



# STAFF CONGRESS

Thursday, April 12, 1984  
1:00 pm Ballroom

## AGENDA

- I. Call to Order
- II. Minutes of March 8, 1984 Meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
  - A. Liaison (attachment)
  - B. Benefits (attachments)
  - C. Other
- VII. Unfinished Business
  - A. Annual Fund Drive Final Report
  - B. Women's Center Proposal response (attachment)
- VIII. New Business
  - A. NKU Picnic - Summer 1984
- IX. Adjournment

# STAFF

# CONGRESS

## STAFF CONGRESS MINUTES

April 12, 1984

MEMBERS PRESENT: A. Dale Adams, Dan Alford, Arlis Blackburn, Donna Bridewell, Sandi Cunningham, Kathy Dawn, Dave Dorgan, Gary Eith, Carol Guthier, Pat Harrington, Barb Herald, Diane Hunley, Bonnie Lowe, Norleen Pomerantz, Jay Stevens, Dolores Thelen, Linda Thierbach, Carla Chance (guest).

ABSENT: Mike Baker, Dan Bayes, Cindy Dunaway, Don Gammon, Jerry Groeschen, Jean Henegar, Russ Kerdolff, Joyce Maegly, LaVerne Mulligan, Pat Mullins, Linda Sanders, John Teegarden.

President Dan Alford called the meeting to order. A quorum was present.

The minutes of the previous meeting were approved as submitted.

### President's Report - Dan Alford

Dan Alford asked for a motion approving Mark Dryden to replace Mike Martin as representative of Skilled Crafts for remainder of term. Barb Herald so moved, seconded by Dave Dorgan. Motion passed.

The following appointments to the Ad Hoc Grievance Committee for approval by Staff Congress:

Marian Kuehneman, Chair  
Shirley Raleigh  
Mary Huening  
Kathryn Skidmore  
Gregg Schulte, ex-officio  
Dave Dorgan

Dave Dorgan made a motion for approval, seconded Dale Adams. Motion passed.

### Vice President's Report

Sandi Cunningham reported that 5 applications have been received for the A.D. Albright Scholarship. Deadline for applications is Monday, April 16 and the decision will be made in May.

### Secretary/Treasurer's Report - Linda Thierbach

The list of staff retirees has been received from Personnel Services. When the brochure concerning the A.D. Albright Health Center is printed, all staff retirees will be notified of their right to use the Center.

# STAFF CONGRESS MINUTES

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April 12, 1984

## Committee Reports

In the future, only reports not attached to the agenda will be read at our meetings.

### Benefits Committee

Dale Adams reported briefly on the following:

1. Benefits brochure - new brochure to be printed outlining all benefits. Dave Dorgan reported the new brochure will cost approximately \$70.00.
2. Spring Break - Dr. Scholes' committee is checking into this issue.
3. Holiday Pay - Staff Congress' recommendation went to Dr. Scholes in April, 1983.
4. Parking Fee - Benefits Committee is looking into use and future use of these fees. A report will be presented at May meeting.
5. Tuition waiver for spouses/dependents - Faculty Senate also supports this issue. Cost is prohibitive at this time. Discussion followed concerning use of waiver by spouses/dependents when staff employee is not using their waiver privilege. This will be looked into further.

### Policies Committee

1. Part-time Employment: Leaves and Absences

Motion for approval made by Norleen Pomerantz to accept the policy as written with the qualification that "day" be defined in order to eliminate ambiguity in interpreting what "day" means. Seconded by Carol Guthier. Motion passed.

2. Accommodation Procedures for Handicapped Faculty

Motion for approval made by Norleen Pomerantz to accept the procedures as written with the modification to include staff and also consideration for employees who become handicapped but who cannot meet the requirements of their current position, that these employees be given priority for other positions on campus for which they might be qualified with accommodation. Seconded by Sandi Cunningham. Motion passed.

3. Waiting Period for Holiday Pay

Following much discussion it was decided Norleen Pomerantz will present a recommendation at next meeting.

### Finance Committee

- A. Arlis Blackburn reported a balance of \$282.59.

### Unfinished Business

- A. See Mike Baker's report on Annual Fund Drive. Mike is to be commended for his work.



STAFF CONGRESS MINUTES

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April 12, 1984

- B. The Staff Congress response to Women's Center Proposal was sent to Billie Brandon.

New Business

Picnic

Gregg Schulte reported that NKU employees may take part in King's Island's College Days Program May 12, 13, 19, 20. Discount coupons for \$3.55 off the adult admission fee are available in Personnel Services.

After discussion Dolores Thelen moved that an ad hoc committee be formed to look into a staff or NKU picnic. Jay Stevens seconded, motion passed.

A motion was made to adjourn, seconded. Meeting adjourned.

MEMORANDUM

TO: Dan Alford, Staff Congress President

FR: Don Gammon, Liaison Chair

DA: March 28, 1984

RE: Liaison Committee Report

The liaison met on March 21. Present were: Kathy Dawn, Don Gammon, Jean Henegar, Barbara Herald, and Jay Stevens.

Gregg Schulte, Director of Personnel Services attended the meeting to provide material for a planned feature of the Staff Newsletter. Gregg reviewed the functions of the personnel department and answered questions from committee members.

Plans are made to publish the next newsletter by first week of April.

DG/vld

MEMORANDUM

TO: Dan Drake  
FROM: Benefits Committee of Staff Congress

Dan,

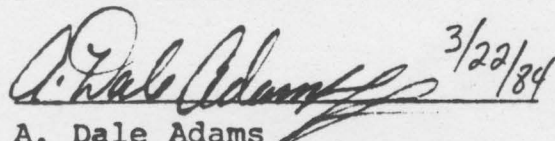
An inquiry has come to us regarding the policy of Staff discounts at the bookstore.

A question has been asked of this committee that hopefully you could give some clarification on.

The question is as follows: Since the university encourages staff to further their educations and provides tuition waiver for that purpose, why is it then that the 10% bookstore discount is only on non-educational materials?

It would be greatly appreciated if you could provide us with the policy on such discounts? Also, what type of problems would evolve, if any, from expanding the 10% discount to include some educational materials. (Text Books).

Your attention to this matter is greatly appreciated.

 3/22/84  
A. Dale Adams  
Chairman, Benefit Committee

DD/dr

cc: Executive Committee of Staff Congress



Northern Kentucky University  
Highland Heights, Kentucky 41076

BUSINESS SERVICES

To: A. Dale Adams

Fr: Dan Drake *DM*

Dt: March 30, 1984

Re: Bookstore Discounts

As you are aware, all employees are entitled to a 10% discount on all items in the bookstore, excluding textbooks.

The bookstore, being an auxiliary enterprise, is required to operate on a breakeven proposition. At present, textbooks only operate on a 20% margin. As you can see, an additional 10% off would be cost prohibitive and would not allow us to function on a breakeven basis.

I hope this has answered your questions and if I can be of further assistance, please let me know.

DD/bc



# Northern Kentucky University

Highland Heights, Kentucky 41076

April 4, 1984

## MEMORANDUM

TO: Dan Drake

FROM: Staff Congress Benefits Committee  
A. Dale Adams, Chairman

RE: Bookstore Discounts

A Big "Thank You" for your response to our request on staff discount information. The clarification answered our question and we will now be able to pass this information on to our constituents.



# Northern Kentucky University

Highland Heights, Kentucky 41076

March 8, 1984

## MEMORANDUM

TO: Gregg Schulte

FROM: Benefits Committee of Staff Congress  
A. Dale Adams, Chairman

RE: Meeting Request

The Benefits Committee would like to meet with a member of the Personnel Department to update our files on the current benefits offered to staff employees at NKU.

Our committee meets regularly on Wednesday, at 9:30 a.m, and would like to schedule an appointment at the earliest possible date.

Thank you and we look forward to hearing from you.



Northern Kentucky University  
Highland Heights, Kentucky 41076

To :

From: A. Dale Adams 3/23/84  
Benefits Committee

Committee will meet with  
Barb Herald from Personnel  
on Wednesday March 28, 1984  
to discuss Benefits now offered  
N.K.U. Employees - 9:30 - Rm 222  
Administration Building

# Northern Kentucky University

Highland Heights, Kentucky 41076

April 4, 1984

## MEMORANDUM

TO: Barb Herald

FROM: Staff Congress Benefits Committee  
A. Dale Adams, Chairman

RE: Benefits Update

A Big "Thank You" for your Benefits Update to our committee.

The information, concerns and suggestions has helped get us off to a good start. We look forward to continued progress with your expertise.

# Northern Kentucky University

Highland Heights, Kentucky 41076

## MEMORANDUM

TO: Staff Congress

FR: A. Dale Adams  
Staff Benefits Committee

DA: May 10, 1984

RE: Recommendation of Spring Break

The Benefits Committee makes a motion that a unanimous recommendation be made for the continuation of the observance of Spring Break to be held by all employees here at Northern Kentucky University.

vld





Northern Kentucky University  
Highland Heights, Kentucky 41076

TO: Norleen Pomerantz, Chair  
Staff Congress Policies Committee

FROM: Benefits Committee

DATE: March 27, 1984

RE: Salary Increases for Longevity

In a recent meeting of our committee, we discussed the idea of a policy regarding longevity pay for staff employees. Since policies are the responsibility of your committee, we are requesting your assistance in studying the feasibility of a policy that would ensure that there would be some means of "rewarding" satisfactory work performance in a less subjective manner than discretionary increases and would provide a means of differentiating newer employees from those who have more experience, and therefore more value, to the University.

The policy would increase a staff member's annual salary by a certain percentage for each set period of time during which the employee performed his designated work in a satisfactory and acceptable manner. It has been suggested that the same time frames and criteria used for the annual performance evaluations be incorporated into this policy.

We feel this is an important issue to address and will be glad to provide what input we can. Please feel free to contact us if you have any questions.

A handwritten signature in cursive script, reading 'A. Dale Adams', written over a horizontal line.

A. Dale Adams, Chairperson

cc: Executive Committee, Staff Congress

To: Dr. Gene Scholes

From: Staff Congress Benefits Committee  
A. Dale Adams, Chair

Date: April 4, 1984

Re: University Holidays

There seems to be a great deal of concern and confusion among the staff regarding the future of spring break at Northern. Consequently numerous Staff Congress representatives are being asked by their constituents to provide insight or answers regarding this issue.

In order to minimize incorrect information and rumors regarding spring break, we would like to request that the administration provide Staff Congress with an official statement or update on this subject. Furthermore, we are aware of the comparative study Gregg Schulte is doing on salaries and wages, fringe benefits, vacation, and holidays and would be happy to offer assistance with further research on these topics, especially as they apply to staff employees.

We look forward to your response to the above mentioned request.

Thank you.

c1

0217

MEMORANDUM

TO: Dr. Gene Scholes

DATE: February 24, 1984

RE: Salaries & Wages, Fringe Benefits, Vacations, Holidays - Condensed Report on Comparative Study

Condensing and summarizing my January 23 report on the above subject, the outstanding points are these:

1. Actual paid salaries for NKU employees, primarily those in service, maintenance, and clerical positions, are moderately to considerably low when compared to industry and commerce.

2. Actual paid salaries for NKU employees in administrative, managerial, and professional positions are on par with salaries for similar positions at comparable colleges and universities in Kentucky and nine surrounding states, but are moderately low when compared to similar positions at comparable universities across the nation.

3. Minimum (starting) salaries for a cross-section of all positions at NKU are on par with salaries for similar positions at comparable universities across the nation and at universities classified as NKU benchmarks by the Kentucky CHE.

4. Holidays provided for NKU employees have averaged 18-19 days per year, compared to an average of 13-14 days per year for other universities in Kentucky and southern Ohio and 9-11 days per year for industry, commerce, and other organizations around the country.

5. Northern's workweek for almost all employees is 37.5 hours. The vast majority of organizations of all types locally, state-wide, and nationally work 39-40 hours per week.

6. For all classes of employees, Northern's vacation allowances are significantly higher during the first 10 years of employment and slightly to moderately higher during the first 25 years of employment, when compared to allowances provided in other organizations locally as well as nationally.

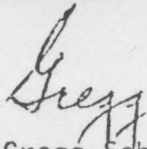
7. As to benefits provided, NKU employees receive all the benefits provided by the majority of organizations locally and state-wide. Northern also pays the full cost of all these benefits with the exception of dependent health care. Only for one other benefit--free employee parking, provided by 67% of firms nation-wide--does Northern's package fall short comparatively.

8. For the benefits package, which includes legally required as well as voluntary programs plus vacations, holidays, educational expenditures, awards, etc., Northern's cost (expressed as a % of payroll) for all classes of employees is slightly to considerably higher than the cost for hourly employees in all types of industries across the country. No data is available for the cost of benefits for salaried employees nationally.



9. Job evaluation systems, as tools for establishing pay grades, are used by the majority of firms of all types across the State for both office and production jobs.

10. Merit, as a basis for pay increases, is also used by the majority of firms of all types across the State--by 85% of organizations for office employees and 64% of the organizations for production employees.

  
R. Gregg Schulte

CS



To: Dale Adams  
219 BEP

MEMORANDUM

TO: Dr. Gene Scholes  
DATE: November 18, 1983  
RE: Report on Holiday Schedules

Dale,  
For your Staff Congress  
Committee, as requested  
by Dr. Scholes.  
Gregg S.  
4/20/84

Using my own survey of three years ago along with a series of follow-up phone calls to verify information, I have come up with the following report:

School	# Holidays		
	Legal & Special	+ Spring Break	
University of Cincinnati	11	+	0
Xavier University	12	+	0
Thomas More College	14-18*	+	0
Miami University, Oxford	10	+	0
Western Kentucky University	16	+	5
Eastern Kentucky University	14	+	0**
Murray State University	11-13***	+	2
Kentucky State University	14.5	+	0
University of Louisville	11	+	0
University of Kentucky	10	+	0
Morehead State University	14.5	+	5
NORTHERN KENTUCKY UNIVERSITY	13	+	5

= 11  
= 12  
= 14 - 18  
= 10  
= 21  
= 14  
= 13-15  
= 14.5  
= 11.0  
= 10.5  
= 17.5  
150 - 156  
= 11  
Avg: 13.6 - 14.2

- \* Thomas More varies because four religious holidays are only observed if they fall during the week.
- \*\* Eastern Kentucky University employees are off during Spring Break; however, the time must be charged to vacation.
- \*\*\* Murray State varies depending upon the day of the week on which Christmas falls.

R. Gregg Schulte

CS

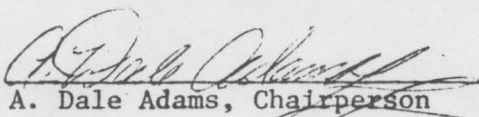


Northern Kentucky University  
Highland Heights, Kentucky 41076

TO: Dr. Gene Scholes  
FROM: Staff Congress Benefits Committee  
DATE: March 27, 1984  
RE: Holiday Pay Rates

During the Staff Congress meeting of April 1, 1983, the attached report was submitted by the Personnel Policies and Benefits Committee. In the meeting, a motion was made and seconded to accept Item II of the report. When voted upon, the motion passed unanimously.

This memorandum is to respectfully request a response regarding the status of the recommended changes to the policy for holiday pay. We look forward to hearing from you and thank you in advance for your consideration.

A handwritten signature in cursive script, appearing to read 'A. Dale Adams', written over a horizontal line.

A. Dale Adams, Chairperson

cc: Executive Committee, Staff Congress

Attachment

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Report to Staff Congress

April 1, 1983

I. Appointment Definitions

Recommendation:

Extend right to grieve to temporary and intermittent employees.

II. Payment for Holidays -- Non-exempt Personnel

Recommendations:

Change F 2.7 to read:

If a legal holiday falls on a staff member's regular workday and the staff member is required to work, payment for the holiday shall be as follows:

- A. The employee shall be paid at the straight-time rate for the holiday, and in addition,
- B. the employee shall either be paid an additional amount at the rate of time and a half or credited with compensatory time off at a rate of an hour and a half, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Payment for employees required to work special holidays shall be at the straight-time rate, and in addition, the employee shall either be credited with equivalent compensatory time off, on an hour for hour basis, or be paid an additional amount, at the straight-time rate, for the hours worked. The decision to make either the additional payment or to allow compensatory time off is reserved to the Department Head.

Delete F 2.10.

Include:

Prior to working any holiday period, the employees who are required to work will receive in writing, a statement of what their compensation will be.

III. Bi-Weekly Payroll Schedule Adjustment

Recommendation:

Plan B.

PERSONNEL POLICIES COMMITTEE

Report to STAFF CONGRESS  
April 12, 1984

I. Waiting Period for Holiday Pay

The committee recommends open discussion in Staff Congress.

Concerns:

1. It is a penalty to new employee over which he/she has no control.
2. If the new employee chooses to work during a long holiday period, would that employee be trained enough to handle an office single-handedly.
3. Should a distinction be made between Federal and University holidays?

II. Part-time Employment: Leaves and Absences

The committee recommends this policy with the qualification that "day" be defined in order to eliminate ambiguity in interpreting what "day" means.

III. Accommodation Procedures for Handicapped Faculty

Recommendations:

1. That wording be modified to include staff.
2. That Staff Congress approve the policy with the modification.



MEMORANDUM

TO: Dan Alford, President  
Staff Congress

DATE: March 8, 1984

RE: Waiting Period for Holiday Pay

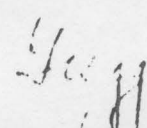
Twice each year--prior to Christmas and prior to Spring Break--the issue of eligibility for holidays and holiday pay is raised, generally by one of the larger administrative departments. Specifically, the issue is this: should an individual hired right before a holiday be entitled to take the holiday off, with pay? A corollary to this is: should the individual be required to work the holiday, without additional pay or compensatory time off?

In the publication Personnel Practices for Small Colleges (1980, NACUBO & CUPA), there is a statement that some policies require 30-day waiting periods for holiday pay. Accordingly, some language on the order of the following might be appropriate:

Employees hired within 30 calendar days of a holiday or series of holidays are not entitled to leave with pay for the holiday(s). In addition, such newly hired employees may be required to work on the holiday without either additional holiday pay or compensatory time off awarded.

Would you be so kind as to place this proposal with the proper Staff Congress committee for deliberation and action. I then look forward to your response.

Thank you very much.

  
R. Gregg Schulte

CS



DRAFT -

3-5-84

EFFECTIVE DATE: \_\_\_\_\_

SUBJECT: Part-time Employment: Leaves and Absences

APPROVED: \_\_\_\_\_

Vacation Leave

An eligible part-time employee shall earn vacation leave based on:

- a. the average number of hours worked per week, and
- b. the staff employment category of the employee.

Annual vacation allowances are as follows:

Administrative Personnel

20-27 hours worked per week: 10 days' vacation per year.  
28-37 hours worked per week: 15 days' vacation per year.

Professional, Supervisory, and Managerial Personnel

20-27 hours worked per week: 8 days' vacation per year.  
28-37 hours worked per week: 11 days' vacation per year.

Office/Clerical, Service/Maintenance, Technical/Scientific Personnel

20-27 hours worked per week: 6 days' vacation per year.  
28-37 hours worked per week: 9 days' vacation per year.

Payment in lieu of unused vacation is not authorized. Vacations are to be scheduled at times that are mutually convenient to the employees and their supervisors. An employee may not accumulate and have available for use at any point in time more vacation than can be accrued in 12-months of employment.

No vacation may be taken until successful completion of the employee's initial probationary period. The total vacation taken, with pay, may not exceed the amount accrued.

ACCOMMODATION PROCEDURES FOR HANDICAPPED FACULTY + Staff

In accordance with University policy and 504 of the Rehabilitation Act of 1973 (Public Law 93-112), Northern Kentucky University is committed to making reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped faculty member. These accommodations may include making facilities used by faculty readily accessible to and useable by handicapped persons; job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provisions of readers or interpreters, and other similar actions. The University will not deny an employment opportunity to a handicapped faculty member or applicant who is determined to be the most qualified for the position, if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of faculty member or applicant unless it can be demonstrated that the accommodation causes an undue hardship for the institution. All searches shall be conducted in accordance with the University's hiring procedures.

At the time a handicapped person is hired or a faculty member becomes handicapped, needed accommodations will be determined through discussions between the handicapped faculty member and the department chairperson or unit head. The Office of Personnel Services and the Office of Legal Services/EEO are available to serve as resources. Specific accommodations agreed upon should meet the unique needs of each handicapped faculty and enable him/her to effectively perform the duties of his/her position. Requests for any necessary funding for these accommodations shall be processed through the major department head. A letter from the department chairperson or unit head will be sent to the faculty member describing these accommodations.



A copy of this letter will be filed in the faculty member's official personnel file. At the request of a handicapped faculty, the University will make mutually agreed upon reasonable adjustments in accommodations to reflect the faculty member's current needs. The University will not make adjustments in accommodations or in anyway change these accommodations without first consulting with the faculty member. Disagreements shall be mediated through the peer review process.

Costs of accommodations for a particular handicapped faculty member will be borne by the institution without adverse economic consequences for that faculty. Sources of funds for both the recurring and non-recurring costs for this purpose will be identified in the University's budget and will be reviewed annually in order to insure that accommodations are not compromised.

The department or administrative unit to which the faculty member is assigned will not be required to underwrite the cost of accommodations. If a department or administrative unit earmarks funds for accommodations then the department or unit will be allocated additional funds to cover the cost of these accommodations in order not to displace funds normally used for other purposes.





## MEMORANDUM

TO: Mr. Dan Alford

DATE: April 25, 1984

I recently received a memorandum from Staff Congress regarding two recommendations which were approved by Staff Congress. Since you are President of Staff Congress, I shall respond to you with the suggestion that future communications from Staff Congress be from some person or position within the organization.

With regard to "Accommodation Procedures for Handicapped Faculty," your suggested modification is well taken; however, I would like to delay the modification until the language can be clarified throughout the document. If this can be done prior to the deadline for materials for the next board meeting (which will probably occur in early June) I would be pleased to include the modification in the document prior to submission for Board of Regents consideration. However, if the document cannot be changed throughout to reflect this modification in time for the next Board meeting, then I will proceed to submit the document in its present form to the Board, and we will modify it at a later date.

I have asked Mr. Gregg Schulte to advise me regarding your recommendations on part-time employment leaves and absences, and he has indicated that this policy statement needs further work and a cost analysis before he is in a position to take a position on your recommendation. Therefore, by way of a copy of this memorandum I am asking Mr. Schulte to get back in touch with you to address the issues inherent in your recommendations regarding part-time employment.

Please thank the members of Staff Congress who worked so diligently on these two matters and know that your work is appreciated.

Gene W. Scholes

cc: President Leon Boothe  
Mr. R. Gregg Schulte

TO: Staff Congress

FROM: Mike Baker - Co-Chair Faculty/Staff Fund Drive

DATE: April 4, 1984

SUBJECT: Fund Drive Status Report

The Foundation Fund Drive was conducted the week of March 5, 1984. A kickoff breakfast (donuts, fruit cup and coffee) was held on March 5th at 8:30 am. Departmental volunteers were present to pick up the pledge packets. Packets were to be turned in on March 9, 1984 to the Development Office.

The drive was a tremendous success. Our goal of 70% was surpassed. The actual percentage was 72%, with stragglers still being received. This represents more than a 200% increase, as only 32% of the faculty/staff contributed last year. The total number contributing this year was 610, for a dollar amount of \$43,361.00.

An appreciation lunch was held on March 28, 1984 for all departmental volunteers. At that time, all departments achieving or exceeding their 70% participation goal were recognized. 27 units comprised of staff members achieved a 100% participation level. Three other units stood at 90% with seven more at 80% and four at 70%. The size of these units varied significantly. Dr. Boothe, Dr. Tesseneer, and Bob McClelland spoke at the luncheon, praising the volunteers for their efforts, and the entire faculty and staff for their overwhelming support. A special mention of appreciation was made by Bob to the Staff Congress fund drive oversight committee for their suggestion of the NKU pin. The pin proved to produce positive results as it continually reminded everyone of the campaign.

Members of the ad hoc committee were: Cindy Dunaway, Carol Guthier, Steve Meier, Kim Osborne and Nancy Perry.

The staff should be proud of its contribution to the success of this portion of the annual drive.

This report concludes the work of this committee.

vld

MEMORANDUM

TO: Billie Brandon

FR: Staff Congress

DA: March 26, 1984

RE: Women's Center Proposal

The following motion was passed on March 8, 1984:

"It was moved to endorse the concept of a Women's Center, with the exception of the budget, nor does this endorsement mean that this Center should be given priority over other Centers with similar service populations."

vld