



# STAFF CONGRESS

Thursday, May 10, 1984  
1:00 pm AC - 722

## AGENDA

- I. Call to Order
- II. Minutes of April 12, 1984 Meeting
- III. President's Report
  - A. Appointment of Ad-Hoc NKU Picnic Committee
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
  - A. Benefits Committee (attachment)
  - B. Liaison Committee (attachment)
  - C. Policies Committee (attachment)
  - D. Other
- VII. Unfinished Business
  - A. A. D. Albright Scholarship Update
- VIII. New Business
  - A. Tour of Health and Physical Education Center (Tentative)

Note: The tour will be for all Staff Congress representatives and will take place immediately following the meeting. In the event that we are unable to tour the facility on this date, we will reschedule the tour for sometime the following week.
- IX. Adjournment

# STAFF CONGRESS

## STAFF CONGRESS MINUTES

May 10, 1984

Members Present: Dale Adams, Mike Baker, Donna Bridewell, Sandi Cunningham, Kathy Dawn, Cindy Dunaway, Gary Eith, Don Gammon, Jerry Groeschen, Carol Guthier, Pat Harrington, Jean Henegar, Barbara Herald, Diane Hunley, Russ Kerdolff, Bonnie Lowe, Joyce Maegly, LaVerne Mulligan, Pat Mullins, Norleen Pomerantz, Linda Sanders, Jay Stevens, Dolores Thelen, Linda Thierbach, Gregg Schulte.

Absent: Dan Alford, Dan Bayes, Arlis Blackburn, Dave Dorgan.

Vice President Linda Sanders called the meeting to order.

The minutes of the previous meeting were approved as submitted.

### President's Report - Linda Sanders

Linda Sanders announced the 1984 Picnic Committee (attachment) and its responsibilities. The picnic will be for staff and faculty. If you have any ideas, questions, or comments forward them to Sarah Coburn, chair of the committee.

### Vice President's Report

Reported above.

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

Jay Teegarden has resigned as representative from his area. We now have two vacancies. If anyone has a recommendation as a replacement, get in touch with Linda so a recommendation for approval can be made at our next meeting.

### Benefits Committee - Dale Adams

Dale Adams referred to a memo from Dr. Scholes and a schedule of holidays from Gregg Schulte (attachments) regarding the continuation of Spring Break. The Benefits Committee moves that Staff Congress unanimously recommend the continuation of Spring Break for all employees of NKU. Pat Mullins seconded. Motion carried unanimously.

Regarding holiday pay rates, under the present situation, the Committee decided to review this at a later time. We are in accord with other employers currently paying double time for working holidays.

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Liaison Committee - Don Gammon

The latest issue of the Newsletter is out. The Committee needs more input for the Newsletter. Send any items to Don.

Policies Committee - Norleen Pomerantz

1. The accommodations procedures have been accepted with the recommendation to include staff. The procedures now go before the Board of Regents.
2. The Committee has been asked to review the budget implications of the policy for the part-time employment leaves and absences recommendation. Gregg Schulte clarified the definition of days by equating it to hours in the recommendation.
3. A motion was made by Norleen Pomerantz that Staff Congress recommend acceptance of the Waiting Period for Holiday Pay policy as written. Seconded by Sandi Cunningham. After much discussion a show-of-hands vote was taken. YES 6, NO 15. Motion for Congress to accept policy as written failed.
4. The Policy Committee was asked to look into Salary Increases/Longevity Increases. Finally the consensus was that recommending a particular type of increase was an administrative decision and not something that should become policy. Norleen asked for discussion. Carol Guthier stated because of number of turn-overs in the department there was not much difference between new employee salaries and those who have been here a long time. Longevity increases would put the older employees above the base level.

Gregg Schulte stated he would like to see, ideally, something in which about 1/2 is across-the-board, 1/4 performance based, and 1/4 longevity.

Dolores Thelen stated her opposition to percentage increases because it makes the gap wider from top to bottom.

Dolores Thelen moved to return this item to the Policies Committee and Benefits Committee jointly for further discussion. Seconded by Cindy Dunaway. Motion passed.

Homecoming Committee - Carol Guthier

The Committee has decided on a theme, a time frame, and a list of possible activities. If anyone has ideas, get in touch with Carol.

Unfinished Business

Sandi Cunningham gave a Scholarship Committee update. The recipient has been chosen; letters to all applicants have been set out; and we are waiting for confirmation from the person chosen. The Committee will be working for several months yet to finish its recommendations for next year's procedures and finalize its report for the next committee.

New Business

The tour of the Health and Physical Education Center has been cancelled because NKU has not accepted the building yet and there are concerns about someone being injured. The tour will be re-scheduled.

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Diane Hunley reported that several people had expressed to her that they would like to see the staff fund drive for the Foundation be held after annual increases are announced in the future. Many feel they may be giving more than they can afford after the annual increase.

Don Gammon moved to adjourn. Seconded. Meeting adjourned.

LT/vld



April 24, 1984

MEMORANDUM

TO: Mark Dryden  
221 Administrative Center

FR: Linda Thierbach, Secretary/Treasurer *LT*  
Staff Congress

RE: Replacement of Representative to Staff Congress

Based upon approval of your nomination at our April Staff Congress meeting, you will act as Representative to Staff Congress from the Skilled Crafts area for the remainder of Mike Martin's term. In addition, we would like you to serve on the Constitution and By-laws Committee.

If you have any questions concerning this appointment, please don't hesitate to call me at Ext. 5421. Thank you and I look forward to seeing you at our next meeting on May 10.

:lt  
cc: Pat Mullins, Chair ✓  
Constitution & By-Laws

# Northern Kentucky University

Highland Heights, Kentucky 41076

May 17, 1984

## MEMORANDUM

TO: Staff Congress

FROM: Benefits Committee

RE: Recommendation for Staff Benefits Brochure

The Benefits Committee makes a motion to Staff Congress that \$80.00 be encumbered to print the revised Staff Benefits Brochure.

# 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

MEMORANDUM

May 4, 1984

To: Gene Scholes

Fr: Leon E. Boothe *LB*

Re: Continuation of Spring Break

After considerable review, I have reached the conclusion that Northern Kentucky University will continue to observe "Spring Break" for the staff. While agreeing to continue the current practice, I would ask that your office be responsible for a periodic review of this practice to ensure good management and that we are not out of line generally with observances by the other institutions of higher education in the state.

ia

cc: President's Staff  
Gregg Schulte  
Dan Alford ✓

*5/8/84*

*Dale -  
FYI,*

*Dan*





## MEMORANDUM

TO: A. Dale Adams, Chair  
Staff Benefits Committee

DATE: April 17, 1984

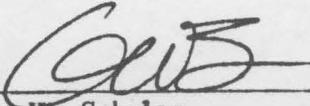
The purpose of this memorandum is to respond to your recent inquiries regarding spring break and holiday pay rates.

### Spring Break

There has been considerable study regarding the observance of a "Spring Break" at area and Kentucky colleges and universities and the emphasis has been upon employee eligibility for such a benefit. The results show that there is little or no consistency regarding the observance of spring break; however, by way of a copy of this memorandum, I am requesting Gregg Schulte to share the results of his study with your committee and request that Staff Congress make a recommendation to me regarding the continuation of the spring break observance by all employees at Northern. In turn, I will share your recommendation with central administration and President Boothe, and derive a final decision regarding this matter.

### Holiday Pay Rates

After careful research and study, it has been determined that payment of double-time or less for work on holidays is more common than payment at greater than double-time. Because of this pattern and the austerity of the University budget presently, we will maintain our current pay policy for the time being. This policy should be reviewed annually to insure comparability with current practice in similar employment markets.

  
\_\_\_\_\_  
Gene W. Scholes

GWS/cse

cc: Mr. R. Gregg Schulte

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  
= 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

Personnel Policies Committee

Report to Staff Congress  
May 10, 1984

Committee meeting held, April 30, 1984

Present: Norleen Pomerantz, Chair  
Cindy Dunaway  
Donna Bridewell

Absent, but contributing: Sandi Cunningham

Absent: Linda Sanders

1. Waiting Period for Holiday Pay Policy:

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.

Discussion: There remain strong feelings both for a waiting period and for an immediate holiday benefit.

Recommendation:

Committee recommends that Staff Congress vote on the policy as it is written.

2. Salary Increases for Longevity

The budget structure of the University is such that Staff Congress should not initiate nor recommend policies that directly dictate how allocations are appropriated. Salary increases -- whether longevity, across-the-board, merit or bonus -- are administrative decision not a policy one.

April 30, 1984

MEMORANDUM

TO: Dan Alford, Staff Congress President

FR: Don Gammon, Liaison Committee Chair

RE: Liaison Committee Report

The monthly meeting of Staff Congress Liaison Committee at 2:00 p.m. Monday, April 23, 1984 was attended by Kathy Dawn, Jean Henegar, Barb Herald, Jay Stevens, and Don Gammon.

Lisa Boehne, editor of "NKU Campus Digest," attended the meeting to inform us of her role in the communication to staff members and of her desire to cooperate with the Liaison Committee to obtain more articles about staff members.

Discussion also took place concerning the next Staff Newsletter, which is to be published prior to May 10.

Several members had mentioned that they had received comments regarding the 2% increase in salaries. Many staff members would have preferred a flat amount across the board or a combination of flat amount and percentage.

The committee plans to post the name, representative area, committee membership, and telephone number of all Staff Congress members on the five bulletin boards which have been designated for Staff Congress postings.

The Liaison Committee would like to hear from other staff members to obtain information concerning staff members to be included in the future editions of the Newsletter. We are sorry to report that there has been a serious lack of such information in the past.

DG/lt



PERSONNEL POLICIES COMMITTEE

Report to Staff Congress

June 14, 1984

Committee meeting May 21, 1984

Members present: Donna Bridewell  
Sandi Cunningham  
Cindy Dunaway  
Linda Sanders  
Norleen Pomerantz, Chair

1. Proposed Changes in Discipline Policy and Procedure

Changes: a. Identification of "job performance problems"  
as causes for disciplinary action

b. The role of the Department Head is established  
in the revised policy

Recommendations: a. That G 2.2 and G 2.3 include provision  
for the employee to comment on any written statement  
which he/she signs.

b. That in case of discharge, vacation accrued  
be allowed.

c. That suspension itself be clarified.

1. use of vacation days
2. length of suspension
3. affect on benefits, e.g. vacation  
accrual, health insurance

2. Reclassification

Changes: a. Personnel may work directly with Department Heads  
rather than through Major Department Heads.

b. C 8.8.7 allows for an appeal on determinations to  
Director of Personnel. The appeal option is  
desirable, but it creates a potential conflict of  
interest. The appeal is to the head of the depart-  
ment who made the decision being appealed. The  
Policy Committee recommends some type of separate  
review.

c. E 9.1 provides a minimum pay increase upon reclassification. Recommendation for clarification of "maximum" rates in 9.1.

Note: The change of wording in C 812 affects the wording in E 1.1 and perhaps other places. A review for consistent wording may be in order.

Committee meeting May 21, 1984

Members present: Donna Brubaker  
Sandy Cunningham  
Cindy Dunaway  
Linda Sanders  
Norleen Pomeroy, Chair

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-- DRAFT --

(one)

C 8

## POSITION CLASSIFICATION SYSTEM

- 3.1 The University's classification system for staff positions has as its purpose the establishment of appropriate relationships between positions and levels of compensation. It 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.
- 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.
- 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 Department Head. All changes to the classification system must be approved by the Director of Personnel Services.
- 8.4 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.
- 8.5 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 expand review procedures to encompass other pertinent positions or recommend such pay changes as would negate any inequitable impacts.
- 8.6 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.
- 8.7 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.

8  
Requests For Reclassification Review

- .8.1 No request for a reclassification review will be considered unless it is submitted to Personnel Services by a Department Head or the Office of the President.
- .8.2 All requests must be accompanied by completed "Request For Classification Review" and "Job Analysis Questionnaire" forms to support the request. Review requests which do not substantiate that the position has assumed significantly different job duties from those specified in the current job description, or that there have been significant changes in the other classification factors (see C 8.6), will not be accepted.
- .8.3 After completing the review, Personnel Services will submit its report and recommendations to the original initiator of the review request.
- .8.4 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.
- .8.5 Funding for position reclassification pay adjustments will be provided by the individual departments in which the positions are budgeted. Funding for reclassifications involving a series of same, similar, or integrally related positions, budgeted in two or more departments, will be provided centrally if the required funds are available and specifically designated for reclassification use.
- .8.6 Final approval of any change in salary or title will be made only by the Director of Personnel Services, as will the effective date of the change.
- .8.7 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. The appeal decision of the Director will be final.
- .8.8 Policies relative to pay upon reclassification are detailed in Section E 9.



-- DRAFT --

(one)

E 9

## Pay Upon Reclassification

- 9.1 If a reclassification of a position or a series of same, similar, or integrally related positions results in the position(s) being moved to a higher pay grade, the pay of the employee(s) in the position(s) 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 5% above the employee's current rate, but not greater than the average salary for employees in the higher pay grade with the same position title. In no case will the employee's new pay rate exceed the higher pay grade's established pay rate maximum.
- 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.
- 9.3 The effective date of an individual position reclassification and pay adjustment will be the first day of the first pay period following approval of the reclassification and adjustment by the Director of Personnel Services. No change in pay will be retroactive.
- 9.4 The effective date of a reclassification of a series of same, similar, or integrally related positions, and the resultant pay adjustments, will be determined by the Director of Personnel Services. Ordinarily the effective date will be the first day of the next fiscal year following approval of the reclassification and pay adjustments.



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

C G 2 SUBJECT: Discipline

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

- 2.1 The following discipline procedures will apply unless immediate discharge is warranted. (See Section C 7.4.) In the case of immediate discharge, the supervisor must have prior approval by the Department Head, the Major Department Head, and the Director of Personnel Services.
- 2.2 For job performance problems, minor policy or procedure violations, or minor misconduct, the supervisor will verbally reprimand the employee. The employee should understand the reason for the reprimand as well as the expected behavior. After the discussion, the supervisor will prepare a written summary for future reference. This summary should be signed by the employee, but it will not be sent to Personnel Services to be placed in the employee's personnel file.
- 2.3 For repeated or more serious job performance problems, policy or procedure violations, or misconduct, the supervisor and the Department Head will jointly reprimand the employee and advise him that the violation is serious enough to be put in writing and placed in his personnel file. The employee will be given one copy of the written reprimand and will sign another copy which will be sent to Personnel Services and placed in his personnel file. The written reprimand will explain the offense as well as the expected behavior.
- 2.4 If an employee has two written reprimands in his personnel file within a period of one year, a third offense within this same one year period can warrant either suspension without pay or dismissal, depending on the seriousness of the violation. Suspensions without pay must be approved by the Department Head. Terminations require approval by the Department Head, the Major Department Head, and the Director of Personnel Services.
- 2.5 Any employee has the right to file a grievance under the grievance procedure. (See Section G 3).

*Sal's Office  
9:30  
Wed.*

STAFF CONGRESS EXECUTIVE COMMITTEE

~~April 25, 1984~~

11:30-12:30

Admissions Conference Room

A G E N D A

*Other  
names*

1. Appointments to Ad-Hoc NKU Picnic Committee
2. Committee Reports for May 10, Staff Congress Agenda
3. Review of Administration Responses to Staff Congress concerns
4. Miscellaneous

*Sandy & Jay  
Ray Cooper Rosenthal  
Addie Chisn*

*Please try to make  
this meeting!*

*Thanks,  
Dan*

*Handicapped Policy*

STAFF CONGRESS  
NORTHERN KENTUCKY UNIVERSITY  
1984 PICNIC COMMITTEE

MEMBERSHIP

Sarah Coburn, Chair  
Sandi Cunningham, Vice-Chair  
Debbie Chism  
John Fries  
Kay Cooper-Rosenthal  
Jay Stevens  
Pamm Taylor

RESPONSIBILITIES

1. Choose location, date and time, and reserve facilities.
2. Plan activities and entertainment.
3. Determine and plan eating arrangements.
4. Present budget.
5. Coordinate required purchasing.
6. Provide security/medical arrangements.
7. Promote the event, recommend and coordinate any special invitations.
8. Recommend additional membership as required.
9. Report to Congress periodically.
10. Recommend any changes and enhancements for next year's event.