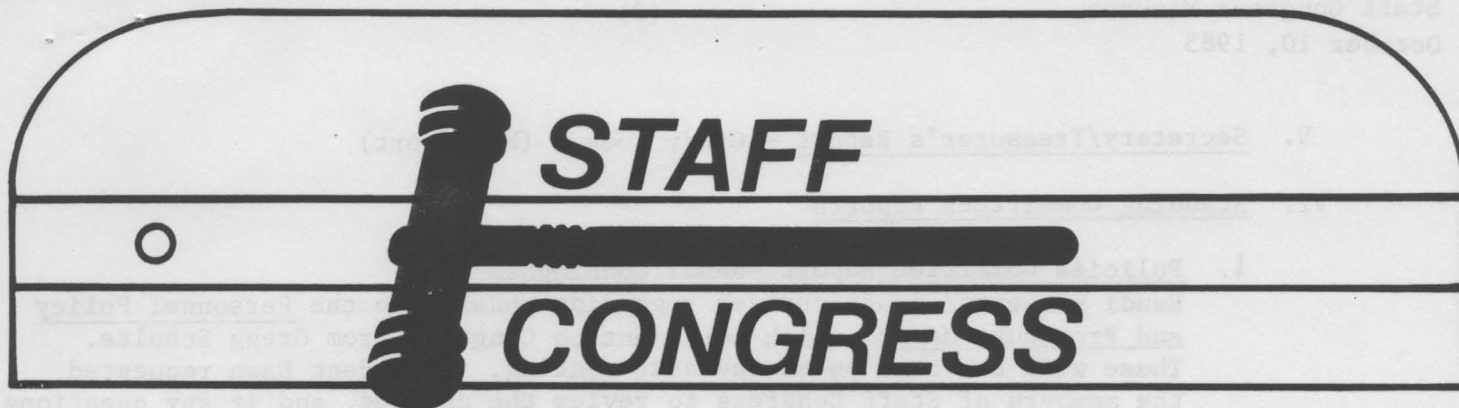


Staff Congress Regular Meeting
October 10, 1985
1:00 P.M. AC 722

AGENDA

- I. Call to Order
- II. Approval of Minutes from 8/8/85 and 9/12/85 Meetings
- III. President's Report
 - A. Decision not to fill vacant position
 - B. Meeting with Dr. Scholes
 - C. Other
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Standing Committee Reports
- VII. Ad Hoc Committee Reports
- VIII. Other
- IX. Adjournment



STAFF CONGRESS MINUTES

October 10, 1985

MEMBERS PRESENT: A. Dale Adams, Donna Bridewell, Cindy Cook, Sandi Cunningham, Kathy Dawn, Don Gammon, Donna Gosney, Diane V. Hunley, Janet Krebs, Bonnie Lowe, Don McKenzie, Karen McNeil, Steve Meier, Pat Coleman Mullins, Sharon K. Taylor, Rebecca Timerding, Nancy Utz, Phyllis Weeland. Parliamentarian Pamm Taylor; Gregg Schulte, ex-officio; Peg Goodrich.

MEMBERS ABSENT: Sarah Coburn, Jack Geiger, Jean Heneger, Linda Matthews, Laverne Mulligan, Bill Reed, Jay Stevens, Roberta Brinkley, Dolores Thelen, Greg Muench, Josef Gimpel.

I. Call to Order

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

II. Approval of Minutes

Secretary Cindy Cook made two corrections to the minutes. The minutes of August 8, page 3, section 2, 3rd paragraph: the word "taking" should read "taxing". Minutes of September 12, page 2, Secretary/Treasurer report, second paragraph, fifth sentence should read "Dr. Boothe stated that, although he believed the term "faculty" was meant to be all inclusive, he felt that the terminology should specifically include "support staff" for clarity."

Nancy Utz made a motion to approve the minutes as corrected, seconded by Phyllis Weeland. The minutes were approved unanimously.

III. President's Report - Kathy Dawn

A. Resignation: Due to John Wade's resignation from the Congress and NKU the council of chairs requested a motion not to fill his position on Congress since his replacement would only serve for two months. Don McKenzie made the motion, seconded by Donna Gosney. All members voted "aye".

B. Meeting with Dr. Scholes: The council updated Dr. Scholes on the activities of the committees, particularly the Emergency Sick Leave Bank. He indicated the recommendation was good and he will share it with Faculty Senate, and give them the opportunity to review and hopefully respond prior to the January 1986 Board Meeting.

C. Other:

Mission Statement from Dr. Boothe: President Dawn requested the representatives share the attachment with their departments.

President Dawn reported she had been contacted by the Northerner staff reporter concerning Staff Congress' feelings of smoking in public places, or non-smoking places. Kathy did not feel like she could reply for the entire staff and she requested a letter from them if they would want Staff Congress to do a survey.

IV. Vice President's Report - Nancy Utz

No report.

V. Secretary/Treasurer's Report - Cindy Cook (No report)

VI. Standing Committees Reports

1. Policies Committee Report - Sandi Cunningham

Sandi presented draft changes regarding updates to the Personnel Policy and Procedure Manual which were sent to Congress from Gregg Schulte. These will be voted on at the next meeting. President Dawn requested the members of Staff Congress to review the changes, and if any questions to contact the committee before the next meeting. Kathy stated it was not official as it still must go to the Central Staff for review.

Concerning the "Policy Regarding Staff Position Reclassifications and Reclassification Reviews", the committee recommended we approve the policy but a statement be attached stating our reservations be sent to Dr. Scholes. The motion from the committee was made by Sandi Cunningham. Vote of approval was unanimous.

2. Liaison Committee - Janet Krebs (No report)

President Dawn commended Janet on the September newsletter.

3. Credentials & Elections Committee - Bill Reed (No report - absent)

4. Benefits Committee - Dale Adams (No report)

5. Finance Committee - LaVerne Mulligan (No report - absent)

6. Constitution & ByLaws Committee - Donna Gosney

The chair reported the results of the balloting for the changes in the constitution. 128 ballots were returned, 10 unsigned and were not counted. It was an overwhelming vote in favor of both changes. In eliminating the administrative category 106 voted yes, and 12 no. In increasing membership or representatives to 35 members, 112 voted yes, and 6 no.

Congress then voted on the necessary changes to the by-laws. All present voted in favor of the changes.

The changes to the Constitution will be sent to the Board of Regents for approval at their October 31, 1985 meeting.

7. Grievance Committee - Pat Mullins

Pat restated the motion made by the committee in September to eliminate the Grievance Committee on Staff Congress. After a discussion, the vote was taken, 16 in favor, 1 opposed, no abstentions. Motion passed.

VII. Ad-Hoc Committee Reports

1. Distinguished Service Award Committee - Dolores Thelen, Chair

President Dawn thanked the committee for a task well done. Dolores Thelen was absent from the meeting and the committee report is attached to these minutes.

2. Salary Distribution Committee - presented by Cindy Cook in absence of LaVerne Mulligan, Chair.

A memo from the committee was handed out with the recommendation to be submitted to Dr. Boothe for approval. After a lengthy discussion the recommendation was approved unanimously.

3. Performance Evaluation Task Force - Donna Bridewell

Donna stated the committee requested an extension of time and they are in the process of formulating their report. A report should be given at the November meeting.

4. Faculty/Staff Dining Room - Sharon Taylor

Sharon, as representative of Staff Congress on this committee stated they would be monitoring the use of the dining room to see if it is being well received by both faculty and staff. The committee is also planning to add tablecloths and bud vases. The monitor of the room is to enable the committee as to whether or not it is well received by both staff and faculty.

VIII. Other Business

Pat Mullins requested a follow-up on the survey done by Personnel Services in August 1984. She questioned if the results will be released. Gregg Schulte had sent the results to Central Staff last fall and suggested President Dawn to bring it up at the next executive council meeting with Dr. Scholes.

Phyllis Weeland mentioned the Mission Statement noting the first draft made no reference to students and staff but the second draft, on page 2, mentioned both along with faculty.

Kathy Dawn and Cindy Cook requested the representatives encourage anyone on staff to nominate employees willing to serve, and also emphasize the time involved, on Staff Congress. With the additional representatives time will be somewhat changed but it does need dedicated employees from the staff.

IX. Adjournment

Don Gammon moved to adjourn, seconded by Donna Gosney. Unanimous approval.

MEMORANDUM

TO: Staff Congress
FR: Policies Committee
DT: October 10, 1985
RE: Draft of Changes for Personnel Policy and Procedure Manual

Recommended Changes:

- 1) A 1.2 In first sentence change "with or without advanced notice to employees" to read "with advanced notice to all employees"
- 2) B 4.1 Add after last sentence - "All new NKU employees or any NKU employee changing positions must be notified of this policy"
- 3) B 4.4.7 Add after last sentence - "A regular employee with a regular position who has been appointed to a temporary or extended term position is guaranteed a regular position when the period of the temporary or extended term position is over."
- 4) B 4.4.11 In second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 5) B 7.1 In second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 6) B 7.2.1 Delete "(2) Work a total of at least 1,040 hours per year;"
- 7) C 6.4 In first sentence change "employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures" to read "employment may be terminated only for just reason...and with the right to appeal or access to the grievance procedures."
- 8) C 6.5 Delete

- 9) C 6.7 In first sentence delete "or three times".
- 10) C 6.10 Add after first sentence - "Excluded from this probationary period are those employees who are asked to assume a new position or placed in a new position by the University."
- 11) G 3.1 After the first sentence delete everything.
- RE: Draft of Changes for Personnel Policy and Procedure Manual

Recommended Changes:

- 1) A 1.2 In first sentence change "with or without advanced notice to employees" to read "with advanced notice to all employees"
- 2) B 4.1 Add after last sentence - "All new NKU employees or any NKU employee changing positions must be notified of this policy"
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- 8) C 6.5 Delete

RGS
9-21-84
8-22-85

-- DRAFT --

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

A 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.

A 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

B 4.1 All employment appointments at Northern Kentucky University 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.

B 4.2 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."

B 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."

B 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:

B 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.

B 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.

B 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.

B 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.

B 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.

B 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.

B 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.

B 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.)

B 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.)

B 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.

B 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.)

B 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

B 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.)

B 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.)

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

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

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

B 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.)

B 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

B 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.

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- B 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.
- B 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).
- B 6.4 Employees with intermittent appointments are not eligible for University leaves or benefit programs.
- B 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.
- B 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

B 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.)

B 7.2 Benefits Programs

B 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.

B 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.

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

B 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).

B 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).

B 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

B 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.

B 8.2 An extended-term-G staff appointment is one which 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. 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.

B 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. A copy of this statement will be signed as received by the employee and returned to the department head.

B 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 appointments beyond five years from the original start date is not permitted. Extension of extended-term-G appointments may be made for as long as the particular grant which funds the appointment is continued.

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- B 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

C 6.1 Appointment Definitions

- C 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.

- C 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.

C 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.

- C 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.

- C 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.

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

- C 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).

- C 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.
- C 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.
- C 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).
- C 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; 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.
- C 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).
- C 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

- C 7.2 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 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:

C 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.

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

G 3 Grievance Procedure

G 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.

G 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. 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

P 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.)

P 2 Applicable Policies

P 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.

P 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).

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Section Q is changed as follows:

Q Grant-Contract Employment

Q 1 Appointment Definitions

Q 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.

Q 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.

Q 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.

Q 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

T 1 Appointment Definition

T 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.

T 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.

T 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.

T 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.

9-21-84

8-22-85

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 for any reason, with or without advance notice, and without the right of appeal. 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 appointments beyond 18 months from the original employment start date is not permitted. Extension of temporary-G appointments may be made for one grant period following the original grant period during which the employee was hired.

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.

RGS
9-21-84
8-22-85

MEMORANDUM

TO: Staff Congress

FR: Policies Comm.

DT: October 10, 1985

RE: Policy Regarding Staff Position Reclassifications
and Reclassification Reviews

Although Staff Congress has given its approval of the revised Policy Regarding Staff Position Reclassification and Reclassification Reviews, it is done with some reservations.

We still feel that when reclassifications take place, the effective date of reclassifications should be the first pay period following final approval of the reclassifications. This should be done for all reclassifications - individual and series of position regardless of whether they are Department or Personnel Services initiated.

We are aware of the budget problems which NKU is facing, however, we feel that our stand is fairer to all employees. It has been said that if a Department anticipates a reclassification, the cost should be included in their proposed budget for the next year. Doing this would allow the Department to cover the increased cost when the reclassification is approved. This would work if Departments received in their budgets what was requested. But as we are all aware of, with budget cuts, most Departments do not receive the full amount of money requested. Planning by Departments, therefore, does not always work and the employee loses.

The only employees who win in reclassification, in regard to the time it takes affect, are those individuals whose reclassifications are initiated by Personnel Services or whose Departments were "lucky" enough to have received sufficient funds in their budgets. All employees being reclassified should be governed by the same policy and receive the same benefits from being reclassified.

*Correct
Sabbat
11/19/85*

**Policy Regarding Staff Position Reclassifications
and
Reclassification Reviews**

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

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

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

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

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

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

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

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

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

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

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

C 8 POSITION CLASSIFICATION SYSTEM

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

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

C 8.9 Reclassification Reviews

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

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

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

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

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

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

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

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

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

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

RGS

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E 9

Pay Upon Reclassification

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

RGS

11-2-84

11-9-84

1-11-85

7-16-85

7-19-85

GRIEVANCE COMMITTEE
REPORT TO STAFF CONGRESS

*Submitted
Voted on at
Oct. mtg.
Approved*

Due to the inability of the Grievance Committee to participate in the University grievance procedure, as well as the unclear position it could place Committee members in by having to quote and interpret University policies and procedures, the members of the Committee recommend that the Grievance Committee be abolished as a Standing Committee of Staff Congress.

Pat Coleman Mullins
Pat Coleman Mullins, Chair

Sarah Coburn
Sarah Coburn

Cindy Cook
Cindy Cook

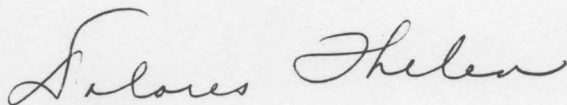
REPORT FROM DISTINGUISHED SERVICE AWARDS COMMITTEE:

As has now been published, six recipients were chosen to receive the Distinguished Service Award for 1985. A number of good nominations were received and the committee, I felt, did an outstanding job with their selections.

In addition to the 9 points of the selection process set forth by the 1984 committee, several items emerged and it was the feeling that perhaps they might be added to help future committees.

1. It was the committee's feeling that once an employee receives the award, their nomination should not be considered another year. The committee felt that this was a special award and consideration should be given to others who have not received it.
2. The committee felt that awards should be limited to permanent full and part-time employees - that temporary employees should not be considered.
3. If an employee is nominated and leaves the employ of the University prior to the committee's selection process, the nomination(s) should not be considered.
4. While the selection of recipients is quite an emotional experience for the committee, some objectivity must prevail in order to select the best nominations possible.

It has been a pleasure to serve on this committee and special thanks goes to the members of the committee - Carla Chance, Gary Eith, Rich Feist, Steve Meier, Marjorie Scheller, Sharon Taylor, Allan Thomas, and Phyllis Weeland.



Dolores Thelen,
Committee Chair

STAFF CONGRESS

MEMORANDUM

October 10, 1985

TO: Staff Congress
FROM: Ad Hoc Committee on Salary Distribution
RE: Recommendation for Supplemental Compensation

The Ad Hoc Committee on Salary Distribution proposes to Staff Congress the following recommendation for approval and submission to Dr. Boothe:

The recent General Assembly recision of the 3% ceiling on salary increases provides the University the opportunity to show its commitment to retaining high-quality employees by supplementing the established salaries for 1985-86. In light of this development, Staff Congress recommends a one-time, fixed-dollar bonus or other supplement to be awarded to all employees with one year's continuous service as of July 1, 1985.

This recommendation is strongly supported by Staff Congress for the following reasons:

1. The alarming turnover rate -- 21 staff members have left for better paying jobs since July 1 -- is becoming increasingly costly to the University.¹ The primary cost is the loss of productivity associated with training new employees. Another consequence is the demotivation experienced by the remaining staff, further reducing productivity. Staff Congress believes the commitment of funds for supplemental compensation will help the University retain valuable employees by providing hope for the future.
2. The receipt of some type of bonus payments will alleviate the existing morale problem, and thus lead to higher productivity. Any projected increase in efficiency from investing in advanced technology is dependent on the motivation and morale level of the

¹This figure represents 51% of all terminations for the period July 1, 1985 - September 30, 1985. Projected over a fiscal year, the rate of turnover for monetary reasons alone would be approximately 13% of all permanent staff. (Quarterly termination statistics provided by Personnel Services.)

employees utilizing the technology. Investment in human resources is equally important as investment in technology to attain improved productivity.

Given these considerations, Staff Congress seeks Administration's endorsement of a salary augmentation plan based on available funds. One possible plan that Staff Congress considers fair and equitable would be a one-time, fixed-dollar bonus allocated from Fund Balance and/or Recurring Reserve. Under this plan, the non-recurring bonus payments, of not less than \$150 per full-time employee, would be distributed to all eligible employees in the form of special compensation payments. These payments would not be treated as increases to the current salary base, therefore, not affecting future salary distributions. Further, they would be awarded to employees with one year continuous service as of July 1, 1985, and would be prorated for part-time employees.

Staff Congress urges prompt approval, announcement and implementation of a bonus payment or other additional compensation plan. For Northern Kentucky University to remain on the cutting edge, it must show a commitment to retaining valuable human resources. We firmly believe that a salary supplement, swiftly enacted, will demonstrate the University's commitment to its employees and its recognition of their contribution to Northern's success.

Respectfully submitted,

LaVerne Mulligan, chair	Greg Muench
Cindy Cook	Mitch Mullins
Kathy Dawn	Nancy Utz
Russ Kerdolff	

DRAFT

MEMORANDUM

October 10, 1985

TO: Staff Congress

FROM: Ad Hoc Committee on Salary Distribution

RE: Recommendation for Bonus Payment

The Ad Hoc Committee on Salary Distribution proposes to Staff Congress the following recommendation for approval and submission to Dr. Boothe:

The recent General Assembly rescision of the 3% ceiling on salary increases provides the University the opportunity to show its commitment to retaining high-quality employees by supplementing the established salaries for 1985-86. In light of this development, Staff Congress again recommends a one-time, fixed-dollar bonus to all staff employees with one year's continuous service as of July 1, 1985.

This recommendation is strongly supported by Staff Congress for the following reasons:

1. The alarming turnover rate -- 21 staff members have left for better paying jobs since July 1 -- is becoming increasingly costly to the University.¹ The primary cost is the loss of productivity associated with training new employees. Another consequence is the demotivation experienced by the remaining staff, further reducing productivity. Staff Congress believes the commitment of bonus dollars will help the University retain valuable employees by providing hope for the future.
2. The receipt of bonus payments will alleviate the existing morale problem, and thus lead to higher productivity. Any projected increase in efficiency from investing in advanced

¹Termination statistics provided by Personnel Services for period July 1, 1985 - September 30, 1985. This represents 50% of Northern's staff. If the trend

continues 200% of the staff will have left strictly for better pay by the end of the fiscal year.

technology is dependent on the motivation and morale level of the employees utilizing the technology. Investment in human resources is equally important as investment in technology to attain improved productivity.

Based on these considerations, Staff Congress recommends a one-time, fixed-dollar bonus allocated from Fund Balance and/or Recurring Reserve. The non-recurring bonus payments, of not less than \$150 per full-time employee, would be distributed to all eligible staff employees in the form of special compensation payments. These payments would not be treated as increases to the current salary base, therefore, not affecting future salary distributions. Further, they would be awarded to staff employees with one year continuous service as of July 1, 1985, and would be prorated for part-time employees.

Staff Congress urges prompt approval, announcement and implementation of a bonus payment plan. For Northern Kentucky University to remain on the cutting edge, it must show a commitment to retaining valuable human resources. We firmly believe that a bonus will demonstrate the University's commitment to its staff employees and their contribution to Northern's success.

Respectfully submitted,
LaVerne Mulligan, chair Greg Muench
Cindy Cook Mitch Mullins
Kathy Dawn Nancy Utz
Russ Kerdolff

STAFF CONGRESS

MEMORANDUM

October 10, 1985

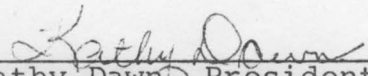
TO: Dr. Boothe

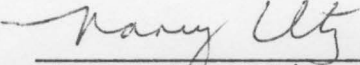
FROM: Staff Congress

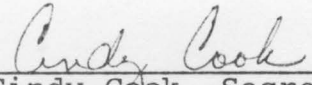
RE: Recommendation for Supplemental Compensation

We submit to you for consideration the attached recommendation that was unanimously approved by Staff Congress today. The Staff Congress Ad Hoc Committee on Salary Distribution, which formulated the proposal, would appreciate the opportunity to meet with you at your earliest convenience to discuss supplemental compensation options.

Your consideration of this matter is appreciated.


Kathy Dawn, President


Nancy Utz, Vice-President


Cindy Cook, Secretary/Treas.

cc: Dr. Scholes
Gregg Schulte

10/10/85

STAFF CONGRESS
RECOMMENDATION FOR SUPPLEMENTAL COMPENSATION

The recent General Assembly recision of the 3% ceiling on salary increases provides the University the opportunity to show its commitment to retaining high-quality employees by supplementing the established salaries for 1985-86. In light of this development, Staff Congress recommends a one-time, fixed-dollar bonus or other supplement to be awarded to all employees with one year's continuous service as of July 1, 1985.

This recommendation is strongly supported by Staff Congress for the following reasons:

1. The alarming turnover rate -- 21 staff members have left for better paying jobs since July 1 -- is becoming increasingly costly to the University.¹ The primary cost is the loss of productivity associated with training new employees. Another consequence is the demotivation experienced by the remaining staff, further reducing productivity. Staff Congress believes the commitment of funds for supplemental compensation will help the University retain valuable employees by providing hope for the future.
2. The receipt of some type of bonus payments will alleviate the existing morale problem, and thus lead to higher productivity. Any projected increase in efficiency from investing in advanced technology is dependent on the motivation and morale level of the employees utilizing the technology. Investment in human resources is equally important as investment in technology to attain improved productivity.

Given these considerations, Staff Congress seeks Administration's endorsement of a salary augmentation plan based on available funds. One possible plan that Staff Congress considers fair and equitable would be a one-time, fixed-dollar bonus allocated from Fund Balance and/or Recurring Reserve. Under this plan, the non-recurring bonus payments, of not less than \$150 per full-time employee, would be distributed to all eligible employees in the form of special compensation payments. These payments would not

¹This figure represents 51% of all terminations for the period July 1, 1985 - September 30, 1985. Projected over a fiscal year, the rate of turnover for monetary reasons alone would be approximately 13% of all permanent staff. (Quarterly termination statistics provided by Personnel Services.)

Staff Congress
Recommendation for Supplemental Compensation
October 10, 1985
Page 2

be treated as increases to the current salary base, therefore, not affecting future salary distributions. Further, they would be awarded to employees with one year continuous service as of July 1, 1985, and would be prorated for part-time employees.

Staff Congress urges prompt approval, announcement and implementation of a bonus payment or other additional compensation plan. For Northern Kentucky University to remain on the cutting edge, it must show a commitment to retaining valuable human resources. We firmly believe that a salary supplement, swiftly enacted, will demonstrate the University's commitment to its employees and its recognition of their contribution to Northern's success.

Respectfully submitted,
LaVerne Mulligan, chair Greg Muench
Cindy Cook Mitch Mullins
Kathy Dawn Nancy Utz
Russ Kerdolff

STAFF CONGRESS

MEMORANDUM

October 10, 1985

TO: Staff Congress
FROM: Ad Hoc Committee on Salary Distribution
RE: Recommendation for Bonus Payment

RETRACTED AND
REPLACED.

The Ad Hoc Committee on Salary Distribution proposes to Staff Congress the following recommendation for approval and submission to Dr. Boothe:

The recent General Assembly rescision of the 3% ceiling on salary increases provides the University the opportunity to show its commitment to retaining high-quality employees by supplementing the established salaries for 1985-86. In light of this development, Staff Congress again recommends a one-time, fixed-dollar bonus to all staff employees with one year's continuous service as of July 1, 1985.

This recommendation is strongly supported by Staff Congress for the following reasons:

1. The alarming turnover rate -- 21 staff members have left for better paying jobs since July 1 -- is becoming increasingly costly to the University.¹ The primary cost is the loss of productivity associated with training new employees. Another consequence is the demotivation experienced by the remaining staff, further reducing productivity. Staff Congress believes the commitment of bonus dollars will help the University retain valuable employees by providing hope for the future.
2. The receipt of bonus payments will alleviate the existing morale problem, and thus lead to higher productivity. Any projected increase in efficiency from investing in advanced technology is dependent on the motivation and morale level of the employees utilizing the technology. Investment in human resources

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Staff Congress
Recommendation for Bonus Payment
October 10, 1985
Page 2

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Based on these considerations, Staff Congress recommends a one-time, fixed-dollar bonus allocated from Fund Balance and/or Recurring Reserve. The non-recurring bonus payments, of not less than \$150 per full-time employee, would be distributed to all eligible staff employees in the form of special compensation payments. These payments would not be treated as increases to the current salary base, therefore, not affecting future salary distributions. Further, they would be awarded to staff employees with one year continuous service as of July 1, 1985, and would be prorated for part-time employees.

Staff Congress urges prompt approval, announcement and implementation of a bonus payment plan. For Northern Kentucky University to remain on the cutting edge, it must show a commitment to retaining valuable human resources. We firmly believe that a bonus will demonstrate the University's commitment to its staff employees and its recognition of their contribution to Northern's success.

Respectfully submitted,

LaVerne Mulligan, chair	Greg Muench
Cindy Cook	Mitch Mullins
Kathy Dawn	Nancy Utz
Russ Kerdolff	



Northern Kentucky University
Highland Heights, Kentucky 41076

OFFICE OF THE PRESIDENT

MEMORANDUM

September 19, 1985

TO: NKU Community

FR: Leon E. Boothe *LEB*

RE: University Mission Statement

Attached please find the final University Mission Statement as completed by the University Mission Statement Clarification Committee.

You will recall that the original draft of this statement was circulated to all sectors of the University community and written responses were solicited by the Director of Planning, Mr. Taulbee. Those responses were taken by the Director of Planning back to the Mission Statement Committee, chaired by Provost Gray, for review. The committee considered carefully all of the concerns presented and in several cases have amended the earlier draft.

The statement as it now appears will be the mission statement for this institution not only for the strategic planning process but also for the next five years. Please see that it is well circulated among your people and that it becomes a permanent record from which all of us can plan for the future of Northern Kentucky University.

With this step of the strategic planning process complete, we anticipate being able to move forward rather quickly to the rest of the planning process. We solicit your support in completing the planning for the decade ahead.

Enclosure



OFFICE OF THE PRESIDENT

MEMORANDUM

September 19, 1985

TO: NKU Community

FR: Leon E. Boothe

RE: University Mission Statement

Attached please find the final University Mission Statement as completed by the University Mission Statement Committee.

**Northern Kentucky University
Strategic Plan**

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University Mission Statement

University Mission Statement Clarification

The statement as it now appears will be the mission statement for this institution not only for the strategic planning process but also for the next five years. Please see that it is well circulated among your people and that it becomes a permanent record from which all of us can plan for the future of Northern Kentucky University.

With this step of the strategic planning process complete, we anticipate being able to move forward rather quickly to the rest of the planning process. We solicit your support in completing the planning for the decade ahead.

Enclosure

NORTHERN KENTUCKY UNIVERSITY
UNIVERSITY MISSION STATEMENT

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.

Adopted by the Council on Higher Education January 19, 1977

Revised January 13, 1983

UNIVERSITY MISSION STATEMENT CLARIFICATION

Northern Kentucky University was created in 1968 to bring the benefits of higher education to the region of Northern Kentucky. The principal benefit is, of course, the provision of education at the college level. The establishment of any institution of higher learning provides, in addition, other benefits to the surrounding community; most notably, the institution serves as a resource to and generally enriches life in the community. Northern Kentucky University's missions, then, are to educate, to be a resource to the community, and to enrich life in the region. Of the three, the central mission is to provide education, primarily through classroom teaching.

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

- (1) The University shares a major purpose of all state universities in the Commonwealth, namely, to provide instruction at the baccalaureate level. At Northern Kentucky University, such instruction includes programs in the traditional arts and sciences -- these serve as the core of higher education for all students and in professional career studies, especially those suitable to the employment needs of the region.
- (2) The University provides programs of a community college nature, thereby continuing the mission of its predecessor, Northern Community College, in accordance with provisions of KRS 164.597.

In addition:

- (3) The University offers legal education programs through Chase College of Law in accordance with provisions of KRS 164.020(8).
- (4) The University offers post-baccalaureate degrees to serve the needs of a commuting, in-service population. Cooperative arrangements with other institutions may enhance this role.
- (5) The University offers other, non-degree programs designed to meet particular needs in the region.

Although the University was established to serve students in Northern Kentucky, a university education must expose students to a non-parochial environment and to a variety of viewpoints. To benefit all students, the University seeks to ensure diversity in

the student body by enrolling individuals with different cultural and economic heritages from outside the immediate University environs.

The institution strives to create an effective and exciting learning environment in order that the central mission of formal education can be realized. Teaching, as the chief mechanism for implementing this mission, is therefore the first consideration in establishing and maintaining a quality faculty. Excellence in teaching, moreover, requires continual growth in depth and breadth of knowledge. Scholarship in the broadest sense is expected of all faculty members to ensure their continuing 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 valued. Experimentation with programs to enhance further the University's instructional mission is also necessary but is viewed as 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 mission.

The University is a resource for the community, the primary resource being the expertise of its faculty and staff. To enhance this aspect of its mission, the University initiates programs of community research and service to meet identifiable regional needs. Service to the community is, like experimentation, a University responsibility. Secondary resources include physical facilities such as libraries, the University Center, recreational and sports facilities, and theaters and galleries, which serve the region as a whole.

The University supports programs and activities to better the overall life of the extended community. Programs such 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 with entertainment. The provision of such programs involves costs that must be kept in appropriate balance with the formal educational mission of the University.

The University also recognizes the need to create an environment in which each student can develop and assume a productive and positive role in society. For that reason the University has created a network of student services to assist students in obtaining optimum benefits from the instructional process. Support services and activities provide opportunities for practical application of formal learning. The network of support services includes counseling, student organizations and publications, career development, cooperative education experiences, and testing.

To fulfill all of these worthy purposes, the University undertakes activities to foster the welfare and existence of the University itself, since the missions are rendered meaningless should the University cease 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 important to the life of the faculty.

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