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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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## STAFF CONGRESS MEETING

Thursday, January 14, 1993

1 p.m.

University Center 108

- I. Call to Order
- II. Approval of December 10, 1992 minutes
- III. President's Report - Linda Wright
- IV. President-Elect's Report - Chuck Pettit
- V. Standing Committee reports
  - Benefits - Cheryl Torline
  - Constitution & Bylaws - Elaine Shafer
  - Credentials & Election - Ruth Enzweiler
  - Liaison - Gayle Vaughn
  - Policies - Allen Bloomhuff
  - Salary & Budget - Sue Roth
- VI. AdHoc Committee Reports
  - Enrollment Planning: Sue Roth
  - Food Service Advisory: Sandy Flora
  - Health Utilization: Cheryl Torline
  - Naming Committee: Janet Krebs
  - Parking & Traffic Control: Gail Jewell
  - V.P. for Student Affairs Search: Carol Maegly
  - Smoking Policy: Ruth Enzweiler/Claire Newman
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. 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  
January 14, 1993  
UNIVERSITY CENTER ROOM 108

Members Present: Judy Birkenhauer, Allen Bloomhuff, Judy Brueggen, Ruth Enzweiler, Jack Geiger, Donna Gosney, Chuck Harmon, Marilyn Henderson, Janet Krebs, Joyce Moore, Pat Morris, LaVerne Mulligan, Claire Newman, Chuck Pettit, Sue Roth, Shirley Scharf, Diana Schneider, Elaine Shafer, Annette Simpson, Jay Stevens, Angie Tolle, Cheryl Torline, Peggy Vater, Gayle Vaughn, Carolyn Walsh, Gail Wight, Linda Wright.

Liaison: Margo Ferrante.

Members Absent: Sandy Arn, Steve Derrick, Sandy Flora, Gail Jewell, Cheryl Lippert, Carol Maegly, Shirley Raleigh.

Guests: Nathan Smith, Dennis Taulbee.

- I. Call to order - The meeting was called to order at 1:04 p.m. with a quorum present.
- II. Minutes of the November 12, 1992 meeting were approved with change of January meeting date from 12 to 14.
- III. President's Report - Linda Wright received a response from Dennis Taulbee on the resolutions initiated by Faculty Senate and approved by Staff Congress: The Administration proposes to conduct a systematic evaluation of buildings on campus for air quality, beginning with Landrum. The proposal to make the Faculty/Staff dining room a non-smoking area has been turned over to the Smoking Policy committee. Linda has received a memo from Dr. Boothe requesting a staff member to serve on the Lincoln Award Selection committee.
- IV. President Elect's Report - Chuck Pettit. Titling committee is now working on a draft recommendation. Information will be communicated throughout the process for staff input.
- V. Standing Committee Reports.
  - Benefits - Cheryl Torline. No report.
  - Constitution and Bylaws - Elaine Shafer. No report.
  - Credentials and Elections - Ruth Enzweiler. Committee met Tuesday January 12. They are evaluating the feasibility of using electronically scanned sheets for Staff Congress election balloting.

Liaison - Gayle Vaughn. No report.

Policies - Allen Bloomhuff. The committee met with Dennis Taulbee and Margo Ferrante on the Temporary Disability Leave Policy. Staff Congress voted on the Americans with Disabilities Act document; it was approved with no dissent.

Salary and Budget - Sue Roth. The committee met the previous week. They have requested a meeting with the Budget Office, tentatively scheduled for February 16, to discuss budget updates.

VI. Ad Hoc Committee Reports.

Enrollment Planning - Sue Roth. No report.

Food Service Advisory - Sandy Flora. No report.

Health Utilization - Cheryl Torline. No report. Margo Ferrante reported that new PruCare Plus cards mailed recently with a \$50.00 ER (Emergency Room) co-pay is a mistake. The amount has not increased from \$25.00. (PruCare HMO, though, does have a \$50.00 ER co-pay).

Naming of Facilities and Endowments - Janet Krebs. The committee will meet in early February.

Parking and Traffic Control - Gail Jewell. No report.

Vice President/Student Affairs Search - Carol Maegly. Position has been filled and due to start February 15.

Smoking Policy Committee - Claire Newman and Ruth Enzweiler. Committee met before Christmas. Dennis Taulbee reported that the committee has looked at trends, at University of Louisville's policy, and UC Hospital policy. Dennis discussed the Governor's ban and NKU's compliance. Many comments have been received from staff, faculty, and students. A policy should be in place this spring.

VII. Old Business - No old business.

VIII. New Business - Jack Geiger suggested that Staff Congress arrange a meeting with second shift employees.

IX. Announcements - Margo Ferrante reported that W2 forms were distributed with payroll last week. Linda reported that a retirement coffee is scheduled for Betty Alexander on January 22. Dennis reported that parking fees will not increase this year, and reserved parking will remain unchanged.

X. Closed Session - SC did not go into closed session.

XI. Adjournment - There being no further business, the meeting adjourned at 1:38 p.m.

Next Staff Congress meeting - February 11.

Respectfully submitted;

  
Jay L. Stevens, Secretary



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# **STAFF CONGRESS**

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Northern Kentucky University Highland Heights, Kentucky 41076

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## **M E M O R A N D U M**

**TO:** All Staff Congress Members

**FROM:** Chuck Pettit, Co-Chair  
Titling Committee

**RE:** Titles

**DATE:** January 22, 1993

Please find enclosed a list of titles and the proposed changes to those titles. Please peruse this document and prepare any questions you may have. We will address your questions at the Staff Congress meeting on February 11.

Your director or department head will be receiving the same information to share with individuals within his/her department. However, your charge is to share this information with your fellow workers and get comments from them.

We need and appreciate any and all of your help, suggestions, and concerns. What we do now will affect each one of us now as well as future NKU employees.

Again, thank you for your help.

CP:lgc

Enclosure

CURRENT JOB TITLE	PROPOSED JOB TITLE	GR. GP.
PARKING SERVICE ATTENDANT	PARKING SERVICE ATTENDANT I	10
CUSTODIAN	CUSTODIAN I	11
MAIL CLERK/CARRIER	MAIL CARRIER I	11
FLOOR CARE WORKER	FLOOR CARE WORKER I	13
GUARD	GUARD I	13
LEAD CUSTODIAN	LEAD CUSTODIAN I	13
ACCOUNTS CLERK	PURCHASING AIDE I	14
ACCOUNTS RECEIVABLE CLERK	BURSAR AIDE I	14
APPLICATION SYSTEMS CLERK	COMPUTING AIDE I	14
BOOKSTORE CLERK	BOOKSTORE CASHIER I	14
CASHIER	TELLER I	14
COOK AIDE	COOK/AIDE I	14
DISPATCHER	DISPATCHER I	14
LABORER	LABORER I	14
LIBRARY ASS'T	LIBRARY AIDE I	14
PARKING CLERK	PARKING AIDE I	14
PERSONNEL CLERK	PERSONNEL AIDE I	14
PRINTING ASSISTANT	PRINTING AIDE I	14
RECEPTIONIST	RECEPTIONIST I	14
SWITCHBOARD OPERATOR	SWITCHBOARD OPERATOR I	14
CENTRAL RECEIVING AGENT	CENTRAL RECEIVING CLERK I	15
CHILD CARE AIDE	CHILD CARE AIDE II	15
CLERK-TYPIST	CLERK-TYPIST I	15
COPY CENTER OPERATOR	COPY CENTER CLERK I	15
DATA TRANSCRIBER	DATA CLERK I	15
HOSTESS	HOSTESS	15
LEAD FLOOR CARE	LEAD FLOOR CARE WKR I	15
MAIL SERVICE SPECIALIST	MAIL CLERK I	15
PRINTING PRODUCTION ASS'T	PRINTING PRODUCTION CLERK I	15
RDS/GRNDS WRKR I	R&G WORKER I	15
ACADEMIC SECRETARY	SECRETARY I	16
ACCOUNTS PAYABLE CLERK	ACCOUNTS PAYABLE CLERK II	16
ADMINISTRATIVE CLERK	ADM. CLERK II	16
ADMINISTRATIVE DEPARTMENT SECRETARY	SECRETARY I	16
ASSIGNMENTS/ACCOUNTS CLERK	ASSIGNMENTS CLERK II	16
A.C.T. CNTR CLERK	CLERK II	16
COMPUTER OPERATOR	COMPUTER OPERATOR I	16
DARKROOM/STRIPPING TECHNICIAN	DARKROOM/STRIPPING TECH I	16
EQUIP REPAIR TECHNICIAN	EQUIPMENT REPAIR TECH I	16
EXPEDITING CLERK	EXPEDITING CLERK II	16
LABORATORY ASSISTANT	LABORATORY TECH I	16
LANDSCAPING ASSISTANT	LANDSCAPING TECH I	16
LEGAL SECRETARY	SECRETARY I	16
LIBRARY ASS'T	LIBRARY CLERK II	16
MEDIA SPEC/EQUIP UTIL	MEDIA/SPEC/EQUIP UTIL TECH I	16
PAINTER	PAINTER I	16
PRINTING CONTROL CLERK	PRINTING CONTROL CLERK II	16
PROCESSING ASSISTANT	PROCESSING CLERK II	16
RECORDS ASSISTANT	RECORDS CLERK II	16
RECORDS TECHNICIAN	RECORDS CLERK II	16
RESERVATIONIST	RESERVATIONS CLERK II	16

CURRENT JOB TITLE	PROPOSED JOB TITLE	GR.	GR.
=====	=====	=====	=====
SECRETARY	SECRETARY I	16	
SENIOR RECORDS ASSISTANT	RECORDS CLERK II	16	
SERVICE REPRESENTATIVE	SERVICE CLERK II	16	
SERVICE REPRESENTATIVE SPECIALIST	SPECIALIST CLERK II	16	
SR. ACCOUNTS CLERK	ACCOUNTS CLERK II	16	
SR. ACCTS REC. CLERK	ACCTS. REC. CLERK II	16	
STOREKEEPER	CENTRAL STORES CLERK II	16	
TECHNICAL TYPIST	TECHNICAL CLERK-TYPIST II	16	
WORK CONTROL SPEC.	WORK CONTROL CLERK II	16	
ACADEMIC DEPARTMENT ASSISTANT	ACADEMIC ASSISTANT	17	
ACADEMIC SECRETARY	ACADEMIC ASSISTANT	17	
ACCOUNTING TECHNICIAN	PAYROLL ASSISTANT	17	
ACCOUNTING/INVENTORY TECHNICIAN	ACCOUNTING ASSISTANT	17	
ACCOUNTS RECEIVABLE TECHNICIAN	ACCOUNTS RECEIVABLE ASSISTANT	17	
ADMINISTRATIVE DEPARTMENT SECRETARY	ADMINISTRATIVE ASSISTANT	17	
ADMISSIONS SPECIALIST	ADMISSIONS ASSISTANT	17	
ASSISTANT BUYER	BUYING ASSISTANT	17	
CAMPUS PARKING SPECIALIST	PARKING ASSISTANT	17	
CERTIFICATION SPECIALIST	CERTIFICATION ASSISTANT	17	
DATA CONTROL SUPERVISOR	ADMINISTRATIVE DATA ASSISTANT	17	
GRAPHIC ARTIST I	GRAPHIC ARTIST I	17	
INSTITUTIONAL RESEARCH TECHNICIAN	INST. RESEARCH ASSISTANT	17	
LEARNING ASSISTANT	LEARNING ASSISTANT	17	
LIBRARY ASSISTANT	LIBRARY AIDE	17	14
LIB. TECH. ASST.	LIBRARIAN ASSISTANT	17	
PERSONNEL TECHNICIAN	PERSONNEL ASSISTANT	17	
RDS/GRNDS WKR II	R&G WKR III	17	
RDS/GRNDS WKR III	R&G WKR III	17	
SEALED BID SPECIALIST	PURCHASING ASSISTANT	17	
SLIDE CURATOR	SLIDE CURATOR I	17	
SR RECORDS TECHNICIAN	RECORDS ASSISTANT	17	
SR. LIB. TECH. ASST.	LIBRARIAN ASSISTANT	17	
STRUCTURAL REPAIRS/ROOFER	STRUCTURAL REPAIRS/ROOFER I	17	
STUDENT LOAN SPECIALIST	STUDENT LOAN ASSISTANT	17	
TEXTBOOK ASSISTANT	TEXTBOOK ASSISTANT	17	
ADMINISTRATIVE DEPARTMENT SECRETARY	ADMINISTRATIVE SPECIALIST	18	
ASST SUPR. ROADS & GROUNDS	ASST. SUPV. I, R & G	18	
ASS'T CUST. SUPER.	ASST. SUPV. I, CUSTODIAL SERVICES	18	
BUDGETARY CONTROL TECH	BUDGETARY CONTROL SPECIALIST	18	
BUILDING SERVICES SUPERVISOR	BUILDING SERVICES SPECIALIST	18	
CARPENTRY/CONSTRUCTION WORKER	CARPENTRY/CONSTRUCTION WORKER I	18	
EMS/HVAC	ENERGY FIELD MGT. SPECIALIST	18	
EMS/HVAC OPERATOR	EMS/HVAC SPECIALIST	18	
HORTICULTURIST'S ASSISTANT	HORTICULTURIST SPECIALIST	18	
OFFICER	PUBLIC SAFETY OFFICER I	18	
POSTAL SPECIALIST	POSTAL SPECIALIST	18	
PRINTING PRESS OPERATOR	PRINTING SPECIALIST	18	
SR. LIB. TECH. ASST.	LIBRARY SPECIALIST	18	
STUDENT RECORDS SUPER	STUDENT RECORDS SPECIALIST	18	
TELECOMMUNICATION SPECIALIST	TELECOMMUNICATION SPECIALIST	18	
ACADEMIC DEPARTMENT ASSISTANT	ACADEMIC ASSOCIATE	19	



CURRENT JOB TITLE	PROPOSED JOB TITLE	GR.	GR.
=====	=====	=====	=====
ACCOUNTANT	ACCOUNTANT I	19	
ADM OPERATIONS ASSISTANT	PROGRAM ASSOCIATE	19	
SENIOR SECRETARY	ADMINISTRATIVE ASSOCIATE	19	
ADMIN. ASS'T.	ACADEMIC ASSOCIATE	19	
ANNOUNCER/PRODUCER	ANNOUNCER PRODUCER I	19	
ART SUPPLY BUYER	ART SUPPLY BUYER I	19	18
ASST. SUPR. AUTOMOTIVE SHOP	ASSISTANT SUP. II, AUTO. SHOP	19	
AUDITING SPECIALIST	AUDITING ASSOCIATE	19	
AUTO MECHANIC	AUTO MECHANIC I	19	
A/V MAINT. TECHNICIAN	AUDIO/VIDEO TECHNICIAN I	19	
BUDGET AND ACCOUNTS SPECIALIST	CHASE BUDGET/ACCOUNTS ASSOCIATE	19	
BUDGETARY TECHNICAL ASSISTANT	BUDGET ANALYST I	19	
BUS DRIVER	BUS DRIVER I	19	
CAMPUS RECREATION FACILITY COORDINATOR	FACILITY ASSOCIATE	19	
COMMUNICATIONS SKILLS LAB COORDINATOR	SKILLS LAB ASSOCIATE	19	
COMPUTER OPERATIONS SUPERVISOR	COMPUTER OPERATIONS SUPERVISOR I	19	
COORDINATOR, CONFERENCE	CONFERENCE ASSOCIATE	19	
CUSTODIAL SUPERVISOR	CUSTODIAL SERVICES SUPERVISOR I	19	
EDUC SUPPLY/SFT GDS BUYER	EDUC. SUPPLY/SOFT GOODS BUYER I	19	18
ELECTRICIAN	ELECTRICIAN I	19	
FACILITIES/EQUIPMENT COORDINATOR	FAC/EQUIP. ASSOCIATE	19	
FIELD SUPPORT TECHNICIAN I	FIELD SUPPORT TECHNICIAN I	19	
FINE ARTS MANAGER	FINE ARTS ASSOCIATE	19	
HVAC GEN MAINT MECHANIC	HVAC GEN MAINT. MECHANIC I	19	
LABOR CREW SUPERVISOR	LABOR CREW SUPERVISOR I	19	
LABORATORY COORDINATOR	LABORATORY ASSOCIATE	19	
LABORATORY MANAGER	LABORATORY ASSOCIATE	19	
LABORATORY SUPERVISOR	LABORATORY ASSOCIATE	19	
LANDSCAPING SUP'R	LANDSCAPING SUPERVISOR I	19	
LIBRARY SYSTEMS ANALYST	LIBRARY SYSTEMS ANALYST I	19	
LOCKSMITH	LOCKSMITH I	19	
MAINTENANCE SUPERVISOR	MAINTENANCE SUPERVISOR I	19	
MANAGER OF WAREHOUSE AND WORK CONTROL	WAREHOUSE/WORK CONTROL SUPERVISOR I	19	
MEDIA SPEC./AV SOFTWARE	MEDIA/AV SOFTWARE ASSOCIATE	19	
NEWS REPORTER/PRODUCER	NEWS REPORTER/PRODUCER I	19	
PHOTOGRAPHER I	PHOTOGRAPHER I	19	
PLMB/SHEET METAL WORKER	PLUMB/SHEET METAL WKR. I	19	
PROGRAMMER ANALYST I	PROGRAMMER ANALYST I	19	
PUBLICATION DESIGNER	PUBLICATION DESIGNER I	19	
RECORDS SPECIALIST	RECORDS ASSOCIATE	19	
REFERENCE SPECIALIST	LIBRARY REFERENCE ASSOCIATE	19	
ROADS AND GROUNDS SUPERVISOR	ROADS & GROUNDS SUPERVISOR I	19	
SERGEANT	SERGEANT I	19	
SR. LIB. TECH. ASST.	LIBRARY ASSOCIATE	19	
SR. SECRETARY	ADMINISTRATIVE ASSOCIATE	19	
SUMMER CAMP/CONCESSIONS COORDINATOR	SUMMER CAMP/CONCES. SUPERVISOR I	19	
TEXTBOOK BUYER	TEXTBOOK BUYER II	19	
THEATER TECHNICIAN	THEATER TECHNICIAN I	19	
U C EVENING/WEEKEND MANAGER	U C EVENING/WEEKEND SUPERVISOR I	19	
ADMISSIONS COUNSELOR	ADMISSIONS ADVISOR I	20	
ATHLETIC COORDINATOR	ATHLETIC COORDINATOR I	20	

CURRENT JOB TITLE	PROPOSED JOB TITLE	ADD GR. GR.
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CAMPUS RECREATION PROGRAM COORDINATOR	C R PROGRAM COORDINATOR I	20
CAREER PLACEMENT COORDINATOR	C D COORDINATOR I	20
CHE STOCKROOM MANAGER	CHE STOCKROOM COORDINATOR I	20
CIRCULATION SUPERVISOR	LIBRARY CIRCULATION COORDINATOR I	20
CONSTRUCTION SUPERVISOR	CONSTRUCTION SUPERVISOR II	20
COORDINATOR, ELDERHOSTEL	ELDERHOSTEL COORDINATOR I	20
COORDINATOR OF COOPERATIVE EDUCATION	COOP. EDUCATION COORDINATOR I	20
COORDINATOR-DEGREE AUDIT	DEGREE-AUDIT COORDINATOR I	20
COORDINATOR/COMM EDUC	COMMUNITY EDUC. COORDINATOR I	20
COUNSELOR FOR ADULTS	ADULT ADVISOR I	20
EMPLOYMENT COORDINATOR	EMPLOYMENT COORDINATOR I	20
EXECUTIVE SECRETARY	EXECUTIVE SECRETARY I	20
FACILITY REPAIRS/PAINTING SUPERVISOR	SUPV. II, FACILITY REPAIRS/PAINTING	20
FINANCIAL AID COORDINATOR	FINANCIAL AID COORDINATOR I	20
INSTITUTIONAL RESEARCH ASSISTANT	INSTITUTIONAL RESEARCH COORDINATOR I	20
LABORATORY SPECIALIST	LABORATORY COORDINATOR I	20
MEDIA AUDIO ENGINEER	AUDIO ENGINEER I	20
MEDIA SPECIALIST/CABLE TV	CABLE TV COORDINATOR I	20
MEDIA SPECIALIST/GRAPHIC ARTIST	GRAPHIC COORDINATOR I	20
MICROCOMPUTER CONSULTANT	MICROCOMPUTER CONSULTANT I	20
NETWORK SPECIALIST	NETWORK CONSULTANT I	20
OPERATIONS MANAGER	OPERATIONS COORDINATOR I	20
PLACEMENT COORDINATOR	PLACEMENT COORDINATOR I	20
PRINCIPAL CASHIER	TELLER COORDINATOR I	20
RESIDENT DIRECTOR	RESIDENT DIRECTOR I	20
SPORTS INFORM./ATHLETIC PROMOTION	SPORTS INFORM/ATH.PROMOT.COOR. I	20
SR. LIB. TECH. ASST.	LIBRARY CIRCULATION COORDINATOR I	20
STUDENT HEALTH NURSE	STUDENT HEALTH NURSE I	20
STUDENT ORGANIZATION COORDINATOR	STUDENT ORGANIZATION COORDINATOR I	20
STUDENT PROGRAMMING COORDINATOR	STUDENT PROGRAMMING COORDINATOR I	20
TRAINER	TRAINING COORDINATOR I	20
UNIV. RELATIONS SPECIALIST	PUBLICATIONS COORDINATOR I	20
WELLNESS COORDINATOR	WELLNESS COORDINATOR I	20
ACCTS PAYBL/SUPERVISOR	ACCTS PAYABLE SUPERVISOR III	21
ACCTS REC'BL SUPERVISOR	ACCTS REC'BL SUPERVISOR III	21
ADM OPERATIONS ASSISTANT	PHYSICAL PLANT OPERATIONS MGR. I	21
BOOKSTORE OPERATIONS SUPERVISOR	BOOKSTORE OPERATIONS SUPERVISOR III	21
ELEC. SUPER	ELECTRICAL SUPERVISOR III	21
EMS/HVAC OPERATIONS SUPERVISOR	EMS/HVAC OPERATIONS SUPERVISOR III	21
ENVIRONMENTAL SAFETY COORD	ENVIRONMENTAL SAFETY MGR. I	21
EXECUTIVE SECRETARY	EXECUTIVE SECRETARY TO THE PRES. I	21
EXECUTIVE SECRETARY	BUDGET OPERATIONS MGR. I	21
EXPEDITING SUPERVISOR	EXPEDITING SUPERVISOR III	21
FACILITIES PLANNING ASSISTANT	FACILITIES PLANNING COORDINATOR II	21
FIELD SUPPORT TECHNICIAN II	FIELD SUPPORT TECHNICIAN III	21
FOREIGN STUDENT COORDINATOR	COORDINATOR II	21
MANAGER USER SUPPORT	USER SUPPORT COORDINATOR II	21
MEDIA UTILIZ/TRNG COORD	MEDIA UTIL/TRNG COORDINATOR II	21
MOTOR POOL SUPERVISOR	MOTOR POOL SUPERVISOR III	21
PROGRAMMER ANALYST II	PROGRAMMER ANALYST III	21
SR. BUYER	PURCHASING AGENT I	21



CURRENT JOB TITLE	PROPOSED JOB TITLE	ADJ. GR. GR.
SUPERVISOR OF MECHANICAL SYSTEMS	MECHANICAL SYSTEMS SUPERVISOR III	21
SUPER. OF PLUMBING & SHEET METAL	PLUMBING/SHEET METAL SUPERVISOR III	21
TELECOMMUNICATIONS ENGINEER	TELECOMMUNICATIONS ENGINEER II	21
TELEVISION COORDINATOR	TELEVISION ENGINEER II	21
WOMEN'S CENTER COORDINATOR	WOMEN'S CENTER COORDINATOR II	21
ACT COUNSELOR	ACT COUNSELOR I	22
ASSISTANT DEAN	ASSISTANT TO THE DEAN I	22
ASSISTANT TO V.P. I	ASSISTANT TO THE VP I	22
ASSOCIATE REGISTRAR	ASSISTANT REGISTRAR I	22
ASST. DIR. ADMISSIONS	ASST. DIR. ADMISSIONS I	22
ASST. DIR. RESIDENTIAL LIFE	ASST. DIR. RESIDENTIAL LIFE I	22
CAREER DEVELOPMENT COORDINATOR	CAREER DEVELOPMENT COUNSELOR I	22
CONSTRUCTION PROJECTS ASSISTANT	CONSTRUCTION MANAGER II	22
COORD CHILD CARE CENTER	CHILD CARE CENTER MGR. II	22
COORDINATOR	USER SERVICES SUPERVISOR III	22 21
FOUNDATION FISCAL OFFICER	FOUNDATION ACCOUNTS MGR. II	22
GRANTS/CONTRACT FISCAL OFFICER	GRANTS/CONTRACTS ACCOUNTS MGR. II	22
LIEUTENANT	ASST. DIR. PUBLIC SAFETY I	22
MANAGER OF PUBLICATIONS AND PERIODICALS	PUBLICATIONS/PERIODICALS MANAGER II	22
MATERIAL OPERATIONS MGR	MATERIAL OPERATIONS MANAGER II	22
NEWS/PUBLIC AFFAIRS DIRECTOR	WNKU NEWS/P A DIRECTOR I	22
PERSONNEL COORDINATOR	PERSONNEL INFORMATION MANAGER II	22
PROGRAMMER ANALYST II/ASST DBA	P A II/ASST. DBA I	22
SPEC SVCS COUN/HNDGP STDNT COUN	SPECIAL SERVICES COUNSELOR I	22
TELECOMMUNICATIONS SUPERVISOR	TELECOMMUNICATIONS MANAGER II	22
TESTING COORDINATOR	TESTING MANAGER II	22
ASSISTANT DIRECTOR OF ADMISSIONS	ASSISTANT DIR. ADMISSIONS II	23
ASSISTANT DIRECTOR OF FINANCIAL AID	ASSISTANT DIR. FINANCIAL AID II	23
ASSOCIATE REGISTRAR	ASSISTANT REGISTRAR II	23
ASST. DEAN MINORITY AFFAIRS	AFR/AM. AFF. ASSIST. TO THE DEAN II	23
DIRECTOR OF ANNUAL GIVING	ANNUAL GIVING DIRECTOR II	23
DIRECTOR OF MEDIA RELATIONS	MEDIA RELATIONS DIRECTOR II	23
INVESTMENT/FINANCIAL ANALYST	INVESTMENT/FINANCIAL ANALYST III	23
LEAD PROGRAMMER ANALYST	LEAD PROGRAMMER ANALYST I	23
SENIOR ACCOUNTANT	LEAD ACCOUNTANT I	23
SYSTEM MANAGER	SYSTEMS PROGRAMMER I	23
ACCTS PAYBL/PAYROLL MGR	ACCTS PAY/PAYROLL ADMINISTRATOR I	24
ASSISTANT DEAN	CHASE ADMISSIONS ADMINISTRATOR I	24
BENEFITS MANAGER	BENEFITS ADMINISTRATOR I	24
MGR-PRINTING SERVICES	PRINTING SERVICES SUPERINTENDENT I	24
STAFF ENGINEER	STAFF ENGINEER I	24
SUP'T BUILDING SERVICES	BUILDING SERVICES SUPERINTENDENT I	24
SUP'T ROADS & GROUNDS SERVS	ROADS & GROUNDS SUPERINTENDENT I	24
ASST. DIRECTOR OF PURCHASING	ASSISTANT DIRECTOR IV, PURCHASING	25
ASST. DIR. PERSONNEL SERVICES	ASSISTANT DIRECTOR IV, PERSONNEL	25
DATA BASE ADMINISTRATOR	DATA BASE ADMINISTRATOR II	25
MANAGER OF BOOKSTORE	BOOKSTORE ADMINISTRATOR II	25
SUPERINTENDENT OF BUILDING TRADES	BUILDING TRADES SUPERINTENDENT II	25
SYSTEMS PROGRAMMER	SYSTEMS ANALYST I	25
ASSISTANT DIRECTOR OF PHYSICAL PLANT	ASSIST. DIR. V, PHYSICAL PLANT	26
ASST UNIVERSITY LEGAL COUNSEL	ASSOCIATE LEGAL COUNSEL I	26

Attachment 9

10-7-92

CURRENT JOB TITLE

PROPOSED JOB TITLE

ADJ.  
GR. GR.

=====

ASS'T DIR COMP SERV/APPLICATION SYSASSIST. DIR. V, COMP SERV./APPL. SY 26



**NORTHERN  
KENTUCKY  
UNIVERSITY**

Office of Accounting/Budgetary Control  
(606) 572-5263

TO: Linda Wright, Staff Congress President

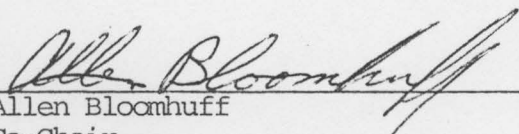
FR: Policy Committee

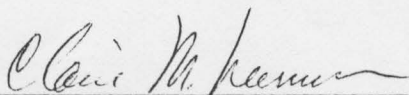
DT: December 10, 1992

RE: Americans with Disabilities Policy  
Section A2.2 and A2.21

The Policy Committee has approved the proposed additions of the Americans with Disabilities Policy to Section A2.

Please follow through with the remaining process.

  
Allen Bloomhuff  
Co-Chair

  
Claire Newman  
Co-Chair

ATTACHMENTS





Accepted 12/9/92

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

SEC

SUBJECT: General Policies

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

A 2.1

### Affirmative Action/Equal Opportunity

It is the policy of Northern Kentucky University to be a complete affirmative action/equal opportunity employer, and to provide equal employment opportunity on the basis of merit and without discrimination based on race, color, age, sex, religion, national origin, or handicap. In order to ensure this, the University will actively recruit applicants from all appropriate geographic locales; the University will ensure that each applicant who is offered employment will have been selected on the basis of education, training, experience, and skills required for the position. The University will provide equal opportunity to all personnel in regard to salaries, promotions, benefits, and working conditions and will monitor these areas to ensure that any difference which may exist are the result of bona fide policies and procedures and are not the result of illegal discrimination.

A 2.2

### Americans with Disabilities

It is the policy of Northern Kentucky University to make an effort to reasonably accommodate any qualified individual, defined as disabled under the Americans with Disabilities Act. The procedure for such accommodation is as stated in 2.21 below.

A 2.21

### Accommodation Procedures for Disabled Employees

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

At the time a disabled person is hired or an employee becomes disabled, needed accommodations will be determined through discussions between the disabled employee and the department chairperson or unit head. The Office of Personnel Services and the Office of Affirmative Action and Multicultural Affairs are

## General Policies

SUBJECT:

A 2.21 (cont.) available to serve as resources. Specific accommodations agreed upon should meet the unique needs of each disabled employee and enable him/her to effectively perform the duties of his/her position. Requests for any necessary funding for these accommodations shall be processed through the major department head. A letter from the department chair or unit head will be sent to the employee describing these accommodations. A copy of this letter will be filed in the employee's official personnel file. At the request of the disabled employee, the University will make mutually agreed upon reasonable adjustments in accommodations to reflect the employee's current needs. The University will not make adjustments in accommodations or in anyway change these accommodations without first consulting with the employee.

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

### A 2.23 Conflict of Interest

Northern Kentucky University seeks always to employ or promote the best qualified person for a position. Therefore, decisions on selection, salary, promotion, and all matters pertaining to employment will be made without regard to the relationship of one employee of the University to another except that no person in a supervisory position can hire or supervise an employee who is related by blood or marriage.

Relatives by blood or marriage include parents and children, husbands and wives, brothers and sisters, brothers-and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces and nephews, and step-relative in the same relationships.