



STAFF CONGRESS

Thursday, April 11, 1985

1:00 P.M. AC 722

AGENDA

- I. Call to Order
- II. Minutes of March 21, 1985 Meeting
- III. President's Report
 - 1. Appointments
 - 2. Meeting with Dr. Scholes
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Ad Hoc Committee Reports
- VIII. Other
- IX. Adjournment



STAFF

CONGRESS

STAFF CONGRESS MINUTES

April 11, 1985

MEMBERS PRESENT: Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Don Gammon, Jack Geiger, Donna J. Gosney, Jean Henegar, Diane V. Hunley, Janet Krebs, Linda Matthews, Don Z. McKenzie, Karen McNeil, Steve Meier, Jay Stevens, Sharon K. Taylor, Dolores Thelen, Rebecca Timerding, Nancy Utz, John M. Wade, Phyllis Weeland. Parliamentarian, Pam Taylor.

MEMBERS ABSENT: A. Dale Adams, Donna Bridewell, Bonnie Lowe, LaVerne Mulligan, Pat Coleman Mullins, Bill Reed, Linda Thierbach, Margaret S. Weber.

GUESTS: Barb Herald; Peg Goodich, office secretary.

I. President Kathy Dawn called the meeting to order. A quorum was present.

II. There being no additions or amendments to the minutes of the March 21, 1985 meeting, Becky Timerding moved for approval, seconded by John Wade. Approved unanimously.

III. President's Report - Kathy Dawn

1) Appointments:

The Executive Council appointed Bill Reed to the Grievance Committee and the Finance Committee.

Don McKenzie was appointed to the Constitution and By-Laws Committee and the Benefits Committee.

2) Resignations:

Kathy announced that she had received two resignations from chairs of committees. Both were resigning only from the chair position, not from Congress. Both have cited time conflicts as their reasons for resigning.

Jay Stevens has resigned from the chair of the Liaison Committee. Phyllis Weeland resigned from the Credentials and Elections Committee.

Kathy asked if anyone would be interested in chairing one of these committees to contact the Executive Council. New chairs will be appointed at the next meeting.

3) Meeting with Dr. Scholes

The Executive Council met with Dr. Scholes to discuss pending recommendations and current activities. The following items were discussed.

a. Sick Leave Bank -

Dr. Scholes indicated that administration is supportive of the Sick Leave Bank concept. He asked to meet with Gregg Schulte and the Benefits Committee to discuss the idea.

b. Tuition Waiver Policy -

The Administration has developed a new Tuition Waiver Policy that they plan to submit for approval at the May Board of Regents meeting. Kathy deferred further discussion on this topic to the Vice-President's report.

c. Reclassification Policy -

Dr. Scholes stressed the need to finalize a new policy to implement the administrative regulations that were approved by the Board in October 1984. He is aware of Congress' concerns about the proposed policy and will relate them to President Boothe.

d. Child Care -

The administration is aware of staff's concern about the reduction in the Earl Childhood Center's hours. Dr. Scholes expressed that they will continue to examine child care as part of a cafeteria style benefits package.

e. Bulletin Boards -

We requested that a bulletin board be provided for Staff Congress' sole use. Dr. Scholes said that upon receipt of a written request he would see what could be done. Donna Gosney asked that one be provided for the West Campus as well. Kathy Dawn responded that her request would be forwarded to Dr. Scholes.

f. Quality Circles -

Training continues for the implementation of Quality Circles in Physical Plant.

g. Staff Meetings Regarding Salaries -

Dr. Scholes plans to forward our request for general staff meetings to President Boothe and the other major department heads.

h. Faculty/Staff Picnic -

Dr. Scholes would like to meet with the Picnic Committee to discuss the plans for this year's picnic.

IV. Vice President's Report - Nancy Utz

Nancy presented the new tuition waiver policy draft that administration plans to submit to the Board in May. The major change that the new policy proposes is that the waiver will cover only the cost of in-state tuition. Any employees who are out-of-state residents and use the waiver would have to pay the difference between the in-state and out-of-state tuition rates.

Considerable discussion followed with the general consensus being that the policy represents an unacceptable reduction in a benefit. Diane Hunley moved that the Benefits Committee draft a formal response stating Congress' concerns with the new policy. Seconded by Janet Krebs. After much more discussion the motion was passed unanimously. President Dawn asked the committee to draft a response, as quickly as possible, since the plans are to submit the new policy to the Board in May. She stated that the Executive Council will present the response to Dr. Scholes immediately; further, they would share the draft and Congress' response with Faculty Senate.

V. Secretary/Treasurer's Report - Cindy Cook

Congress members were presented with a copy of a new mission statement for Northern. Dr. Boothe had sent Congress the statement that was drafted by a task force at his request. Any comments concerning the statement should be addressed to Dennis Taulbee.

VI. Committee Reports:

1) Benefits Committee - Don Gammon, vice-chair

Don mentioned that the committee is working on a recommendation to recognize employees who have not used any sick leave during the year. Discussion followed regarding whether the recommendation should cover exempt as well as non-exempt employees. The committee was asked to formulate a formal recommendation for the next Congress meeting.

Barb Herald reminded Congress about the Blue Cross representative appearing on campus Friday, April 12. The representative will be speaking about the employee health care benefits and he will be available for questions. This function is sponsored by the Benefits Committee.

2) Liaison Committee - Jay Stevens

Jay reported that the committee has received several "I Would Like An Answer" forms and that they are in the process of directing them to the appropriate people for answers.

3) Credentials and Elections Committee - Phyllis Weeland

Phyllis reported that the committee is conducting a poll to determine the constituents' feelings about administrative representation on Congress. Any recommendation for a change would have to be forwarded to the Constitution and By-Laws Committee.

4) Constitution and By-Laws Committee - Donna Gosney, Vice-chair

Donna informed Congress that the committee is currently working on some changes to both the Constitution and By-Laws. They plan to present the proposed changes at the next meeting.

VII. Ad Hoc Committees -

1) Training and Development Committee - Janet Krebs

The committee is working with Gail Cato in Personnel Services to develop topics for next year's training and development seminars. Janet indicated that the committee has solicited input from other staff members and they have received several good ideas.

2) A. D. Albright Scholarship Committee - Sandi Cunningham

The deadline for applications is April 15. The committee will determine the recipient and further discuss plans to award the scholarship.

3) Faculty/Staff Picnic Committee - Sarah Coburn

Sarah said that the committee had met and was considering sites for the picnic. They are also planning to hold the picnic earlier in the summer this year.

VIII. There being no further business, Jack Geiger moved for adjournment, seconded by John Wade.

MEMORANDUM

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

DATE: April 3, 1985

SUBJECT: University Mission Statement

As part of the University's strategic planning process, I established a University Missions Committee under the direction of Provost Lyle Gray to examine the existing mission statement and recommend any changes appropriate for the institution now and for the next few years. Since the mission statement for this institution and all institutions in Kentucky were established by the Council on Higher Education, and, since any changes in the scope of the mission require Council concurrence, it seemed desirable to address this issue early in the planning process.

A committee was created in January 1984 comprised of Dr. Lyle Gray, Provost, as Chairperson; Mrs. Cynthia Dickens, Executive Assistant for Student Affairs; Dr. Darryl Poole, Dean, College of Arts and Sciences; Dr. Thomas Kearns, Chairperson, Department of Mathematical Sciences; Dr. Compton Allyn, Associate Professor, Department of Management; and Dr. Michael Ryan, Associate Professor, Department of History and Geography. The committee reviewed the mission statements and all statutes which relate to the University. Their report concluded in part that the existing mission statement approved by the Council on Higher Education provides sufficient latitude in application to allow for future growth of the institution without the need of revision. However, the committee also felt there was need for a more detailed statement which would focus the attention of the University community on the primary missions of the institution. To that end, the committee prepared a draft proposal of a University mission statement.

The committee has done excellent work both in their review of the Council mission statement and in the draft of the companion University mission statement. While the Council document by its nature is broadly drawn, the University has a definite obligation to provide a clear signal within the institution as to priorities and future direction. The committee reaffirmed that the primary mission of this institution is to provide classroom instruction at the associate and baccalaureate degree level. This is consistent with my view of how the University can best serve the northern Kentucky region. The provision in the Council mission statement for selected graduate programs will permit some future growth in graduate offerings, but this institution must focus attention on the associate and baccalaureate degree

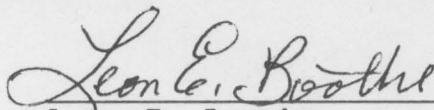
University Mission Statement
April 3, 1985

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programs, and, must emphasize teaching in the selection and advancement of faculty. The draft document clearly accomplishes that purpose.

The next step is to have a broader review of the University mission statement. By this memorandum, I ask that each of you communicate to your constituencies a copy of the Council mission statement and the draft University mission statement and solicit comments on the draft proposal. As with any document, differences in style will be evident. Comments should be in writing and should be restricted to the substance of the proposal. Responses should be sent to the Office of Budget and Planning no later than May 6, 1985. Questions should be addressed to Dennis Taulbee in the Office of Budget and Planning. He will serve as coordinator and will assist in providing any explanations or information which may be necessary.

The strategic planning process now underway provides an excellent opportunity for the University to define its role in the development and evaluation of the region it serves. The assistance of everyone in the University is needed to make this project a success. I look forward to your responses.


Leon E. Boothe

cc: University Mission Committee

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UNIVERSITY MISSION STATEMENT

Northern Kentucky University was created in 1968 to bring the benefits of higher education to the region of northern Kentucky, principally the provision of education at the college level, primarily through formal teaching. The establishment of any institution of higher learning provides, in addition, other benefits to the surrounding community: the institution serves as a resource to and generally enriches life in the community. Northern's missions, then, are to teach, to be a resource, and to enrich life for the region. Of the three, the central and primary purpose of the institution is teaching.

The educational responsibilities delegated to Northern Kentucky University by the General Assembly are primarily related to undergraduate education:

- (1) The University shares the stated purpose of all state universities in the Commonwealth, namely to give instruction at the baccalaureate level. At Northern, this includes programs in the traditional arts and sciences which serve as the core of higher education for all students. It further includes programs in career preparation, especially those suitable to the manpower needs of the region.
- (2) The University provides programs of a community college nature, continuing the mission of its predecessor, Northern Community College in accordance with the provisions of KRS 164.597.

In addition:

- (3) The University offers post-baccalaureate degrees to serve the regional needs of a commuting, "in-service" population. Cooperative arrangements with other institutions may enhance this role.
- (4) The University, by statute, offers legal education programs through Chase College of Law.
- (5) The University offers other, non-degree programs necessary to meet particular needs in the region.

Although the University is to serve primarily students in the northern Kentucky region, college-level education must include a non-parochial environment and viewpoint. To benefit all students, the University seeks to insure diversity in the student body by enrolling students with different cultural and economic heritages from outside the immediate University environs. The University also recognizes that not all learning takes place in formal instructional settings and thus provides other activities in support of the overall education of students.

Teaching, as the primary purpose of the institution, is therefore the first consideration in developing and evaluating the faculty. Excellence in teaching, however, requires continual growth in depth and breadth of knowledge. Scholarship, in the broadest sense, is expected of all faculty to insure their lasting value as teachers. In the context of the University's missions, teaching-related scholarly activity, pure research, and applied research of a community service nature are all of value. Experimentation with programs which demonstrate a promise of further enhancing the University's instructional mission is also necessary; this is an institutional responsibility, not necessarily applicable to each individual. Scholarly activity and research at the individual level and experimentation at the group level are important corollaries of the University's teaching mission, but they are not ends in themselves.

The University is a resource for the community. The principal resource available is the expertise of its faculty and staff. To enhance this aspect of its mission beyond the simple availability of such expertise the University initiates programs of community research and service to meet identifiable regional needs. Such service to the community is, like experimentation, a University responsibility. Additional resources include the Steely Library and other facilities of the campus--e.g., the University Center, Regents' Hall, the A. D. Albright Health Center, and galleries which also serve the region as a whole.

The University supports programs and activities to better the overall life of the extended community, beyond the obvious benefits of formal education programs and resource use. Such programs as continuing education, film and lecture series, fine arts presentations, concerts, student activities and intercollegiate athletics provide the community with educational and cultural enrichment, and entertainment. Providing such programs, like providing resources, involves costs that must be kept in appropriate balance with the formal educational mission of the University.

To fulfill its purposes, the University undertakes activities to foster the welfare and existence of the University itself, since the missions are rendered meaningless if the University ceases to exist. Support functions are embodied in all University offices and activities not directly responsible for the three missions of the University. These services are important to the life of the institution, as similarly, scholarship is to the life of the faculty. However, the University must be mindful that these worthy activities support the primary teaching mission.

Northern Kentucky University Mission
as Adopted by
The Kentucky Council on Higher Education

Northern Kentucky University shall serve students living in its immediate environs and offer a broad range of educational programs which emphasize the traditional collegiate and liberal studies. Recognizing the needs of its region, the University shall provide programs primarily at the associate and baccalaureate degree levels.

Subject to careful justification, selected master's degree programs, as approved by the Council on Higher Education, may be offered. The provision of broader graduate education services shall be provided by a graduate education center at Northern Kentucky University in which the participation of one or more advanced graduate education universities is arranged through Northern.

The University should continue to offer health and selected technical programs because it serves as a community college for the area.

Because of its close proximity to other higher education and post-secondary institutions, Northern should foster close working relationships and develop articulation agreements with those institutions. The University should provide applied research, service and continuing education programs directly related to the needs of its primary service region.

The development of a community studies center encouraging applied research and public service activities would provide a unique opportunity for cooperating with other institutions and for service in the northern Kentucky area.¹

¹A System of Higher Education in Kentucky Including University Mission Statements, Commonwealth of Kentucky, Council on Higher Education, July 1, 1977.

MEMORANDUM

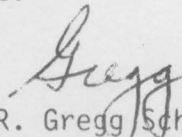
TO: Kathy Dawn, President
Staff Congress

DATE: April 16, 1985

RE: Proposed Revisions to Personnel Policy and Procedure
Manual

Attached please find proposed revisions to the staff Manual. The sections and subsections involved are A 1, B 4, B 6, B 7, B 8, C 6, C 7, G 3, P, Q, and T.

I look forward to Staff Congress' review of these proposals, and I am available at any time to meet with Congress or its committees to discuss these.


R. Gregg Schulte

CS

Attachments

The following changes, additions, and deletions are made to the Personnel Policy and Procedure Manual:

Subsection A-1 is changed as follows:

A 1 General Statements

1.2 Changes and Exceptions

The President of Northern Kentucky University, with the approval of the Board of Regents, may make changes, additions, or exceptions to or deletions from these Policies and Procedures at any time, with or without advance notice to employees. The Director of Personnel Services will review these Policies and Procedures annually and recommend necessary or desirable changes to the President. Any employee may recommend changes to the Director of Personnel Services at any time. As soon as possible after their final approval, all changes will be distributed to department heads who are then responsible for informing their employees of the changes.

1.3 Availability For Review

A copy of this Personnel Policy and Procedure Manual will be provided to all department heads who are responsible for keeping their Manuals current and for having them available at all times for review by departmental employees.

Subsection B 4 is changed as follows:

B 4 Appointment Definitions

4.1 Employment at Northern Kentucky University is at the will of the University Board of Regents and may be terminated, along with compensation, with or without advance notice, at any time, at the option of either the University or the employee. All employment appointments are made by the Board of Regents upon the recommendation of the President. No other officer, supervisor, or employee of the University has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

4.2 Subject to the rights of the University and the employee to terminate the employment relationship as stated above and at C 7.2, each staff employee is appointed by type as either a "temporary," "temporary-G," "extended term," "extended-term-G," "probationary," "probationary-G," or "regular" employee. Each appointment is further classified by status as either "full-time," "part-time," "intermittent," or "part-year."

4.3 Each staff position is designated by type as either a "temporary," "temporary-G," "extended term," "extended-term-G," or "regular" position, and is further classified by status as either "full-time," "part-time," "intermittent," or "part-year."

3 4.4 The following definitions apply to 4.2 and 4.3 above and to all other sections in this Manual, except where the context clearly indicates otherwise:

3 4.4.1 "Temporary"

A temporary employee is one whose appointment is institutionally funded and made for a definite period of time which, beginning with the first day actually worked, will be one year or less in length. Temporary employees may have full-time, part-time, or intermittent status appointments.

A temporary position is one which is institutionally funded and which is created for a definite period of time not to exceed one year. Temporary positions may be full-time, part-time, or intermittent in status.

3 4.4.2 "Temporary-G"

A temporary-G employee is one whose appointment is grant funded and made for a definite period of time which, beginning with the first day actually worked, will be one year or less in length. Temporary-G employees may have full-time, part-time, or intermittent status appointments.

A temporary-G position is one which is grant funded and which is created for a definite period of time not to exceed one year. Temporary-G positions may be full-time, part-time, or intermittent in status.

3 4.4.3 "Extended Term"

An extended term employee is one whose appointment is institutionally funded and made for a definite period of time which, beginning with the first day actually worked, will be longer than one year but not longer than three years, and whose initial probationary period with the University has been completed. Extended term employees may have full-time, part-time, intermittent, or part-year status appointments.

An extended term position is one which is institutionally funded and which is created for a definite period of time which will be longer than one year but not longer than three years. Extended term positions may be full-time, part-time, intermittent, or part-year in status.

3 4.4.4 "Extended-Term-G"

An extended-term-G employee is one whose appointment is grant funded and made for a period of time which, beginning with the first day actually worked, is expected to be longer than one year but not longer than three years, and whose initial probationary period with the University has been completed. Extended-term-G employees may have full-time, part-time, intermittent, or part-year status appointments.

An extended-term-G position is one which is grant funded and which is created for a period of time which is expected to be longer than one year but not longer than three years. Extended-term-G positions may be full-time, part-time, intermittent, or part-year in status.

3 4.4.5 "Probationary"

A probationary employee is one whose appointment is institutionally funded, and whose initial probationary period with the University has not been completed, and whose

appointment will be changed to extended term or regular following successful completion of probation. Probationary employees may have full-time, part-time, intermittent, or part-year status appointments.

4.4.6 "Probationary-G"

A probationary-G employee is one whose appointment is grant funded, and whose initial probationary period with the University has not been completed, and whose appointment will be changed to extended-term-G following successful completion of probation. Probationary-G employees may have full-time, part-time, intermittent, or part-year status appointments.

4.4.7 "Regular"

A regular employee is one whose appointment is institutionally funded and made for an indefinite period of time which, beginning with the first day actually worked, is expected to be longer than one year, and whose initial probationary period has been completed. Regular employees generally are appointed to regular positions, but may be appointed, on an interim basis, to temporary or extended term positions. Regular employees may have full-time, part-time, intermittent, or part-year status appointments.

A regular position is one which is institutionally funded and which is created for an indefinite period of time which is expected to exceed one year. Regular positions may be full-time, part-time, intermittent, or part-year in status.

4.4.8 "Full-time"

Full-time is defined as having a regularly scheduled work week of not less than 37 1/2 hours, where each successive work week follows the previous work week immediately and without intervening non-work periods for the duration of the appointment or position. For purposes of this definition, authorized leaves, absences, and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods. (See F 5.5 for leave and benefit program restrictions which apply to employees on personal leave.)

4.4.9 "Part-time"

Part-time is defined as having a regularly scheduled work week of less than 37 1/2 hours, where each successive work week follows the previous work week immediately and without intervening non-work periods for the duration of the appointment or position. For purposes of this definition, authorized leaves, absences, and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods. (See F 5.5 for leave and benefit program restrictions which apply to employees on personal leave.)

4.4.10 "Intermittent"

"Intermittent" is defined as having a work schedule which is irregular, "on-call," or seasonal. During the actual work periods, intermittent employees may work 37 1/2 hours per week or more or less than that amount of time, as provided in their appointments.

4.4.11 "Part-Year"

Part-year is defined as having a work schedule which includes one or more non-work periods occurring at regular, planned intervals during the year. Employees with part-year appointments are placed on unpaid leave, which shall be considered personal leave, for the duration of each non-work period. During the actual work periods, part-year employees may work 37 1/2 hours per week or more or less than that amount of time, as provided in their appointments. Typical part-year appointments or positions have non-work periods of one, two, or three months in length. For purposes of this definition, authorized leaves, absences and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods. (See F 5.5 for leave and benefit program restrictions which apply to employees on personal leave.)

4.4.12 Short-term Appointments

Appointments made for periods not to exceed one year in length must be classified by type as "temporary" or "temporary-G" as appropriate, and the appointment periods must be definite. Appointments not exceeding one year but nonetheless indefinite in length are not permitted.

Applicable Policies and Procedures

4.5 All policies in this Manual are applicable to regular employees with full-time status appointments, except where the context of the policy clearly indicates otherwise. (Certain leave and benefit program restrictions apply to employees on personal leave. See F 5.5.)

4.6 Policies applicable to regular employees with part-time status appointments are detailed in Section P. (Certain leave and benefit program restrictions apply to employees on personal leave. See F 5.5.)

4.7 Policies applicable to probationary and probationary-G employees are detailed in subsection C 6.

4.8 Policies applicable to employees with intermittent status appointments are detailed in subsection B 6.

4.9 Policies applicable to temporary and temporary-G employees are detailed in section T.

4.10 Policies applicable to employees with part-year status appointments are detailed in subsection B 7. (Certain leave and benefit program restrictions apply to employees on personal leave. See F 5.5.)

4.11 Policies applicable to extended-term and extended-term-G employees are detailed in subsection B 8.

A new subsection B 6 is added as follows:

B 6 Intermittent Appointments

6.1 An intermittent staff appointment is one which requires the employee to work a schedule which is irregular, "on-call," or seasonal. Intermittent appointments may be granted to temporary, temporary-G, extended term, extended-term-G, probationary,

probationary-G, or regular employees. During their actual work periods, intermittent employees may work 37 1/2 hours per week or more or less than that amount of time, as provided in their appointments.

- 6.2 Intermittent appointments will be made only from the pool of eligible candidates who have applied for such appointments through the Office of Personnel Services. Once appointed, the individual is removed from the eligibility list and remains on assignment with the hiring department until the intermittent appointment expires or employment is otherwise terminated.
- 6.3 Employees with intermittent appointments will be paid in accordance with the University's classification system for non-exempt or exempt positions as appropriate, and in accordance with the employee's type of appointment (see B 4.2).
- 6.4 Employees with intermittent appointments are not eligible for University leaves or benefit programs.
- 6.5 At the time of appointment, the employee will be given a written statement by the hiring department head setting forth the conditions of the intermittent appointment, including a provision that the employee may be terminated without the right of appeal should he or she cease to be available for intermittent work.
- 6.6 All other policies in this Manual are applicable to employees with intermittent appointments, in accordance with the employee's type of appointment, except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.

A new subsection B 7 is added as follows:

B 7 Part-Year Employment

7.1 Appointment Definition

A part-year staff appointment is one which requires the employee to work a schedule which includes one or more non-work periods occurring at regular, planned intervals during the year. Employees with part-year appointments are placed on unpaid leave, which shall be considered personal leave, for the duration of each non-work period. During the actual work periods, part-year employees may work 37 1/2 hours per week or more or less than that amount, as provided in their appointments. Typical part-year appointments have non-work periods of one, two, or three months in length. For purposes of this definition, authorized leaves, absences, and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods. (Certain leave and benefit program restrictions apply to employees on personal leave. See F 5.5.)

7.2 Benefits Programs

7.2.1. Part-year employees are eligible for all benefits normally provided to part-time employees if the part-year employees:

- (1) Work at least 20 hours per week in at least 39 weeks per year; and
- (2) Work a total of at least 1,040 hours per year; and
- (3) Do not have temporary or temporary-G type appointments.

7.2.2 Part-year employees are eligible for all benefits normally provided to full-time employees if the part-year employees:

- (1) Work at least 37 1/2 hours per week in at least 39 weeks per year; and
- (2) Do not have temporary or temporary-G type appointments.

7.2.3 All other part-year employees are ineligible for the benefit programs.

7.3 Leaves

Part-year employees are not eligible for vacation leaves at any time, or for any other leaves occurring during a non-work period. Temporary disability leave accrues during each full month the employee is in work status. All leaves, other than vacation leave, are available to the part-year employee while the employee is in work status, in accordance with the employee's type of appointment (see B 4.2).

7.4 Pay

Part-year employees are paid according to the University's classification plan for exempt or non-exempt employees as appropriate, and are eligible for pay increases applicable to employees with the same type of appointment (see B 4.2).

7.5 All other policies in this Manual are applicable to employees with part-year appointments, according to the employee's type of appointment (see B 4.2), except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.

A new subsection B 8 is added as follows:

B 8 Extended-Term Appointments

8.1 An extended-term staff appointment is one which is institutionally funded and made for a definite period of time which, beginning with the first day actually worked, will be longer than one year but not longer than three years. Extended-term appointments may be granted only to employees who have completed their initial probationary periods with the University. Extended-term appointments may be full-time, part-time, intermittent, or part-year in status.

8.2 An extended-term-G staff appointment is one which is grant funded and made for a definite period of time which, beginning with the first day actually worked, will be longer than one year but not longer than three years. Extended-term-G appointments may be granted only to employees who have completed their initial probationary periods with the University. Extended-term-G appointments may be full-time, part-time, intermittent, or part-year in status.

8.3 At the time of appointment, each extended-term and extended-term-G employee will be given a written statement of employment conditions by the hiring department head, indicating the exact period of appointment and the employee's rate of pay. The statement will also contain a provision that the employee may be terminated at any time during the period of employment, without the right of appeal, at the will of the University, in accordance with University Policies and Procedures. A copy of this statement will be signed as received by the employee and returned to the department head.

8.4 On occasion it may be mutually beneficial to the employee and the University to extend the employee's appointment beyond its original term. When this occurs, a new appointment will be made, and a new statement of employment conditions will be issued. Extension of extended-term service beyond five years from the original start date is not permitted.

8.5 All other policies in this Manual are applicable to extended-term and extended-term-G employees, in accordance with their appointment status (see B 4.2), except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.

Subsection C 6 is changed as follows:

C 6

Probation

6.1 Appointment Definitions

6.1.1 A probationary employee is one whose appointment is institutionally funded, and whose initial probationary period with the University has not been completed, and whose appointment will be changed to extended term or regular following successful completion of probation. Probationary employees may have full-time, part-time, intermittent, or part-year status appointments.

6.1.2 A probationary-G employee is one whose appointment is grant funded, and whose initial probationary period with the University has not been completed, and whose appointment will be changed to extended-term-G following successful completion of probation. Probationary-G employees may have full-time, part-time, intermittent, or part-year status appointments.

6.2 Policies and Procedures

An initial probationary period of three months' duration is required of all new staff members except those with temporary or temporary-G appointments. This working trial period allows the department head and the staff member to determine the suitability of continued employment. The department head utilizes this period to assist the new staff member in adjusting to the work situation quickly and efficiently; to assess the staff member's progress in learning the job duties; and to observe the staff member's work performance in relation to the standards of the job. The staff member should utilize the probationary period to learn the duties and responsibilities of the new job; to perform the work as well as possible; and to determine whether the job is satisfying and desirable.

6.3 Employees with intermittent or part-year status appointments will serve probationary periods which are equivalent, in terms of the amount of work performed, to at least three months of continuous employment.

6.4 At any time during the initial probationary period, the staff member's employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures. At any time during the probationary period, the staff member may resign without prejudice and with or without advance notice.

6.5 Employees on initial probation may not utilize the grievance procedures.

6.6 At the end of the probationary period, the staff member's supervisor will conduct an end-of-probation performance appraisal on a form provided by Personnel Services. The

supervisor may then authorize an extension of probation for 30 days, a termination of employment, or a change in type of appointment from probationary or probationary-G to extended term, extended-term-G, or regular, as appropriate (see B 4.2).

- 6.7 Employees may have their probationary periods extended no more than twice, or three times under extenuating circumstances. Following such extensions, the employee must be terminated or given a change in type of appointment.
- 6.8 Employees on initial probation are not eligible for transfer, reassignment, promotion, or demotion, unless such action is considered to be in the best interest of the University and is approved by the major department head(s) involved and the Director of Personnel Services.
- 6.9 Employees who terminate their employment prior to completing their initial probationary periods are not eligible for terminal vacation payments (see F 4.6).
- 6.10 Employees who assume new positions via transfer, reassignment, promotion, or demotion are also required to serve probationary periods of three months in their new positions. Unlike employees on initial probation, however, these employees may not be terminated prior to the end of their probationary periods; they must be given at least one pay period's notice prior to being terminated, except in the case of an at-will termination (see C 7.2); they are eligible for terminal vacation payments; they have full access to the grievance procedures; they are eligible for transfer, reassignment, promotion, or demotion during the probationary period; and, to the extent practicable, they will be referred for other position vacancies should their employment be terminated.
- 6.11 Employees on initial probation as of the effective date of an annual pay increase are eligible only for the general increase component of the annual increase. Employees on probation as a result of transfer, reassignment, or promotion are eligible for all components of the annual increase. Employees on probation as a result of demotion are not eligible for any component of the annual increase, unless specific exception is made by the major department head (see E 5).
- 6.12 All other policies in this Manual are applicable to probationary and probationary-G employees, in accordance with their appointment status (see B 4.2), except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.

The following paragraphs of subsection C 7 are changed to read:

C 7 Termination

- 7.2 As indicated at B 4.1, employment at Northern Kentucky University is at the will of the University Board of Regents and may be terminated, along with compensation, with or without advance notice, at any time, at the option of either the University or the employee. In addition, if any staff member's performance of duty or personal conduct is unsatisfactory because of failure, neglect, or unwillingness to perform assigned duties, appropriate action with regard to involuntary separation from the University will be taken. Unless the right of termination at will is invoked, or unless immediate discharge is warranted, appropriate discipline procedures will be followed before an employee is terminated (See G 2). Depending upon the facts of the individual case, separation from employment may be initiated for reasons of:

7.3 Inefficiency

A staff member who demonstrates an inability to perform his or her job in a satisfactory manner, is excessively absent from the job without adequate justification, or exhibits lack of interest, carelessness, or other traits resulting in failure to meet the standards of the position, may be separated from employment.

Any employee who has completed the initial probationary period and is discharged for inefficiency will be given advance notice of at least one pay period prior to dismissal, except that services may be terminated immediately in unusual cases. In these latter instances, payment will be made for one pay period in lieu of notice.

The following paragraphs of subsection G 3 are changed as follows:

G 3 Grievance Procedure

3.1 This policy provides an expeditious and fair manner of resolving grievances of non-faculty employees of the University. These procedures are available to staff members who have completed their initial probationary periods during their most recent courses of employment. Employees with temporary, temporary-G, probationary, or probationary-G appointments may not utilize these procedures.

3.2 A grievance is defined as any dissatisfaction which occurs when an employee thinks or feels that any condition of employment is unjust or inequitable. This includes but is not limited to suspensions, demotions, dismissals, denials of promotion, inaccessibility to promotion, or claims of illegal discrimination. Terminations made at the will of the University, as discussed at C 7.2, are not grievable actions. Also not grievable are conditions of employment which pertain to the workforce at large (such as benefit programs, parking regulations, payroll procedures, leave policies, pay scales, etc.) unless these are administered unjustly or inequitably by the specific supervisor of the allegedly aggrieved employee. All grievants are to follow the outlined procedures.

The following subsections of section P are changed as follows:

P Part-time Employment

1 Appointment Definition

A part-time staff appointment is one in which the employee has a regularly scheduled work week of less than 37 1/2 hours, where each successive work week follows the previous work week immediately and without intervening non-work periods for the duration of the appointment. Part-time appointments may be granted to temporary, temporary-G, extended term, extended-term-G, probationary, probationary-G, or regular employees. For purposes of this definition, authorized leaves, absences, and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods. (See F 5.5 for leave and benefit program restrictions which apply to employees on personal leave.)

2 Applicable Policies

2.1 All policies in this Manual are applicable to part-time staff employees, according to their type of appointment (see B 4.2), except those relating to "Leaves and Absences" (section F) and "Benefits and Other Services" (section H), which are addressed in this section, and except where the context of the policy clearly indicates otherwise.

- 2.2 Unless otherwise indicated, to be eligible for the benefits, services, and leaves described hereinafter, a part-time staff member must have an extended term, extended-term-G, probationary, probationary-G, or regular type appointment, and must have a regularly scheduled work week of 20 hours or more.

PLEASE NOTE: FOR PURPOSES OF SUCCINCTNESS, MASCULINE PRONOUNS ARE USED THROUGHOUT SECTION P. UNLESS THE CONTEXT CLEARLY INDICATES THE CONTRARY, SUCH MASCULINE PRONOUNS ARE INTENDED TO REFER TO BOTH MALES AND FEMALES.

WHERE THE WORD "PERMANENT" APPEARS HEREINAFTER IN THIS SECTION, THE WORDS "EXTENDED TERM, EXTENDED-TERM-G, PROBATIONARY, PROBATIONARY-G, OR REGULAR" SHOULD BE SUBSTITUTED AS APPROPRIATE (SEE B 4).

Section Q is changed as follows:

Q Grant-Contract Employment

1 Appointment Definitions

1.1 A probationary-G employee is one whose appointment is grant funded, and whose initial probationary period with the University has not been completed, and whose appointment will be changed to extended-term-G following successful completion of probation (see C 6). Probationary-G employees may have full-time, part-time, intermittent, or part-year status appointments.

1.2 A temporary-G employee is one whose appointment is grant funded and made for a definite period of time which, beginning with the first day actually worked, will be one year or less in length. Temporary-G employees may have full-time, part-time, or intermittent status appointments.

1.3 An extended-term-G employee is one whose appointment is grant funded and made for a period of time which, beginning with the first day actually worked, is expected to be longer than one year but not longer than three years, and whose initial probationary period with the University has been completed. Extended-term-G employees may have full-time, part-time, intermittent, or part-year status appointments.

2 Applicable Policies

Policies applicable to probationary-G employees are detailed in subsection C 6. Policies applicable to temporary-G employees are detailed in section T. Policies applicable to extended-term-G employees are detailed in subsection B 8.

Section T is changed as follows:

T Temporary Employment

1 Appointment Definition

1.1 A temporary staff employee is one whose appointment is institutionally funded and made for a definite period of time which, beginning with the first day actually worked, will be one year or less in length. Temporary employees may have full-time, part-time, or intermittent status appointments.

1.2 A temporary-G staff employee is one whose appointment is grant funded and made for a definite period of time which, beginning with the first day actually worked, will be one year or less in length. Temporary-G employees may have full-time, part-time, or intermittent status appointments.

1.3 Temporary and temporary-G employees will be hired only from the pool of eligible candidates who have applied for temporary employment through the Office of Personnel Services.

2 Benefits

Temporary and temporary-G employees are not eligible for benefits except as follows:

1. Full-time staff members whose terms of employment are expected to exceed nine continuous months may enroll in the Blue Cross/Blue Shield/Major Medical program.
2. Full-time staff members whose terms of employment are expected to exceed six continuous months are eligible by law for the Kentucky Employees Retirement System.

T 3 Leaves

Temporary and temporary-G employees are not eligible for any paid University leaves described in section F.

T 4 Pay

Non-exempt temporary and temporary-G employees will begin their employment at pay rates determined by their department heads, but not to be less than the federal minimum rate nor more than the probationary rate for the positions in which the employees are to work. After the employee completes the equivalent, in terms of the amount of work performed, of three months of continuous employment, the department head may authorize an increase in pay to the appropriate base rate. Exempt temporary and temporary-G employees will be paid no more than the minimum rate established for their positions.

Each year the President will determine whether temporary and temporary-G employees are eligible for a general increase. When such an increase is authorized for temporary and temporary-G employees, their pay will be raised to the full extent of the upward adjustment of the pay grades. Temporary and temporary-G employees are not eligible for other types of pay increases.

T 5 Service Credit

If a staff employee's appointment type is changed, without a break in continuous service, from temporary or temporary-G to probationary, probationary-G, extended term, extended-term-G, or regular, the period of temporary employment may be considered for purposes of calculating months or years of service. Paragraph F 3.10 provides details on this policy.

In no case where temporary service is considered, however, will the University place the employee in benefit plans or make pay adjustments retroactively. Some insurance contracts may require completion of periods of actual non-temporary employment prior to enrollment.

T 6 Acting or Interim Appointment

A non-temporary employee may serve the University temporarily through an Acting or Interim appointment to a staff position different from the position to which the employee is normally appointed. While serving in this capacity, the employee will receive those leaves and fringe benefits which are normally provided to an individual occupying the position on a non-temporary basis. These leaves and benefits shall not, however, be less than those to which the employee is entitled in his regular position, and no employee with such appointment will be asked to change retirement systems.

Policies relative to pay in an Acting capacity are described at E 12.

T 7 Statement of Employment Conditions

At the time of appointment, the temporary or temporary-G employee will be given a written statement by the hiring department head setting forth the conditions of temporary employment. This statement will indicate the exact period of appointment, the employee's rate of pay, and restrictions on access to benefits, leaves, and grievance procedures. The statement will also contain a provision that the employee may be terminated any time during the period of employment without the right of appeal and at the will of the University. A copy of this statement will be signed as received by the employee and returned to the department head.

T 8 Extension of Employment

On occasion it may be mutually beneficial to the employee and the University to extend the employee's appointment beyond its original term. When this occurs, a new appointment will be made and a new statement of employment conditions will be issued. Extension of temporary service beyond 18 months from the original employment start date is not permitted.

Extension of temporary employment will not make the employee eligible for leaves, benefits, or other programs which are not otherwise available to temporary or temporary-G employees.

T 9 Other Policies

Temporary and temporary-G employees do not have access to University grievance procedures. All other policies in this Manual are applicable to temporary and temporary-G employees according to their appointment status (see B 4.2), except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.