
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

**STAFF CONGRESS AGENDA
Thursday, October 12, 1989
University Center 108**

I. Call to Order

II. Approval of September Minutes

III. President's Report

IV. Vice President's Report

V. Standing Committee Reports

Benefits: Elaine Shafer
Constitution & Bylaws: Ron Rieger
Voting on proposed Bylaw Changes
Credentials & Elections: Peg Goodrich
Liaison: Rosanne Rawe
Policies: Shirley Garrett

VI. University-Wide Committee Reports

Emergency Evacuation: Virginia Stallings
Food Service Advisory: Ron Rieger/Peg Goodrich
Health Utilization Review: Sue Roth
Library Automation: Rosanne Rawe
Parking & Traffic Control: Chrissie Groh
Salary Consultant: Janet Krebs
Wellness Program: Sue Roth
Women's Center: Virginia Stallings

VII. Ad-hoc Committees:

Scholarship: Elaine Shafer
Recommendation for consideration
Staff Enrichment: Glenn Strausbaugh

VIII. Old Business

IX. New Business

X. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
OCTOBER 12, 1989
UNIVERSITY CENTER 108

Members Present: Lillian Conrad, Sandi Cunningham, Gary Easton, Linda Fisher, Shirley Gallicchio, Peg Goodrich, Donna Gosnev, Chrissie Groh, George Hadesty, Marilyn Henderson, Jeannine Holtz, Margaret Lester, Donna Messer, Lola Moore, Jeff Morehead, Ron Rieger, Sue Roth, Marjorie Scheller, Elaine Shafer, Tom Skinner, Virginia Stallings, Glenn Strausbaugh, Peggy Vater, Linda Wright.

Ex officio: Diane Hunley, Karen Ogburn.

Members Absent: Shirley Garrett, Chuck Harmon, Edith Hill, Howard Hoffman, Barb Martin, Rosanne Rawe, Gladys Smith, Barb Thomas.

I. Call to Order: Meeting was called to order at 1:06 p.m. with a quorum present.

II. Minutes of September 14 approved as received.

III. President's Report: Donna Gosnev
Our Staff Congress was represented at the September 26 state-wide meeting. The University of Louisville has a voting seat on their Board of Trustees. Prefiled bills were due from Murray and Morehead October 10. We will continue to monitor the activities of the state-wide group.

Responses to the short-term benefits survey have been received by Personnel Services. Bids will be taken to see if it is cost prohibitive. No further progress has been made on the recommendation for health insurance coverage continuance.

IV. Vice President's Report: Sue Roth. No report.

V. STANDING COMMITTEES

Benefits: Elaine Shaffer. No Report.

Constitution and Bylaws: Ron Rieger

The recommendation of changes to Article III, section 3 of the bylaws was approved. Copies of Article I, sections 2c and 2e were distributed, and changes discussed regarding membership employment areas. Committee will rework proposed changes and present another draft at the next meeting.

Staff Congress Minutes
October 12, 1989

Credentials and Elections: Peg Goodrich. No report.

Liaison: Rosanne Rawe. No report.

Policies: Shirley Garrett. Committee will meet next week regarding grievance policy draft.

VI. UNIVERSITY-WIDE COMMITTEES

Emergency Evacuation: Virginia Stallings. No Report.

Food Service Advisory: Ron Rieger/Peg Goodrich
General discussion included hours of operation, menu selection, price increases, success of Graeters, food carts in library, dorms and University College. Complaints regarding food service should be addressed to Tom Hackney, Ken Ramey or Committee.

Health Utilization Review: Sue Roth
University met on September 27 (without Prudential) to discuss possible premium strategies. Prudential should give premium estimates on October 13.

Library Automation: Peggy Vater
Three demonstrations will occur during October and November.

Parking and Traffic Control: Chrissie Groh. No Report.

Salary Consultant: Janet Krebs
Fortunato's report is available in Staff Congress office and Stealy library. Executive Committee met with Fortunato and the administration. Staff Congress will appoint an individual to represent us in prioritizing changes.

Wellness Program: Sue Roth
A coordinator has been hired. Results from the wellness survey are being compiled to decide what programs are needed. A permanent location for the program has not been selected.

Women's Center: Virginia Stallings. No report.

Staff Congress Minutes
October 12, 1989

VII. AD-HOC COMMITTEES

Scholarship: Elaine Shafer

A recommendation regarding the location of the Staff Congress scholarship plaques was discussed and approved.

Staff Enrichment: Glenn Strausbaugh. No Report.

VIII. Old Business: None.

IX. New Business: Affirmative Action and Personnel Services will conduct seminars on sexual harrassment later this month.

X. Adjournment: There being no further business, motion to adjourn was made and seconded at 2:00 p.m.

Next Staff Congress Meeting: November 9, A.C. 722, 1:00 p.m.

Respectfully submitted,

Linda P. Wright

Linda P. Wright
Secretary/Treasurer

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

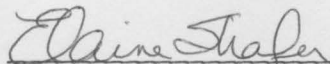
October 12, 1989

TO: Donna Gosney, President
Staff Congress

FR: Benefits Committee

RE: Financial Planning Service

The Benefits Committee recommends that Personnel Services contact a financial planning service to be made available to both faculty and staff. We recommend that this service (1) be at no cost to the employee or the university and (2) that financial counseling be provided for all income levels.


Elaine Shafer, Chair

Committee Members:
Sandy Cunningham
Gary Easton
Howard Hoffman
Diane Hunley
Margaret Lester
Sue Roth
Marjorie Scheller

STAFF CONGRESS

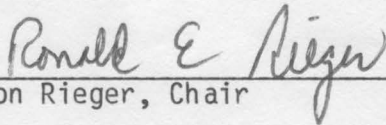
Northern Kentucky University Highland Heights, Kentucky 41076

VOTING ITEM

Recommendation of Changes to Bylaws

Article III - Officers

- (add) section 3 - Nominating Committee
- b)1 Change list to "slate"
 - b)2 Eliminate section
 - b)3 becomes b)2
(Strike) after nominations are closed
 - c) becomes c-1. Change list to "slate"
 - c)2 (Add) Nominations from the floor will be accepted at the July meeting.


Ron Rieger, Chair

Comittee Members:
Marilyn Henderson
Donna Messer
Lillian Conrad
Lola Moore
Tom Skinner, Co-Chair

Approved: Meeting of Oct 12, 1989

RR/pg

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

TO: Staff Congress Representatives
FR: Constitution & Bylaws Committee
DA: October 12, 1989
RE: Proposed Changes to Bylaws

Article I, Section 2 c)

Eliminate the General Administration employment area (3 representatives)

Article I, Section 2 e)

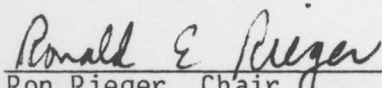
Increase to eleven at-large Staff Congress Representatives (from eight)

RATIONALE

During the past several years only one staff person was willing to be nominated to serve on Staff Congress in General Administration. All persons in that employment area were personally contacted. It was felt it was a "conflict of interest".

The one person that has served the past years is no longer in that employment area and could be changed to an at-large representative. Two more would then be eligible to be appointed and a full congress would be in place.

Several staff persons on campus have expressed interest in serving on Staff Congress but there are no vacancies in their category or area.


Ron Rieger, Chair

Committee Members:
Marilyn Henderson
Donna Messer
Lillian Conrad
Lola Moore
Tom Skinner, Co-Chair

RR/pg

MEMORANDUM

TO: Ms. Donna Gosney
Ms. Shirley Garrett

DATE: October 2, 1989

*Next meeting
October 19th AC/105
11:30 AM
Bring your lunch!*

The purpose of this memorandum is to respond to your observations regarding changes to the Grievance Policy. Additionally, some revisions which were recommended by University Counsel are also incorporated in this October draft for your review. Specifically, your concerns are answered in the following manner:

G3.2 - It is recommended that performance evaluation not be a grievable matter. With regard to determination of grievability, it is agreed that the Grievance Review Committee may be convened before a negative ruling is made; however, the recommendation of the Review Committee is advisory and the decision of the Director of Personnel Services is final. This determination is part of the initial phase of the process. Therefore, it is impossible that a grievance would proceed through several steps and then be rejected based on a determination of non-grievability.

G3.8 - Your question is unclear? If you are referring to grievability, the Review Committee normally has 10 days to complete their charge according to G3.18 [G3.19].

G3.9 [10] - Yes, the pool members are notified. The training session is conducted only in the event of activation of the committee. This limited training is implied in the policy language.

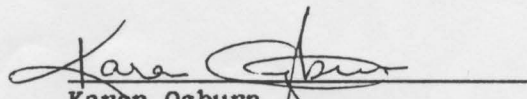
G3.10 [11] - Yes, sections G3.10 [G3.11] and G3.2 agree on this matter.

G3.13 [14] - Four days response time.

G3.14 [15] - Supervisory levels are assumed to run in sequential ascending or descending orders depending upon the circumstances under discussion.

G3.15 [16] - Again, supervisory levels are assumed to run in sequential ascending or descending orders. The use of the word "consecutive" will hopefully clarify whatever difficulty is perceived in this area.

If additional review or discussion is required, please notify this office by October 16. Otherwise, this policy is presumed to be completed and will be presented to the Board of Regents at the November 1 meeting. Thank you.


Karen Ogburn

cc: Ms. Sheila Bell
Dr. Gene W. Scholes

*Donna called Carla and got more
time to respond. Pay no attention
to the 10-16 deadline*

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

G3.1 This policy provides an expeditious and fair manner of resolving grievances of non-faculty employees of the University. [Access to this policy by temporary and probationary employees is limited to the area of illegal discrimination claims.]

G3.2 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. [Matters of performance evaluation and rating; classification and compensation; including salary, benefits, and access to special pay provisions such as differential and supplemental compensation; and end-of-probation termination are not grievable issues. As the first step in the grievance process, the Director of Personnel Services determines grievability. A negative determination requires review of the Grievance Review Committee with subsequent recommendation to the Director of Personnel Services. The decision of the Director of Personnel Services shall be final.] All grievants [must] ~~are~~ follow the outlined procedures [contained herein.]

- G3.3 No [University] employee [or agent may] ~~will/suffer~~ harassment or retaliat[e] ion [against any other University employee who has] ~~as/a/result/of/having~~ filed a grievance or participated in any way in the grievance process.
- G3.4 The confidentiality of any information related to grievances or grievance proceedings which would identify, directly or indirectly, any parties to the grievance (the person filing the grievance and any persons named in the grievance allegation) will be ~~strictly~~ protected [and such information will be excluded from an employee's permanent personnel record.] The grievant agrees to furnish all information relevant to the grievance.
- G3.5 The grievant has the right to obtain information relevant to [the] ~~his~~ complaint which [the University] may ~~be~~ possess ~~ed/by~~ ~~the/University~~. [Personnel Services] ~~The/University~~, however, may remove from records provided to the grievant all names and identifying information [which are not relevant to the grievance.] ~~does/not/bear/on/the/validity/of/the/grievance/~~
- G3.5.1 In cases of alleged illegal discrimination the employee also has the right to seek the advice of the Director of Personnel Services [and/or the Affirmative Action Coordinator] at any time during the grievance proceedings.

G3.6 The Director of Personnel Services will maintain a [grievance] ~~master~~ file containing all information relevant to grievance [which is available for review by all parties to the grievance throughout the grievance process.] No grievance information will be maintained in the employee's personnel file.

G3.7 Upon written request received by the Director of Personnel Services, the same may grant an extension in time not to exceed thirty (30) [calendar] days for filing or responding to a grievance.

G3.8 [As described in Step ~~Three~~ [Four] of these procedures, a] A Grievance Review Committee shall be established to investigate unresolved complaints. The Committee will be comprised of three (3) impartial members who are selected from a pool of appointed employees. Ten (10) employees from the major divisions of Academic Affairs, Student Affairs, and Administrative Affairs and five (5) employees of Institutional Support will be named to the pool, with care taken to ensure adequate representation of women, minorities, and employment categories. This grievance committee pool will serve for one year with training provided [as needed, pertaining to the duties of the committee.] ~~on/when/when conducting a hearing/~~

PROCEDURES:

[Step One]

[Informal Resolution]

[G3.9] The employee has the option and is encouraged to discuss the grievance informally with supervisory personnel and/or the Director of Personnel Services to seek resolution which is acceptable to the grievant and to the University.]

G3/9 If informal discussions with supervisory personnel and/or the
[G3.10] Director of Personnel Services have been unsuccessful in resolving the grievance, the employee will [receive] ~~be/given~~ a copy of the grievance procedures [from the Director of Personnel Services.] The employee has up to thirty (30) days after the occurrence, or knowledge of the occurrence, of the [alleged aggrieving] ~~grievous~~ act to file a complaint. The only exception to this is that in the case of an alleged discrimination complaint, the employee has up to 180 days to file a [grievance.] ~~complaint.~~ [Only in the instance of involuntary termination or alleged illegal discrimination does the grievance survive employee termination.]

[Formal Resolution]

Step One[Two]

G3/10 The employee will submit his [written] complaint, labeled

[G3.11] "Employee Grievance," ~~in/writing~~ to his immediate supervisor and

will forward a copy to the Director of Personnel Services for the [grievance] master file. [In accordance with G3.2, any determination of grievability will occur in the initial phase.]

G3/11 The complaint will be handled by the supervisor promptly, allowing
[G3.12] no more than four (4) working days to elapse from the [supervisor's] receipt of the grievance to presentation of a response [to the aggrieved employee. Presentation to the employee will be made by first class mail or by hand delivery to the employee.]

G3/12 The response by the supervisor will be in writing and a copy will
[G3.13] be forwarded to the Director of Personnel Services for the [grievance] master file. If the response is in favor of the grievant, it will specify action which will be taken to correct and redress the grievance.

Step Two[Three]

G3/13 If the aggrieved employee is not satisfied with the response
[G3.14] received under Step One[Two], or if the response is not [sent (mailed or hand delivered to the aggrieved employee) received within the prescribed four (4) working days, the employee may contact the Director of Personnel Services within ten (10) working days of receipt of an unsatisfactory response or failure of action. The Director of Personnel Services will then arrange [within four working days] for the grievance to be taken by the employee to the next [supervisory] level authority. Each

[supervisory] level ~~of authority~~ may request a copy of the original grievance and any subsequent determinations, and may meet with the grievant. If, however, the employee does not initiate such further action within ten (10) working days, it will be assumed that the response was satisfactory [and that the grievance is finished.]

G3/14 If the grievance is not resolved at any given [supervisory]
[G3.15] level, the [employee] ~~grievance~~ may be taken ~~by~~ the
[grievance] ~~employee~~ through all [consecutive supervisory]
levels ~~of authority~~ up to and including the Major Department Head. The Director of Personnel Services will coordinate this procedure.

G3/13 At all [supervisory] levels, the decision will be stated in
[G3.16] writing to the aggrieved employee within four (4) working days, and a copy will be forwarded to the Director of Personnel Services for the [grievance] ~~master~~ file. If the decision is in favor of the grievant, it will specify action which will be taken to correct and redress the grievance. A copy will also be sent to [all]
~~the/last~~ preceding [supervisory] level[s] ~~of authority~~ to whom the grievance had been addressed.

Step Three[Four]

G3/16 If the aggrieved employee is not satisfied with the response
[G3.17] received under Step Two [Three], or if the response is not
[sent (mailed or hand delivered) to the aggrieved employee]

received within the prescribed four (4) working days, the employee may contact the Director of Personnel Services within ten (10) working days of receipt of an unsatisfactory response or failure of action. The Director of Personnel Services will then arrange for the appointment of a Grievance Review Committee within ten (10) working days of the request by the employee. If, however, the employee does not initiate such further action within ten (10) working days, it will be assumed that the response was satisfactory [and that the grievance is finished.]

G3/17 The Grievance Review Committee will be comprised of three (3)
[G3.18] partial members who are chosen by the President from the Grievance Review Committee pool, as outlined in G 3.9. Those appointed shall be from units outside the department of the grievant. Every reasonable effort shall be made to appoint an impartial hearing officer from a pool of law faculty members. If this procedure is not feasible, one employee shall be designated Chairperson of the Committee by the President. The Committee shall investigate the grievance, accumulate and study the facts in the case, and conduct all necessary hearings. The grievant may be accompanied by a person who may give advice but may not otherwise represent the party.

G3/18 The Hearing Officer/Chairperson of the Committee shall rule on
[G3.19] questions of procedure. In addition, the Hearing Officer/Chairperson shall reduce to writing and forward to the President the Committee's findings and recommendations for

disposition [of the grievance.] Within a period of ten (10) working days after notification of Committee appointment, unless extended for cause by the Committee chairperson, the Committee shall fulfill its charge. [If the Committee response time is extended for cause, the grievant will be given notice of the cause in writing.]

G3/19 The grievance decision by the President will be stated in writing
[G3.20] to the grievant within ten (10) working days of receipt of the report of the Grievance Review Committee, and a copy will be forwarded to the Director of Personnel Services for the [grievance] master file. [The decision of the President shall be the final step in the internal grievance process.] If the decision is in favor of the grievant, it will specify action which will be taken to correct and redress the grievance. Copies will also be sent to the Major Department Head to whom the grievance had been addressed.

Step/Four

G3/20 If/the/aggrieved/employee/is/not/satisfied/with/the/President/s/
[G3.21] decision,/or/if/the/decision/is/not/received/within/the/prescribed
ten/(10)/working/days,/the/employee/may/submit/within/ten/(10)
working/days/an/appeal/to/the/Chairperson/for/the/Board/for
Regents///The/appeal/must/specify/in/detail/reasons/for
requesting/a/hearing///A/copy/of/the/appeal/must/be/sent/to/the
Director/of/Personnel/Services/for/the/master/file///If,/however,/

the/employee/does/not/initiate/such/further/action/within/ten
(10)/working/days//it/will/be/assumed/that/the/response/was
satisfactory/

G3/21 The/Chairperson/will/obtain/a/consensus/of/the/Board/members/as/
[G3.22] to/whether/the/appeal/warrants/a/hearing/by/the/Board//it/is/the
responsibility/of/the/Chairperson/expeditiously/to/call/a/special
meeting/of/the/Board/if/deemed/necessary/

G3/22 If/the/grievance/does/not/justify/action/by/the/Board,/the/
[G3.23] grievant/will/be/so/notified/in/writing/within/ten/(10)/working
days//A/copy/of/the/notification/will/be/forwarded/to/the
Director/of/Personnel/Services/for/the/master/file//Copies/will
also/be/sent/to/the/President/and/the/Major/Department/Head/to
whom/the/grievance/had/been/addressed/

G3/23 If/the/grievance/is/heard/by/the/Board/of/Regents,/the/decision/
[G3.24] will/be/stated/in/writing/to/the/grievant/within/ten/(10)/working
days/of/the/hearing,/and/a/copy/will/be/forwarded/to/the/Director
of/Personnel/Services/for/the/master/file//Copies/will/also/be
sent/to/the/President/and/the/Major/Department/Head/to/whom/the
grievance/had/been/addressed//If/the/decision/is/in/favor/of/the/

**grievance, it will specify actions which will be taken to correct
and redress the grievance.**

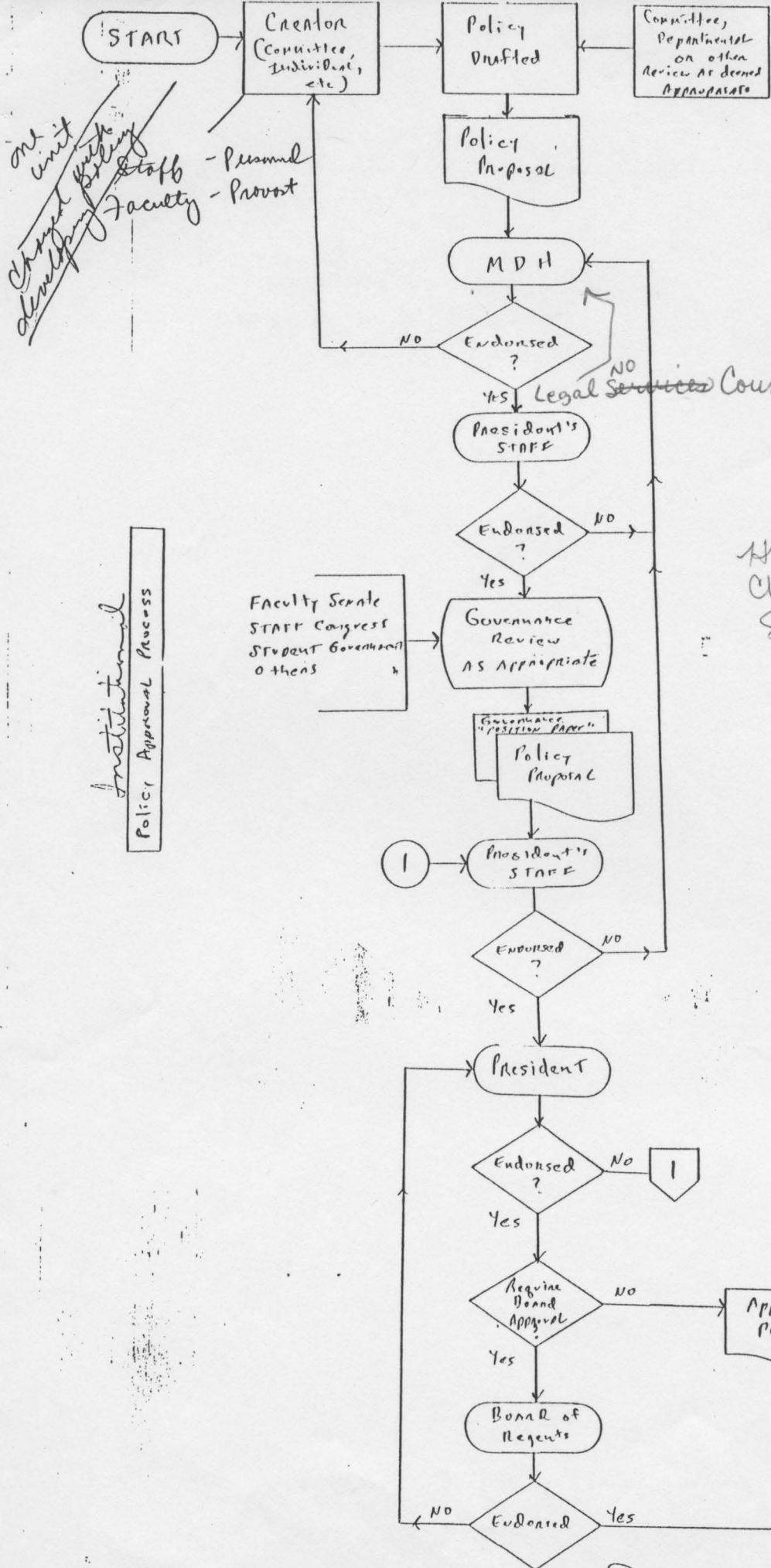
2227I

05/24/89

08/07/89

09/18/89

10/02/89



not unit
changed with
developing
Staff
Faculty

- Personnel
- Provost

Institutional
Policy Approval Process

Faculty Senate
STAFF Congress
STUDENT Government
Others

Legal Services Council

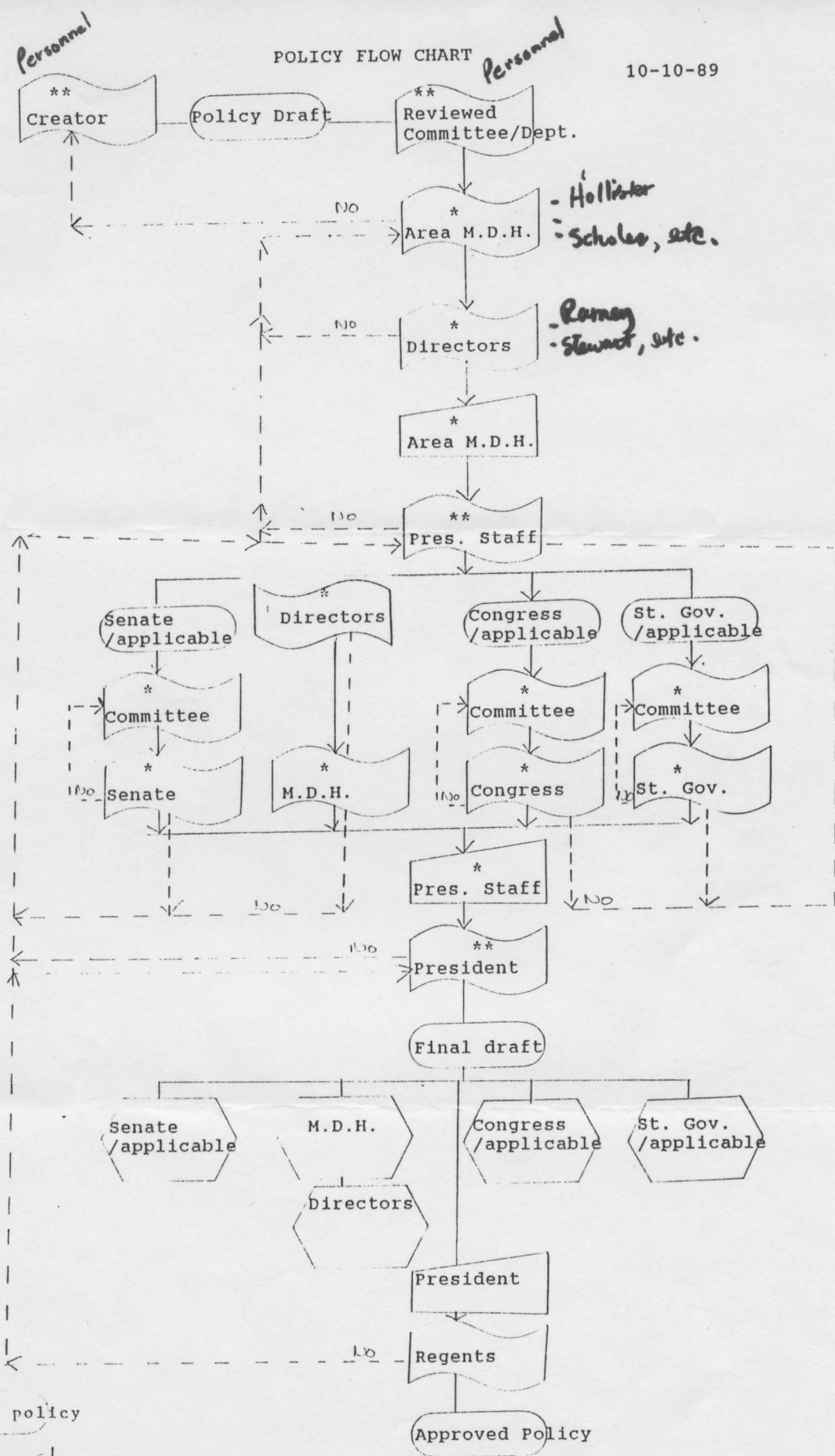
Hickman
Chance
Scholar

Tues 7/18
1st floor A.C.
105
12:00
bring lunch
Review @ 4:30 only
Draft 2
8/18 response due

POLICY FLOW CHART

10-10-89

R.10/13/89



*Hollister
Scholar, etc.*

*Ramsey
Stewart, etc.*

Revised policy

Reviews/comments
approves/forwards

Approved to
this level

Revised policy
info purposes

* 3 week time allowance

** 4 week time allowance

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

October 3, 1989

TO: Donna Gosney, President
Staff Congress

FR: Elaine Shafer, Chair
Staff Congress Scholarship Committee

RE: Staff Congress Scholarship Plaques

It is the recommendation of the committee that the Staff Congress scholarship plaques be placed in the Administrative Center, third floor. The reason for this is that since Staff Congress is trying to make itself more visible, and also to give more recognition to the students, we feel that more people would see it on the third floor in the Administrative Center instead of in the faculty/staff dining room in the University Center.

The committee also recommends that two plaques be bought and that all current and past recipients of the scholarships (date included) be listed on the plaques.

cc: A. Dale Adams
Jackie Marshall
Sue Roth