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# STAFF CONGRESS

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## STAFF CONGRESS MEETING

Thursday, December 11, 1997

University Center Ballroom

Luncheon @ NOON - Meeting Follows

### AGENDA

- I. Call to Order
- II. Approval of November 13, 1997 minutes
- III. President's Report - Cheryl Torline
- IV. President Elect's Report - Claire Newman
- V. Regent's Report - Martha Malloy
- VI. Standing Committee Reports
  - A. Benefits - Chuck Pettit
  - B. Constitution & Bylaws - Janice Rachford
  - C. Credentials & Election - Diana Schneider
  - D. Liaison - Rosanne Rawe
  - E. Policies - Carolyn Walsh
  - F. Salary & Budget - Audrey Riffe
- VII. Subcommittee Reports
  - A. Food Service Advisory - Chuck Harmon/J. B. Losey
  - B. Health Utilization - Peg Adams/Chuck Pettit
  - C. Naming Committee - Shirley Welitzkin
  - D. Transportation - Linda Parks/Mary Chestnut
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Closed Session
- XII. Adjournment



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# STAFF CONGRESS

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## STAFF CONGRESS MINUTES

December 11, 1997

UC Ballroom

**Members Present:** Peg Adams, Debbie Bilter, Judy Birkenhauer, Gina Bray, Judy Brueggen, Shew Mei Chen, Mary Chestnut, Ruth Enzweiler, Gail Goedel, Janice Hankla, Marilyn Henderson, Marcia Johnson, Clark Kyle, Pat Lindsay, J.B. Losey, Claire Newman, Linda Parks, Chuck Pettit, Duane Pontius, Janice Rachford, Rosanne Rawe, Ron Rieger, Diana Schneider, Charlene Schweitzer, Marilyn Siry, Dan Snow, Allen Thomas, Jr., Cheryl Torline, Nancy Trimbur, Peggy Vater, Shirley Welitzkin.

**Member Absent:** Chuck Harmon, Audrey Riffe, Carolyn Walsh, and Cheryl Weber.

**V.P. Admin:** Carla Chance   **Liaison:** Margo Ferrante   **Staff Regent:** Martha Malloy

**Office Secretary:** Peg Goodrich

- I.     **Call To Order** - The meeting was called to order at 1:00 p.m, after the nice luncheon.
- II.    **Minutes** - The minutes were approved after the following corrections: The Christmas Eve Work Day Policy is being looked at as a possible whole work day, nothing definite decided on: And under New Business - The ReClass Task Force Committee is working on issues, but did not have a report for this meeting.
- III.   **President's Report:**  
Are there any comments on the Vacation/Annual Leave Policy handout, given at beginning of meeting? Carla Chance made some clarifications and answered questions on the policy which was a corrected copy handed out in a past meeting. The 5 extra days in place of Spring Break will not be added all at once, they will be accrued monthly as regular vacation time is accrued. The Campus Digest will announce when this will go into effect in February 1998. We will have the same holidays and the week of Christmas Break. Christmas Eve work hours are in discussion stages only.
- IV.    **President's Elect Report:**  
Claire stated that due to receiving calls from staff in offices with Staff Congress Members that some information is not being reported correctly, especially concerning Christmas Break. Christmas Break is not being considered to be taken away. We need to be more supportive of President Votruba, and Staff Congress Members are asked to help stop the rumors from forming!
- V.     **Staff Regent:**  
Martha Malloy reported that the Board of Regents will meet again in January and the Vacation/Annual Leave Policy is on the agenda.
- VI.    **Standing Committees:**
  - A.   Benefits - No report.
  - B.   Constitution & Bylaws - No report.
  - C.   Credentials & Elections - No meeting will be held until spring 1998.
  - D.   Liaison - Please keep sending in NKU news.
  - E.   Policies - Still working hard.
  - F.   Salary & Budget - No report.

VII. **Subcommittee Reports:**

- A. Food Service Advisory- Chuck Harmon absent because of surgery. He is supposed to return to work next week.
- B. Health Utilization - Watch for new medical cards if you have signed up with a different carrier in October. Some Aetna members have received cards in the mail already.
- C. Naming Committee - No report.
- D. Transportation - No report.

VIII. **Old Business:**

Peg Adams thanked everyone who donated Christmas Stocking items for their project for student families who need assistance during the Christmas Holidays. Other than stockings, Student Support will also have a Santa Shop for their students. Anyone wishing to help, please call Student Support to see what is still needed. Donations will be accepted until Monday, December 22.

IX. **New Business:**

Since we are not having football, some NKU Students feel the new \$20 athletic fee should still go into the Athletic Enhancement Fee for current sports and to start up new ones.

Some concerned Physical Plant staff would like to change the system of posting time sheets. At present, they are posted where anyone can read their personal information, such as social security numbers.

Carol Crowley would like to know if the Santa Breakfast can continue for Faculty/Staff employee children, since Student Life can no longer do it. Mary Chestnut stated that Student Activities did this at a loss. After discussion, it was decided that there was not enough money or support for Staff Congress to take on this project.

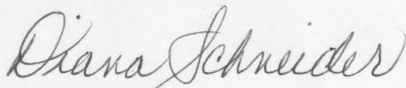
Nancy Trimbur had a call concerning: If a NKU employee has credit hours left over, can it be transferred to spouse to use. Answer: No, this can not be done.

X. **Announcements:** No announcements.

XI. **Closed Session:** Staff Congress did not go into closed session.

XII. **Adjournment:** The meeting was adjourned at 1:55 p.m.

Respectively Submitted,



Diana Schneider,  
Secretary

## VACATION/ANNUAL LEAVE

- F 3.1 It is the policy of the University to grant vacation/annual leave with pay to all staff members employed on a regular basis, as defined at B 4, and who have successfully completed the initial probationary period. Vacation/Annual leave provides the opportunity for rest, recreation, and relaxation necessary to the maintenance of effective work performance, and all eligible employees are expected to take their vacation/annual leaves regularly.
- F 3.2 Vacation/Annual leave begins accruing on a ~~monthly~~ **pay period** basis from the initial date of employment, and shall be credited at a rate of one-twelfth of the annual leave allowance on or before the first day of the calendar month following the completion of each calendar month of employment. No vacation/annual leave may be taken prior to successful completion of the initial probationary period.
- F 3.3 Annual vacation/annual leave allowances are as follows:
- A. For Administrative positions, as defined in B 3, the annual allowance is ~~20~~ **25** days.
- B. For exempt Professional and Managerial classified positions, as defined in B 3, the annual allowance for each of the first nine years is ~~15~~ **20** days.
- After completing nine years of service, the annual allowance is ~~20~~ **25** days.
- C. For non-exempt Office, Clerical, Technical, & Scientific and Service & Maintenance, as defined in B 3, the annual allowance for the first four years of services is ~~12~~ **17** days.
- After completing four years of service, the annual allowance for each of the next five years of services is ~~15~~ **22** **20** days.
- After completing nine years of service, the annual allowance is ~~20~~ **25** days.
- F 3.4 If a staff member transfers from one department to another, the amount of vacation/annual leave accumulated as of the date of the transfer will remain with the employee and will be carried over into the new department.

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## VACATION/ANNUAL LEAVE

- F 3.5 If a staff member is promoted, demoted, reclassified, or otherwise moved from a position in one employment category, to a position in a different employment category for purposes of calculating years of service the initial date of employment with the University will be used. The staff member's accrued unused vacation/annual leave will be transferred and will not be recalculated on the new vacation/annual leave allowance. From the date of transfer forward that rate will be on the new vacation/annual leave allowance schedule.
- F 3.6 Except as provided at C 7, if a staff member is voluntarily or involuntarily terminated and later re-employed, the last date of re-employment will be used for purposes of calculating years of service.
- F 3.7 Vacation/Annual leave will continue to ~~accrue~~ **accumulate** each ~~month~~ **pay period** until the **accrual** maximum ~~number of vacation days~~ has been reached...
- 20 ~~25~~ days annual accrual - 20 days maximum **allowance**  
15 ~~20~~ days annual accrual - 15 days maximum **allowance**  
12 ~~17~~ days annual accrual - 12 days maximum **allowance**  
Part-time annual accrual - ~~40 hours maximum~~ **based on FTE of full-time equivalent**
- No further accrual will be made until the staff member takes vacation/annual leave and his number of days of vacation/annual leave is less than the maximum **accrual** allowance.
- F 3.8 If a staff member employed on a full-time temporary status basis is changed to regular status, the period of temporary employment may be considered for purposes of calculating months or years of service. For this consideration to be granted the temporary employment must have substantially involved work related to that which is performed in the permanent position. Requests for approval of temporary employment meeting these requirements must be submitted by the appropriate department head with approval of the Major Department Head to the Director of Personnel Services who shall review the request. The decision reached by Personnel Services is final.
- F 3.9 Payment in lieu of unused vacation/annual leave is not authorized, except as provided at F 4.
- F 3.10 Should a recognized University holiday occur during an authorized vacation/annual leave period, the holiday will not be charged as a day of vacation/annual leave time, except that no holiday will be recognized during terminal vacation/annual leave.

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## VACATION/ANNUAL LEAVE

- F 3.11 All authorized leaves of absence will be considered as time worked for purposes of computing years of service. Vacation/Annual leave will continue to accrue during leaves with pay, but will not accrue during leaves without pay.
- F 3.12 Regular status full-time and part-time employees who are scheduled to work less than twelve (12) months or 37.5 hours per week, but at least 1040 hours a year; (i.e. summers scheduled off or part-time) accrue vacation/annual leave ~~on the part-time accrual basis of 3 hours and 20 minutes for each calendar month worked.~~ **based on the FTE of the position.**
- F 3.13 Vacation/Annual leaves are to be scheduled at time that are most convenient to the staff member's department, although the staff member's preferences will also be given due consideration. Vacation/Annual leave schedules in each department will be arranged to provide adequate staffing to meet the work loads of the department. A department head may, in the best interest of the University, specify periods during which staff members may not take Vacation/Annual leaves. All vacation/annual leave requests must be approved in advance by the staff member's department head who is responsible for insuring that the employee is eligible for the amount of vacation/annual leave requested. The staff member will not be paid for vacation/annual leaves that have not been approved by the department head, or which exceed the amount of vacation/annual leave accrued according to the official records maintained by Personnel Services, or which are in violation of any University policies or procedures including those provided in this section.
- F 3.14 The Director of Personnel Services is responsible for any interpretations of these vacation policies and will maintain the official records necessary to provide an accurate and equitable vacation/annual leave system.

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## TERMINAL VACATION/ANNUAL LEAVE

- F 4.1 Employees who anticipate termination due to resignation, retirement, reduction in force, reorganization, etc., or who anticipate moving to a position not providing vacation/annual leave (i.e. staff to academic year faculty, should use all accumulated vacation/annual leave prior to the effective date of such action.
- F 4.2 ~~Employees who are involuntarily terminated for reasons of misconduct, or who fail to provide two (2) weeks notice prior to voluntary termination, are not eligible for terminal vacation/annual leave pay.~~
- F 4.3 2 If approval is granted to pay terminal vacation/annual leave, p Payment will be equal to the amount of vacation/annual leave an employee has accumulated as of the last day of employment. ~~In no case will payment for terminal vacation/annual leave exceed the accrual rate which can be accrued in twelve(12) months.~~ The maximum terminal vacation/annual leave that can be paid is as follows:
- |                           |   |
|---------------------------|---|
| Administrators            | - 20 days maximum paid                                |
| Professional/Managerial   |   |
| Exempt                    | - 15 days maximum paid                                |
| over 9 years employment   | - 20 days maximum paid                                |
| Office/Clerical/Technical |   |
| Service/Maintenance       |   |
| Non-Exempt                | - 12 days maximum paid                                |
| over 4 years employment   | - 15 days maximum paid                                |
| over 9 years employment   | - 20 days maximum paid                                |
| Part-time                 | - 40 hours maximum paid based on FTE for the position |
- F 4.4 3 In accordance with F 3, terminal vacation/annual leave pay, when granted, will not include payment for holidays occurring during the terminal vacation period.
- F 4.5 4 In the event of employee death, the final salary payment will include payment for accrued vacation/annual leave up to the maximum allowed for terminal vacation/annual leave.
- F 4.6 5 Staff members who have not successfully completed the initial probationary period prior to the last day of employment will not be eligible for terminal vacation/annual leave pay.

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## TERMINAL VACATION/ANNUAL LEAVE

- F 4.7 6 ~~If authorized for payment,~~ † Terminal vacation/annual leave shall be paid at the employee's rate of pay as of the last day of employment which is the last day worked **and will be paid on the next regular pay cycle of the employee.**
- ~~F 4.8 — In calculating terminal vacation/annual leave, a staff member will be entitled to a final month's accrual only if he has been employed for 20 or more calendar days since the end of the last full month of employment.~~
- F 4.9 7 For purposes of this Section, the last day of employment will be the termination date as indicated of the staff member's terminating Personnel Action Request (PAR) which is the last day worked. For employees moving to positions which do not provide vacation/annual leave, the date of termination from the current staff position will be considered as the last day of employment.
- F 4.10 8 Terminating employees may not extend their last working day to encompass a holiday, unless approved by the Major Department Head because of extenuating circumstances.
- F 4.11 9 Grant and Contract employees are not eligible for terminal vacation/annual leave as grants/contracts provide no funds for such payments.

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Northern Kentucky University  
Assistant Treasurer/Payroll Manager

AC 616 - 572-6326

— Dan  
— Dave  
— Lisa  
— Cindy  
✓ DRAN A

December 4, 1997

**TO:** Chairs, Department Heads and Directors

**FR:** Theresa Westlund, Assistant Treasurer/Payroll Manager *Theresa*

**RE:** 1998 Payroll Schedules

Attached is the 1998 Monthly Payroll Calendar for exempt faculty and staff, and the 1998 Payroll Schedule for biweekly non-exempt staff.

Additionally, with the new taxable year the following updated items are:

- The 1998 earnings base for the OASDI portion of the social security tax has increased to \$68,400 and the rate has remained the same (6.20%).
- The federal tax tables have changed slightly and you may see a change in the federal tax withholding on your paycheck stub.
- For those individuals who reached the annual maximum for Campbell or Kenton county tax, withholding will begin again for the new year.
- If you claim exempt from federal tax withholding or claim more than 10 exemptions, you must complete a new 1998 W-4 by February 10, 1998. Forms will be available in the Payroll or Personnel offices.

Please review your pay check stub carefully to insure that the proper deductions and taxes are being withheld.

If you have any questions regarding pay period dates or the above information, please contact Payroll department at X-6326. If you have any questions regarding PAR dates, please contact the Personnel Services at X-5200.

Thank you.

cc: Mike Baker  
Margo Ferrante



# Staff Congress' Holiday Treat Time



Created Exclusively for  
Staff Congress Members & Special Guests  
Greetings Ltd.  
1997



You are invited to attend a buffet luncheon prior to the December Staff Congress meeting on December 11. The luncheon will be served at noon, and the meeting will be called to order at 1 p.m.

Reservations are necessary. Please RSVP by contacting Peg Goodrich, X6400, or by e-mail [goodrich@nku.edu](mailto:goodrich@nku.edu)

The luncheon is in appreciation of your serving on Staff Congress.