



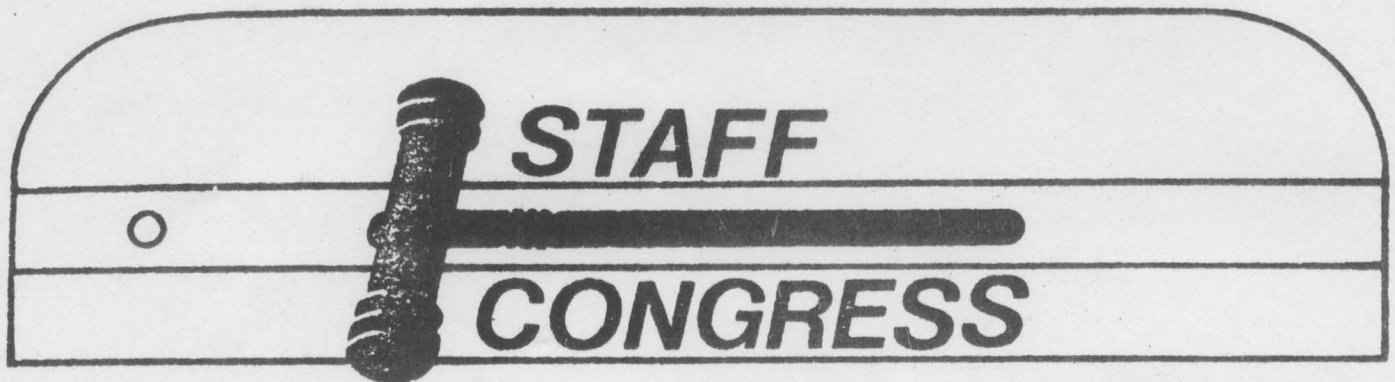
STAFF CONGRESS

Wednesday, June 13, 1984
1:00 pm AC - 722

AGENDA

- I. Call to Order
- II. Minutes of May 10, 1984 Meeting
- III. President's Report
 - A. Appointment of Ad-Hoc 1984 Distinguished Service Awards: Review Committee
 - B. Amendment to Student Government Constitution
 - C. Fund Raising Task Force
 - D. Introduction of New Staff Congress Members
 - E. Letter of Appreciation from A.D. Albright
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
 - A. Benefits Committee (attachment)
 - B. Policies Committee (attachment)
 - C. Credentials and Elections
 - D. Other
- VII. Unfinished Business
 - A.
- VIII. New Business
 - A. Tour of Health and Physical Education Center
NOTE: The tour will be for all Staff Congress representatives and will take place immediately following the meeting.
- IX. Adjournment

vld



STAFF CONGRESS MINUTES
June 13, 1984

Members Present: A. Dale Adams, Dan Alford, Donna Bridewell, Sandi Cunningham, Dave Dorgan, Mark Dryden, Cindy Dunaway, Jerry Groeschen, Pat Harrington, Jean Henegar, Diane Hunley, Bonnie Lowe, Joyce Maegly, LaVerne Mulligan, Pat Coleman Mullins, Jay Stevens, Debbie Taylor, Dolores Thelen, Linda Thierbach, Gregg Schulte.

Absent: Mike Baker, Dan Bayes, Arlis Blackburn, Kathy Dawn, Gary Eith, Don Gammon, Carol Guthier, Barbara Herald, Russ Kerdolff, Norleen Pomerantz, Linda Sanders.

President Dan Alford called the meeting to order. His appointment of Dolores Thelen to act as Parliamentarian in Gary Eith's absence was approved. The minutes of the May 10, 1984 meeting were approved.

President's Report - Dan Alford

- A. Appointment of Ad-Hoc 1984 Distinguished Service Award Review Committee (includes former award recipients, current Staff Congress members, and other staff).

Kathy Dawn, Chair
Linda Thierbach
Marjorie Scheller
Mildred Crane
John Fries
Barb Herald, ex officio

Pat Mullins
Jerry McLafferty
Carla Chance
Dorinda Giles
Royleen Seibert

- B. Amendment to Student Government Constitution. The Constitutional amendment was approved at the most recent Board of Regents meeting. The amendment would allow the position of Secretary of External Affairs to serve as student representative to Faculty Senate and Staff Congress, without voting privileges.
- C. Fund Raising Task Force

It is important to receive unrestricted dollars during next year's fund drive. The Task Force is looking at streamlining the NKU Foundation gift accounts.

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STAFF CONGRESS Minutes
June 13, 1984

- D. Mark Dryden and Debbie Taylor were introduced as replacements for the unexpired terms of Mike Martin and John Teegarden.
- E. A letter of appreciation from Dr. A. D. Albright has been received thanking Staff Congress for the gift of the aerial view photo of NKU.

Vice President's Report

No report due to Linda Sander's absence.

Secretary/Treasurer's Report - Linda Thierbach

Dolores Thelen reported a balance, as of May 30, 1984 of \$222.00. A portion should be used to purchase supplies.

Benefits Committee - A. Dale Adams

Dave Dorgan moved that Staff Congress approve the spending of \$80.00 for printing the revised Staff Benefits Brochure. Seconded by Bonnie Lowe. Motion approved after discussion. All staff will receive the brochure.

Policies Committee

Cindy Dunaway and Sandi Cunningham addressed the proposed recommendation, in the absence of the committee chair.

1. Proposed changes in Discipline Policy and Procedure

Cindy Dunaway moved Staff Congress recommend:

- 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

Seconded by Sandi Cunningham. After discussion, a hand vote was taken for approval of recommendations. Yes 12 - No 2. Motion approved.

2. Reclassification System

Gregg Schulte said this is an outgrowth of the freeze on reviews. A draft with Staff Congress input is needed to present to the Board of Regents in July. After much discussion, it was decided the Policies Committee will formulate a recommendation for Staff Congress to act upon before the next Board of Regents meeting in July.

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STAFF CONGRESS Minutes
June 13, 1984

Credentials and Elections

No report due to Russ Kerdolff being on vacation.

Picnic Committee - Sandi Cunningham

The committee has decided the picnic will be in September. The location has been narrowed to four choices. A questionnaire seeking input will appear in the Campus Digest.

Unfinished Business

Sandi Cunningham announced that Mike Hils, son of Mote Hils, is the 1984 recipient of the A. D. Albright Scholarship. Formal presentation will take place at the dedication of the HPE Center.

Cindy Dunaway moved that Staff Congress recommend that President Boothe hold a general staff meeting as soon as possible to update the employees on the state of the University. Seconded by Dale Adams. Motion approved.

The low morale of the staff at NKU, the reasons, and possible solutions were discussed.

Pat Harrington moved to adjourn. Seconded by Jerry Groeschen. Meeting adjourned.

A tour of the HPE Center followed the meeting.

jk

**Northern Kentucky University
Staff Employees
Distinguished Service Award
-- Nomination Form --**

Northern Kentucky University wishes to honor those staff employees who have made exemplary contributions to the growth, image, or efficient operations of the University.

Nominations for Distinguished Service Awards will be judged on the basis of criteria which demonstrate such exemplary contributions. These may include, but are not necessarily limited to, the following: enthusiasm; leadership; loyalty to the University; cooperation, courtesy, and fairness with fellow employees; outstanding job performance and willingness to go beyond the "call of duty"; initiative, creativity; a record of good attendance; recognition from co-workers or others in the same field of work; acts of bravery or heroism; efforts toward good public relations for the University; community service or service with a professional organization which directly and favorably reflects upon or benefits the University; publication of books or articles pertaining to the employee's job; suggestions for improvement of specific work procedures, general operations, or the quality of University worklife; such other activities or characteristics which enhance the University or foster its basic missions.

INSTRUCTIONS

1. All non-faculty employees are eligible for nomination.
2. Only nominations made by University students or employees will be accepted; eligible employees may nominate themselves.
3. Nominations are to be submitted in an envelope marked "confidential" to Gregg Schulte, Office of Personnel Services, 713 Administrative Center.
4. Nominations received after August 1, 1984 will not be considered.
5. A separate nomination form must be used for each nominee.

NOMINATION

I hereby nominate _____, who works in the Department
of _____, for a 1984 Northern Kentucky

University Distinguished Service Award. In my opinion, this employee is deserving of an award because:

(PLEASE ATTACH ADDITIONAL SHEET IF NECESSARY)

Signature of Nominator: _____

Department: _____

Telephone Number: _____

Today's Date: _____

Northern Kentucky University

Highland Heights, Kentucky 41076

July 9, 1984

MEMORANDUM

TO: Dan Alford

FROM: The Ad Hoc Committee to Review the Change
of the Staff Congress Grievance Committee

RE: Committee Findings

Attached you will find a copy of our ad hoc committee findings. We realize that our charge took longer than anticipated. However, I believe we probably examined the Grievance Procedure closer than anyone else has in some time. We are submitting our findings for consideration to Staff Congress in the hopes that a solid process in airing grievances can be made in fairness to all participants.

We recommend Staff Congress review Section G of the Red Book and see that it is followed to the letter, as outlined below.

Section G.3.5 - The grievant should be entitled to see the report on his/her case. We recommend that this be enforced, whether before or after the hearing- the wording on this section does not state "before the hearing", therefore, as per the freedom of information ruling, grievants should be entitled to see the report on his/her case.

Section G.3.9 - This section leads us to believe that there is a Grievance Review Committee (GRC) established each year, which holds office for one year and is trained in conducting a hearing. Is there such a committee currently? Have they been trained? Who trained them? If there is not such a committee currently established, this committee believes there should be one and we recommend that the training be conducted by someone from Chase Law School. Our further recommendations regarding this section is that at least three of the 15 people serving on the GRC should be members of Staff Congress. Institutional Support needs to be clarified in this section also, what is meant by this term?

Section G.3.16 - According to this section, the Director of Personnel appoints the 15 member GRC.

Section G.3.17 - According to this section, the President appoints the 15 member GRC. These two sections need to be restructured so that they no longer are contradictory. Also, we recommend that the same person from Chase who trains the GRC on conducting a hearing should be established as both the Chairperson of the 15 member GRC as well as the Chairperson on the 3 member Hearing Committee. There is no differentiation between the 15 member GRC and the 3 member grievance review committee that hears the grievant. We recommend the 3 member grievance review committee be called the Grievance Hearing Committee for the sake of clarity.

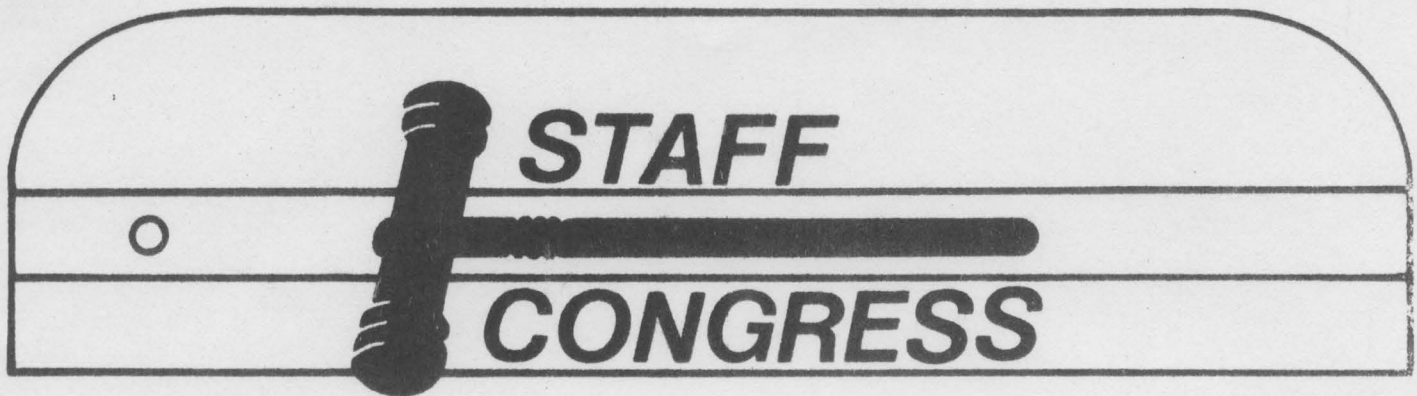
According to the cover letter which accompanied the December 1982 changes to the Red Book, there is a GRC currently functioning and there are procedures set up for the committee to follow. What are they and where are they to be found. Also in this same letter, there was reference made to a "constitution". What does this mean and where is it to be found?

As it states in the By-Laws of Staff Congress - is there someone currently acting as a Liaison for Staff Congress between the Office of Personnel and the Office of Affirmative Action? Is this person on the GRC?

Before this Ad Hoc Committee can fulfill our charge to clarify the role of the grievance committee, we feel we need to have the questions raised in this memo answered.

If the committee is going to be set up to do nothing more than to see that policy is followed in the case of a grievance, then it should be charged to the Policies and Procedures Committee as it stands now. If it is to be set up as a support body for staff, then it should be a separate committee.

To sum up, Section G is redundant in places, contradictory in others, and to all appearances is not currently being followed as written. This committee finds that Staff Congress needs to investigate this issue, resolve these contradictions and answer the questions that we have come up with.



MEMORANDUM

TO: Dr. Leon Boothe
Dr. Gene Scholes

FR: Dan Alford *da*

DA: June 25, 1984

Re: Staff Congress Recommendations

At their June 13, 1984 meeting Staff Congress approved the following recommendations:

1. Proposed changes in Discipline Policy and Procedure
 - 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. The low morale of the staff at NKU, the reasons, and possible solutions were discussed. Staff Congress recommends that President Boothe hold a general staff meeting as soon as possible to update the employees on the state of the University.

DA/vld

cc: Gregg Schulte

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, Chiar

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 vaction days - *no*

2. length of suspension - *to be determined* } *3 days typical*

3. affect on benefits, e.g. vacation
accrual, health insurance *none*

2. Reclassification

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

*bring back to
SC w/ recommendation*

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 Bridwell
Sandy Cunningham
Cindy Dunaway
Linda Sanders
Norman Pomeroy, Chair

1. Proposed Changes in Discipline Policy and Procedure

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

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

Recommendations: a. That C 8.1 and C 8.2 include provision for the employee to comment on any written statement which he/she signs.

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

c. That suspension itself be clarified.

1. use of vacation days
2. length of suspension
3. effect 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 department who made the decision being appealed. The Policy Committee recommends some type of separate review.



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).

-- 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.

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.

*suspension
typically 3 days.
may not use vacation*

*formal recommendations
must be made
July meeting*

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: Thomas Bridwell

Sandi Cunningham

Clady Dunaway

Linda Sanders

Norleen Pomeroy, Chair

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2. Reclassification

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

b. C 8.2.7 allows for an appeal on determination of Director of Personnel. The appeal option is desirable, but it creates a potential conflict of interest. The appeal is to the head of the department who made the decision being appealed. The Policy Committee recommends some type of separate review.

Recommendation: 1. Change C 8.2.7 to allow for an appeal to the Director of Personnel.

Recommendation: 2. Change C 8.2.7 to allow for an appeal to the Director of Personnel.

-- DRAFT --

(one)

C 8

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- 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.
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- 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.

Requests For Reclassification Review

- .8
- .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.
- .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.
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-- DRAFT --

(one)

E 9

Pay Upon Reclassification

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- § 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.