool available on July 1 or July 3.

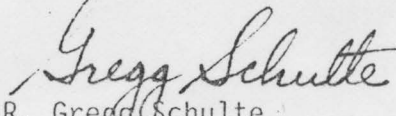
Proposed adjustments in supervisor-subordinate pay differentials must be discussed with Personnel Services prior to amounts for such adjustments being listed in the "DISCRETE" column.

11. For the column "RECOMMEND," add the figures in the columns "PROPOSED SALARY" and "DISCRETE" and list this total. Only the annual figure, not the per-pay period figure and not the per-hour figure, need be listed.

Please note: Final actual salaries will be rounded up to the nearest whole dollar per pay period for salaried (exempt) employees or to the nearest cent per hour for hourly (non-exempt) employees. For example: \$915.08 will be rounded to \$916; \$915.61 to \$916; \$915.50 to \$916, etc.; \$5.361 per hour will be rounded to \$5.37; \$5.368 to \$5.37; \$5.365 to \$5.37. These calculations will be made by Personnel Services after receiving the completed sheets from the major department heads.

12. If you discover any errors in data or calculations, or if you have any questions, please call Mitch Mullins or me in Personnel Services before you make any corrections on your list.
13. Once your sheet is completed, sign and date it at the bottom and forward it to your dean or major department head for his/her signing and dating.
14. All sheets are due in to Personnel Services from the major department heads on or before March 11.
15. In addition to these sheets and also by March 11, department heads are to submit to Personnel Services, through the major department heads, a list of all temporary staff employees (payroll code 4101L) who are to be continued beyond June 30, 1983. Salaries for these employees will be increased by the amount of the general increase. Personnel Services will make the salary calculations for all employees whose names are submitted, and report these salaries back to the department heads for their use in preparing PARs to continue the employees.
16. For all but temporary employees, computer generated forms will be used in place of PARs to implement the salary increases. Department heads will receive copies of the forms plus a roster of all their positions showing all pertinent and final salary information.
17. Department heads should discuss with their major department heads plans for releasing salaries to their employees. No salaries may be released, however, prior to the first day following the April meeting of the Board of Regents.

If you have any problems or questions whatsoever, please do not hesitate to call.


R. Gregg Schulte

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P.S. Regarding Employees Hired Between 6-30-82 and 9-1-82.

The performance evaluation guidelines issued January 27 stipulated that employees hired on or after July 1, 1982 were not to be evaluated until their employment anniversary dates. Since January 27, however, these salary increase provisions have been formulated. One of the provisions (Part I.2.b.) allows for a longevity supplement for employees hired prior to September 1, 1982, provided the employee has a written annual performance evaluation prepared during the current fiscal year substantiating that overall performance is at least satisfactory. As a consequence, department heads will now have to prepare evaluations for employees hired between June 30 and September 1, 1982 in order to support the awarding or denial of the longevity supplement.

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Report to Staff Congress

March 4, 1983

I. Proposed Increase in Major Medical Deductible

The Committee recommends no change in the current deductible.

II. New Position Probation

Recommendations:

1. Formalize and expand the evaluation procedure to correspond with the regular staff evaluation system.
2. Include an interim and an end-of-probation evaluation.
3. Provide access to a review process with the next higher supervisor and Personnel Services.

III. Payment for Holidays -- Non-exempt Personnel

The Committee feels that the Policy as it now reads is fair, but we would like to make the following recommendation:

Prior to working any holiday period, the employee should receive in writing what their compensation will be for working the holiday period.

CONSTITUTION & BY-LAWS COMMITTEE

The Constitution & By-Law Committee met on Wednesday, February 23, 1983. We recommend that Article VI, Section 2, be revised to read as follows:

Article VI, Section 2

- a) Each year at the November meeting, or when a vacancy occurs, the Executive Council, described in Section 3 of 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.
- b) After the nominations of the Executive Council have been reported to the Staff Congress, the President of the Staff Congress shall then call for nominations from the floor before nominations are closed and voting commences. A majority vote shall be required to elect.
- c) A Representative may serve on more than one standing committee when the need requires.
- d) Standing committees shall be composed of a minimum of five members including a chairperson, three quarters of which must be elected Representatives.
- e) The Executive Council shall establish an appropriate month for each of the standing committees to present to the Staff Congress a report reflecting the progress made in the past year and its recommendations for developing plans and goals for the year ahead.

Recommended by,

Diane Hunley, Chair

Nancy Perry

Bob Barnes

Dan Bayes

Carol Guthier