

# STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

## AGENDA

Staff Congress Meeting  
Thursday, May 11, 1989

1:00 p.m. UC 108  
(Note Change of Meeting Location)

- I. Call to Order
- II. Approval of April 13, 1989 minutes.
- III. President's Report - Diane Hunley
- IV. Vice President's Report - Janet Krebs
- V. Committee Reports

Benefits - Sue Roth

Recommendation regarding part time employees vacation

Constitution & Bylaws - Ron Rieger

Credentials & Elections - Peg Goodrich

Policies - Cathy Dewberry

Liaison - Rosanne Rawe

### Other Committee Reports

#### University Wide Committees:

Food Service Advisory Committee - Ron Rieger, Peg Goodrich

Parking and Traffic Control Committee - Chrissie Groh

Women's Center - Virginia Stallings

Salary Administration Consultant - Janet Krebs

Past Presidents Review Committee - Janet Krebs

Library Automation - Rosanne Rawe/Debbie Chalk

Emergency Evacuation - Virginia Stallings

#### Ad-Hoc Committees:

Flexible Benefits

Scholarship Committee - Elaine Shafer

JUNE 12  
REVISION

### VIII. Old Business

### IX. New Business

### X.. Adjournment

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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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## STAFF CONGRESS MINUTES

MAY 11, 1989

UNIVERSITY CENTER 108

**Members Present:** Gary Easton, Shirley Garrett, Joe Gimpel, Peg Goodrich, Donna Gosney, Marilyn Gosney, Chrissie Groh, Marilyn Henderson, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Margaret Lester, Barbara Martin, Lola Moore, LaVerne Mulligan, Rosanne Rawe, Ron Rieger, Rocke Saccone, Marjorie Scheller, Elaine Shafer, Virginia Stallings, Nancy Trimbур, Jim Wilson;  
**Ex officio:** Mike Hickman.

**Members Absent:** Cathy Dewberry, Chuck Harmon, Pat Markus, Donna Messer, Sue Roth.

**I. Call to Order:** President Hunley called the meeting to order at 1:10 p.m. Quorum present. Attendance Note: Staff Congress presently has 29 members; 24 members were in attendance for the May 11 meeting.

**II. Minutes of April 13 approved.**

**III. President's Report: Diane Hunley**

1. Committee yearly reports requested from chairs and/or committee members.
2. Executive Council will be meeting with Dr. Scholes before and after each Staff Congress meeting.

**IV. Vice President's Report: Janet Krebs**

1. Board of Regents meeting attended; everyone encouraged to attend at some time to view the proceedings. Next quarterly meeting will be held in July.
2. Supplemental pay policy was submitted and approved by the Board of Regents.

**V. Committee Reports**

**1. Benefits: Elaine Shafer for Sue Roth**

Committee recommendation\* that part-time employee vacation accrual policy remain unchanged was seconded and approved. Short-term disability still under study. Colonial Life offers a short-term disability package to state employees. This plan does not require a set number of employees to participate, rates are competitive, and qualifies for deduction under the tax free benefit plan. Your benefit of pay each week is based on the particular plan chosen; you can choose an amount up to full salary or less.

**2. Constitution & Bylaws: Ron Rieger**

No report; chair absent.

**3. Credentials & Elections: Peg Goodrich**

Process of elections explained. Concern had been expressed over confidentiality with signature required on name label. The signature is needed to validate the ballot; ballots are taken from envelopes by tellers and counted all at one time. There has been a good return so far; Peg has returned some ballots for signature. Following voting, a congratulatory memo will be sent to the elected encouraging each one to seek an office. This also aids the Elections Committee with nominations.

**4. Policies: Janet Krebs for Cathy Dewberry**

Staff Congress was asked to respond to two draft policies, Supplemental Pay and Temporary and Contract Employment\* via memo received April 19; response requested by April 21. Again, time allowed only for a response from the Committee with no presentation to Staff Congress for approval. This concern was stated firmly with the response and accompanying memo to Dr. Scholes. The stated concerns of the committee were not addressed as the Supplemental Pay Policy was submitted and approved by the Board of Regents. The policy for staff still references faculty even though a separate faculty supplemental pay policy is being proposed.

Temporary and Contract Employment and Reclassification (3 parts) draft policies will be under study by the Policies Committee. Reclassification draft has not been received. A response has been requested by June 19. Dr. Scholes would like to submit these two policies at the July Board of Regents meeting.

A flow chart (requested of Mike Hickman by Dr. Scholes) is being prepared to help avoid future dilemma with time constraints, working with regularly scheduled meetings and allowing sufficient time for full approval from governance units.

**5. Liaison: Rosanne Rawe**

A draft of the proposed information brochure\* explaining Staff Congress and its functions was presented for Congress' approval. Draft was unanimously approved. The draft will go to Dr. Scholes for his comments. A final copy will be presented to Staff Congress for approval before printing. The brochure is to be sent to all current employees and will be given to all new employees during their orientation period by Personnel Services. It is anticipated this project will be completed prior to the completion of this Congress.



## **VI. University-wide Committees**

### **1. Food Service Advisory: Ron Rieger & Peg Goodrich**

Advisory Board has had no meeting. Skyline Chili is now closed; a proposal for replacement has been submitted by Seilers. Seiler's now operating on summer schedule.

### **2. Parking & Traffic Control: Chrissie Groh**

AS&T parking lot has been designated for faculty and staff with reserved and visitor parking through 4:30 p.m. It has been decided not to move the information booth. A new area is under study as designated parking for motorcycles. More handicap parking will be assigned to Lot N, and Lot A is now being changed to accommodate more handicap spaces.

### **3. Women's Center: Virginia Stallings**

Has now received a final summary of the Center's activities for the past year which will be made available.

### **4. Salary Administration Consultant: Janet Krebs**

Ray Fortunato will be visiting on campus with Dr. Scholes Friday, May 12. Dr. Scholes is looking for the report to be ready late summer/early fall to be used in next year's salary process. There has been no written report.

### **5. Past President's Review: Janet Krebs**

A brainstorming meeting was held and consideration being given to a half-day support workshop for members of Staff Congress to promote motivation, commitment, and involvement of members along with administrative support and recognition of those serving.

### **6. Library Automation: Rosanne Rawe**

Rosanne corrected report on RFP's; the requests did not go out yet but are expected to be out late May/early June.

### **7. Emergency/Evacuation: Virginia Stallings**

Virginia has not been contacted for any set meeting.

### **8. Wellness Committee: Diane Hunley for Sue Roth**

Program recommendations have been submitted: expansion of the current Health Center Weight Room (approved); permanent part-time position for director of the Wellness Program (pending); temporary part-time position for coordinator (pending); and purchase of additional fitness equipment (pending).

**VII. Ad hoc Committees**

**1. Flexible Benefits: No report**

**2. Scholarship Committee: Elaine Shafer**

The recipients have been selected and committee is waiting confirmation of acceptance. As soon as the recipients respond, their names will be released. The presentation will be made at the June meeting prior to our regular meeting (12:00 noon in the Ballroom). The University community will be invited through the newsletter.

**VIII. Old Business: None**

**IX. New Business**

**1. Drug Free Workplace Policy:** An ad hoc committee was appointed to study this policy and present recommendations at the June meeting. Marjorie Scheller, Barbara Martin, and LaVerne Mulligan consented to serve. LaVerne will set the meeting.

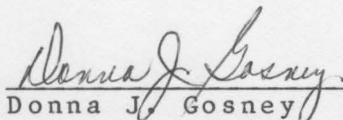
**2. Revised Draft of the Strategic Plan:** Staff Congress has been requested to respond to the revision. Diane will work with Virginia Stallings and Ron Rieger on the response.

**3. Announcements:** The next Staff Congress meeting will be June 8, University Center Ballroom, with the Scholarship presentation at twelve o'clock noon and the regular meeting beginning at one o'clock. Refreshments will be served; please RSVP your attendance to Peg to help with ordering.

**Staff Congress Chairs Meeting: May 30, AC 105, 2:00 p.m.**

**X. Adjournment:** There being no further business, motion to adjourn was made and seconded at 2:55 p.m.

Respectfully submitted,

  
Donna J. Gosney  
Secretary/Treasurer

\*Attachment for permanent records



\_\_\_\_\_  
Staff

\_\_\_\_\_  
Congress

*Staff working for staff*

## WHO:

we are defined as employees who are neither members of the Central Staff, an academic dean, personnel in the Administrative category, an academic department chairperson a faculty member or work study student as defined in the Personnel Policy and Procedure Manual.

## WHAT:

Staff Congress consists of 35 members. These members are elected from specific employment areas and categories as described in the By-laws. All support staff members with a minimum of one year continuous University employment are considered eligible to seek election to the Staff Congress for a term of two years.

## WHEN:

General Staff Congress meetings are open to non-members and are held once a month. Visitors are welcome. However, if anyone should wish to introduce a topic at the meeting, they must contact the Executive Council prior to the meeting in order to be placed on the agenda.

## WHY:

To create a stronger bond within the staff, solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole. The Staff Congress shall continually review all university policies and documents affecting staff affairs and welfare and make recommendations concerning these matters to the President's Office and to the Director of Personnel Services. Likewise, the Staff Congress shall seek representation in all aspects of Northern Kentucky University governance.

## Standing Committees

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### BENEFITS:

This committee concerns itself mainly with personnel benefits programs.

### CONSTITUTION AND BYLAWS:

This committee's main function is to clarify and make necessary adjustments to the constitution and bylaws the Staff Congress.

### CREDENTIALS & ELECTIONS:

The main function of this committee is the conducting of Staff Congress elections. They are also charged with the duty of conducting continuing studies of the structure of the University support staff in order to insure that Congress continues to represent all staff employees fairly.

### LIAISON:

This committee shall maintain continuing contact with the Faculty Senate, Student Government, the administration, and other University governing bodies that may be pursuing similar or common goals to facilitate coordination and permit joint effort and cooperation on matters of mutual interest and direction. They are also responsible for the publication of the monthly *Staff Congress Newsletter*.

### POLICIES & PROCEDURES:

The main function of this committee is to consider those changes or additions affecting personnel policies at Northern. This work involves recommendations concerning adjustments, improvements and refinements to policies and procedures listed in the *Personnel Handbook*.

This committee may also be given special assignments or recommendations to consider per the request of the president of Staff Congress.

Staff Congress also appoints a representative to University-wide Standing Committees such as the Scholarship Committee, Traffic and Parking Control Committee, The Women's Center, Food Service Committee, et. al.

Staff Congress  
105 Administrative Center  
Telephone (606) 572-6400









Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMORANDUM

March 17, 1989

TO: Staff Congress

FR: Benefits Committee

RE: Part-time employees vacation accrual

It is our recommendation to Staff Congress that the part-time employees vacation accrual policy remain unchanged. After studying the matter and checking with other Universities and local companies, we believe that our current policy is comparable and in many cases superior to those offered by other institutions.

Committee members:

A handwritten signature in cursive script, reading 'Sue Roth', written over a horizontal line.

Sue Roth, Chair

Gary Easton  
Margaret Lester  
Marjorie Scheller  
Elaine Shafer



Northern Kentucky University  
Highland Heights, Kentucky 41076-1448  
(606) 572-5100

*Supplemental Pay Policy  
approved by Board of Regents 5/10/89  
Went to Board without approval  
of Full Staff Congress*

April 21, 1989

TO: Diane Hunley, President  
Staff Congress

FR: Policy Committee  
Shirley Garrett  
Chrissie Groh  
Joe Gimpel  
Janet Krebs ✓

RE: Supplemental Pay Policy and  
Temporary and Contract Employment Policy

The Policy Committee met today to review the above policies. Several concerns were expressed by the committee. The first concern is the short notice we were given to review and respond to these policies. We felt we could have been more thorough if we had had adequate time to review and present these policies to the full Staff Congress for their approval. The concerns listed below are those identified by the Policy committee only and do not reflect the entire Congress. This troubles us but we realize you needed a review by Friday, April 21.

#### Supplemental Pay Policy

1. Does this policy include faculty? We believe a policy that is going into the "Redbook" applies only to staff, yet this policy refers to faculty in sections 15.1, 15.5, and 15.7.
2. Section 15.6.3 - Does the second sentence refer to UNV 101?
3. Section 15.6.3 - Under what circumstances do they qualify for supplemental pay if not normally? We feel it would be better to leave out the word normally.
4. How is the policy going to be monitored? By what office?

#### Temporary and Contract Employment

1. Section 1.5 - What about Affirmative Action and nepotism?
2. Section 1.2 - Is this benefit eligibility determination based on current policy. This section seems to be in conflict with the current "Redbook" policy.

3. Section 1.7 - What is regular status? Regular status is not defined in the current "Redbook".
4. If this policy is approved, does not Section F 3.1. need to be changed.
5. The policy starts out identifying Temporary and Contract Employment and then includes Grant employment in Section T 1.8 and T 1.9. We believe this is inconsistent.
6. Is Section Q going to be eliminated?
7. Section 1.9 - We strongly believe that every employee of NKU should have access to the Grievance procedure. (what about sexual harassment, as an example.)



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

SEC T

SUBJECT: TEMPORARY AND CONTRACT EMPLOYMENT

APPROVED:

- 1.1 DEFINITION: A TEMPORARY employee is an employee hired as either an interim replacement for a position until the search has been completed to fill the position on a regular basis or for a position that is expected to last less than six (6) months. These positions can be either full or part-time.
- 1.2 CONTRACT employment occurs when a temporary position is expected to exceed six (6) months. This status requires the initiation of a contract with the individual, thus providing specific job duties for a specific length of time. The position is to be no more than thirty-six (36) months maximum, unless approved by the President. The University may wish to issue the contracts in six months to one year increments. The contract must be approved by Personnel Services and the President of the University or designee. The contract employee is eligible for benefits assigned to his job classification and as any other employee governed by University's policies and procedures. This position must be referred by Personnel Services, reviewed by Affirmative Action, and posted.
- 1.3 All new temporary positions, regardless of the length of expected employment must be reviewed by Personnel Services for proper grade and salary level prior to the employment process.
- 1.4 Departments may hire a temporary employee for a period of up to six (6) months for the replacement of a staff member who is on vacation, sick leave, or on an interim basis for a vacant position until the position is filled on a regular basis.
- 1.5 A temporary appointment for a period of up to six (6) months may be hired with or without the assistance of Personnel Services by processing a PAR.
- 1.6 Temporary employees do not receive any benefits such as health insurance, holiday, vacation, etc.



- 1.7 If a temporary or contract appointment is changed to regular status, the period of continuous temporary or contract employment will be considered for purposes of calculating months or years of service. In no case, will the University place the employee in benefit plans or make pay adjustments retroactively. This does not affect the employee's probationary period which begins at the time of regular appointment for the purposes of performance review and pay adjustment.
- 1.8 These guidelines apply to both University and grant funded positions.
- 1.9 Temporary and grant employees do not have access to the University's grievance procedures. All other policies in the Redbook are applicable to temporary/contract employees according to their appointment status, except where the context of the policy clearly indicates otherwise.
- 1.10 Non-exempt temporary and contract employees starting pay will be no less than the federal minimum wage nor more than the established base rate for the position.
- 1.11 Exempt temporary and contract employees will be paid no more than the minimum rate established for the position, unless approved by the President.
- 1.12 Non-classified contract labor will be paid at a rate established by Personnel Services and the Major Department Head.
- 1.13 Temporary/Contract labor employees are eligible for a general increase. Temporary employees are not eligible for other types of pay increases, but contract employees are eligible.



Northern Kentucky University  
Highland Heights, Kentucky 41076

NORTHERN KENTUCKY UNIVERSITY  
EMPLOYMENT AGREEMENT

This agreement is entered into by and between Northern Kentucky University, hereafter referred to as "NKU", and \_\_\_\_\_, hereafter referred to as "Employee", and is made as of and is to be effective as of \_\_\_\_\_.

The Employee is to serve as \_\_\_\_\_, performing such duties as may be assigned to him/her by NKU in this capacity. He/She shall begin to perform duties for NKU for a period beginning \_\_\_\_\_ and terminating on \_\_\_\_\_ upon the terms and conditions as contained in this employment agreement unless otherwise terminated as provided for in this agreement.

The Employee shall be entitled to those employment benefits and privileges provided to staff members of similar job classifications that are on regular status.

The Employee shall be compensated at the agreed rate for the position \_\_\_\_\_ and may be eligible to receive salary adjustments based on University salary increase guidelines.

Upon the termination of this contract on \_\_\_\_\_, this agreement may be renewed (up to a maximum of thirty-six (36) months of service) with the consent of both parties. If the University wishes to renew the contract, notice shall be given no less than sixty (60) days before the termination date of this agreement.

It is understood and agreed that in the event that the position and job responsibility is no longer the same or needed that either party may terminate this agreement by providing the other party a sixty (60) day written notice of termination.

It is agreed and understood that the Employee is governed by the Personnel Policies and Procedures, including performance standards of NKU and may be terminated and this agreement made void if the Employee is in violation of said Policies and Procedures for just cause without notification.

\_\_\_\_\_  
President  
NKU

\_\_\_\_\_  
Employee  
Address

\_\_\_\_\_  
NKU Personnel Services

\_\_\_\_\_  
Department Head



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

SEC E

SUBJECT: SUPPLEMENTAL PAY

APPROVED:

- 15.1 The University recognizes that there may be occasions where an employee may be the most appropriate person to undertake a specialized assignment and supplemental payment is appropriate. The purpose of this policy is to establish guidelines for determining circumstances under which supplemental pay is payable. Administrators are urged to insure that this policy is not abused and that the normal functions of the fiscal year faculty/staff member involved are not impaired by supplemental undertakings.
- 15.2 When requesting supplemental pay, a sign-off document outlining the job agreement and compensation level must be submitted by the department to be charged and routed for approval by the department director to Personnel Services, to the appropriate Vice President(s) (the Vice-President of the charged department and the employee's Vice-President). At each level, the reason for supporting the request must be stated. The employment agreement must contain the hours of work required and the estimated rate per hour or flat fee in accordance with the University's wage and salary structure, as approved by Personnel Services. Any exceptions to the established guidelines must have Presidential approval.
- 15.3 The total supplemental pay which an employee may receive during a fiscal year shall not exceed twenty-five percent (25%) of the employee's base annual salary for the fiscal year, unless approved by the President.
- 15.4 Before payment is made the employee and the immediate supervisor for the supplemental pay position must certify on the sign-off document that the work has been done. The employee and the employee's regular supervisor must certify that the normal assigned duties were not affected. The PAR must provide documentation of the purpose for the supplemental pay, the dates worked, and the calculation.
- 15.5 Supplemental pay does not encompass pay for "Acting" or assigned overload, or summer sessions for faculty.



## GUIDELINES:

- 15.6. In an instance where supplemental pay is requested, the following criteria must be satisfied:
- 15.6.1 The Assignment clearly serves the best interest of the University.
- 6.2 The assignment is clearly beyond the scope of the specific duties of the employee's regular position that is performed during the employee's normal working hours.
- 6.3 The assignment to be performed is at a time totally separate and apart from the employee's normal and usual working hours, such as teaching a night or continuing education class or teaching a day class if a night shift employee. If a full-time University employee teaches part-time during regular University working hours, this does not normally qualify for supplemental pay.
- 6.4 The assignment will not interfere with the performance of regularly assigned teaching, research, service, administrative, or other duties.
- 6.5 The assignment is of a special and infrequent nature, making it unfeasible to hire a temporary employee.
- 6.6 The assignment does not pose any "conflict of interest" among the employee, the University, and any third party such as grant funds. An employee may not be paid supplemental pay for participation in programs which serve the same clientele as that which the employee was employed to serve. If a University employee desires to act as a project director on a grant, then an allocation of the existing University salary will be reduced and the percentage of the project charged to the grant. Grant funds are University funds and are allocated according to the University's Policies and Procedures.
- 6.7 A University employee may elect to take accrued vacation time for working on a supplementally compensated assignment.
- 6.8 The assignment cannot commence until the request has been approved by all appropriate levels.



SEC E

SUBJECT: SUPPLEMENTAL PAY

15.7

Because of the importance of persons holding executive, administrative, and managerial positions to the daily operation of the University, these persons are urged to limit such activities. Fiscal year faculty and staff are considered to be assigned for 52 weeks per year, therefore, they have limited opportunity for supplemental pay by the University.

15.8

Non-exempt employees are paid on an hourly basis for hours worked. Hours worked in excess of 40 hours per week must be compensated at time and a half. Time worked on supplemental assignments is not a separate entity but a combination of the regular job.