

Thursday, January 10, 1985
1:00 p.m. AC 722

AGENDA

- I. Call to Order
- II. Minutes of December 6, 1984
- III. President's Report
 - 1) Meeting with President Boothe
 - 2) Appointments to Ad Hoc Committee on Budgetary Distribution
 - 3) Meeting Dates/Location
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
 - 1) Policies Committee
 - 2) Liason Committee
 - 3) Finance Committee
- VII. Ad Hoc Committee Report
- VIII. Other
- IX. Adjournment

STAFF CONGRESS

STAFF CONGRESS MINUTES
January 10, 1985

Members Present: Donna Bridewell, Sarah Coburn, Mildred Crane, Sandi Cunningham, David Dorgan, Kathy Dawn, Cindy Dunaway Cook, Don Gammon, Jean Henegar, Diane V. Hunley, Janet Krebs, Linda Matthews, Karen McNeil, Steve Meier, LaVerne Mulligan, Pat Coleman Mullins, Jay Stevens, Sharon K. Taylor, Dolores Thelen, Nancy Utz, John Wade, Phyllis Weeland.

Members Absent: A. Dale Adams, Mark Dryden, Jack Geiger, Donna Gosney, Bonnie Lowe, Linda Thierbach, Rebecca Timerding, Margaret S. Weber.

Guest: Peg Goodrich, Office Secretary

- I. President Kathy Dawn called the meeting to order at 1:10 p.m. A quorum was present.
- II. Kathy asked if there were any corrections to the December 6, 1984 minutes. Pat Mullins pointed out that on page 3, paragraph 8, a member of the A. D. Albright Scholarship Ad Hoc Committee name should read David Cover. Dave Dorgan moved that the December minutes be approved as amended, seconded by Nancy Utz. Approved unanimously.
- III. President's Report - Kathy Dawn
 1. Kathy reported that she had had an informal "get acquainted" meeting with Dr. Boothe. They discussed the following items:
 - a) Dr. Boothe expressed his interest in meeting with the Staff Congress Chairs Committee on a monthly basis.
 - b) Dr. Boothe also indicated that there is a possibility that faculty and staff may have an opportunity to purchase NCR microcomputers at a discount rate. Don Gammon added that he understood that this may be offered through the NKU Foundation. Details will be forthcoming.
 - c) Kathy indicated that the rest of the discussion informally touched on morale, communication and the role of Staff Congress.
 2. Kathy announced that there are two additional appointments to the Ad Hoc Committee on Budgetary Distribution. They are Russ Kerdolff, Accounting office, and Mitch Mullins, Personnel Services.

IV. Vice-President's Report - Nancy Utz

1. Nancy said that the Executive Council has considered inviting Cindy Dickens, Executive Assistant for Student Affairs, to be a guest speaker at the February meeting. It has also been suggested that Lyle Gray, Provost, be invited as a guest speaker. Nancy asked that if anyone had any questions or items they would like Ms. Dickens or Dr. Gray to address specifically, contact her.

Nancy also asked that if anyone had suggestions for other guest speakers to let her know.

2. Nancy announced that every Staff Congress Representative should begin to keep a log of all time they spend on Staff Congress activities. This log should include time spent at Congress meetings, committee meetings, personal time spent preparing for meetings, etc.

As discussed at the December meeting, Staff Congress needs to ask for some formalized policy to allow staff members time to work on Congress activities. A formalized policy is needed to allow employees who's job responsibilities and pressures might otherwise prohibit them from working on Staff Congress. A log of time spent on Congress activities will provide a basis for this policy.

V. Secretary/Treasurer's Report - Cindy Cook

1. Cindy indicated that she had passed out a schedule of Staff Congress meetings for the remainder of 1985. As decided by Congress in December, the monthly meetings will be held on the second Thursday of each month at 1:00 p.m. in 722 AC. As Pat Mullins pointed out, the second Thursday of March falls during Spring Break, therefore, the March meeting will be held on March 21st.
2. The Executive Council has decided to set a regularly scheduled Chairs Committee meeting for each Tuesday following the monthly Staff Congress meeting. Time and place will be announced at a later date. The Chairs Committee meeting scheduled for Thursday, January 17th, will remain as scheduled, and beginning in February the chairs will meet on the Tuesdays following meetings.
3. As President Dawn indicated the Chairs will be meeting once a month with Dr. Boothe. The first meeting is set for January 21st at 2:00 p.m. in Dr. Boothe's conference room. A schedule of these meetings will be given to the Chairs as soon as possible. The Executive Council hopes that these meetings can also be used to establish agenda items for the following month's Congress meetings. If this is not possible another Chairs meeting will be called as necessary.

Cindy asked that if the Chairperson of a committee can not attend the meetings with Dr. Boothe that they send the Vice-Chair or another member of the Committee.

4. Cindy announced that the Executive Council will be calling a special meeting of Staff Congress during January to consider the recommendation of the Ad Hoc Committee on Budgetary Distribution. This special meeting is necessary to forward our recommendation to Dr. Scholes in time for consideration prior to Administration's final decision on salary increases for FY 1985-86.

VI. Committee Reports

1. Policies Committee - Sandi Cunningham

Sandi indicated that the committee was recommending some changes in the proposed reclassification policy being sent to the Board of Regents in January. (The proposed changes were sent to Representatives with the January agenda). Sandi explained that the changes concerned the proposed funding sources for reclassifications. The Committee felt that the University should establish a "general fund" to cover all reclassifications. The establishment of such a fund would prevent an employee from being passed-over for reclassification because his/her department didn't have funds available to cover it.

Nancy Utz said that this committee felt that if a position deserved to be reclassified, and Personnel recommends that it be reclassified, the University should provide funding. This would ensure that reclassifications not be delayed

until the department had extra money available.

Lengthy discussion followed in which Gregg Schulte indicated that the Administration believed individual reclassifications should be funded by the department to encourage advance budgetary planning. After more discussion, Nancy Utz moved that Staff Congress accept the recommendation of the Policies Committee. Sandi Cunningham seconded.

Cindy Cook asked that recommended change number 1 be amended to read "Funding for all position reclassification pay adjustments shall be provided by a General Fund for such purposes," to clarify the meaning of the change. Sandi and Nancy agreed to the amendment. After more discussion a vote was taken - 19 in favor, 0 opposed and 2 abstentions. The motion passed and the proposed changes will be forwarded to Dr. Scholes.

2. Liaison Committee - Jay Stevens

Jay reported that the Liaison Committee had met and are assigning permanent duties to committee members to promote continuing contact with other groups on campus (i.e., the Board of Regents, Faculty Senate, Student Government).

The Liaison Committee has begun work on a question/suggestion/complaint form for staff to use to address questions to Staff Congress. Along with the form the Committee will be suggesting procedures to be followed when a question is submitted to ensure a timely answer.

3. Finance Committee - Dave Dorgan

Dave asked all committee chairpersons to submit proposed budgets for fiscal year 1985-86 to him by the end of January. He indicated that he will be using information on last year's and this year's expenses along with the budget proposals to establish a budget for Congress for next year.

VII. Ad Hoc Committee Report

1. Ad Hoc Committee on Budgetary Disbributions - LaVerne Mulligan

LaVerne announced that the committee had met with Dennis Taulbee, Chester Arthur and Gregg Schulte concerning the proposed 3% salary increase for fiscal year 1985-86. Dennis and Gregg explained the mandated 3% figure and possible ways for it to be distributed.

LaVerne mentioned that the committee had already discussed several possibilities and that they will be meeting over the next week to formalize a recommended distribution of the 3%. The recommendation will be brought before Congress at a special meeting.

After a lengthy discussion concerning the 3%, President Dawn asked that if anyone had any suggestions or ideas to contact one of the committee members in the next few days.

VIII. Other

1. Kathy Dawn announced that Linda Thierbach has been nominated to serve as a Staff Congress representative on a University wide committee on tax deferred annuities.
2. Cindy Cook mentioned that the Board of Regents next meeting is scheduled for January 30 at 4 p.m. in the Board Room on the 8th floor. The meetings are opened to visitors and she encouraged anyone interested to plan to attend.


3. Gregg Schulte said that he wanted to clarify that Martin Luther King Day would not become a Federal holiday until 1986. He indicated that the University has not decided how it will observe the holiday in the future.

Phyllis Weeland stated that she believes Staff Congress and the University as a whole should give honor to Martin Luther King Day to show respect and support for our minority students.

IX. Adjournment

Nancy Utz moved for adjournment. Dave Dorgan seconded.

CD/pg



STAFF CONGRESS

MEMORANDUM

TO: Staff Congress

FR: Policies Committee

DA: January 8, 1984

RE: Draft of Policies - Classification/Reclassification and Pay Upon Reclassification

Recommended Changes (underlined):

- 1) C 8.9.8. "Funding for position.....herein shall be provided by a General Fund for such purposes."
- 2) C 8.9.9. "The effective date for reclassification of both series of positions and individual positions shall be the first day of the first pay period following the final approval of the reclassification. In no case will retroactive adjustments be made.
- 3) C 8.9.10 "Appeals of classification.....the initial determination. This appeal is to be made through the proper supervisory personnel of a particular area to the Director of Personnel Services. An employee, whose position is being considered for reclassification, may appeal directly to the Director of Personnel Services, if the supervisory personnel of the employee's area will not initiate the appeal to the Director of Personnel Services. The appeal decision of the Director of Personnel will be final."
- 4) E 9.3 "The effective date of.....reclassification shall be the first day of the first pay period following the final approval of the reclassification, with funding to be provided by a General Fund for such purposes."
- 5) E 9.4 "The effective date of employee pay.....related positions shall be the first day of the first pay period following the final approval of the reclassification with funding to be provided by a General Fund for such purposes."

POLICIES
~~COMMITTEE~~
COMMITTEE

Presidential Recommendation

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Recommendation:

That the attached policy regarding staff position re-classifications and reclassification reviews be approved and made part of the administrative regulations of the University.

Background:

The proposed policy represents a definitive administrative statement regarding title and pay adjustments made to non-faculty positions for reasons such as change in external labor market conditions or evolution of position responsibilities. This statement is needed to provide guidance in the formulation of detailed procedures which will become part of the Personnel Policy and Procedure Manual.

Board
of
Regents

Policy Regarding Staff Position Reclassifications
and
Reclassification Reviews

2

It shall be University policy that staff position reclassifications and reclassification reviews conform with the following provisions:

1. The Department of Personnel Services is responsible for the maintenance of the staff position classification system, and no adjustment to this system or to the pay of any employee holding a position included in this system, may be made without prior written authorization from the Director of Personnel Services.

2. Final approval of all changes to the classification system shall be the responsibility of the Director of Personnel Services. WAS THE PRESIDENT

3. Any exceptions to this policy may be made only by the President of the University.

4. On or before June 1 of each year, Personnel Services shall prepare a list of those series of staff positions scheduled for review during the next subsequent fiscal year. This list shall be communicated to all major department heads and to those department heads who have employees in the positions to be reviewed. It shall be the responsibility of the department heads to communicate the information to their employees, and when appropriate, to prepare any forms or other documentation necessary for the reviews. } NEW

5. In addition to reviewing scheduled series of positions, Personnel Services may initiate reviews of individual positions in situations which clearly suggest that a review is warranted or highly desirable, based upon market salary data, employee turnover statistics, reorganization activity, or other relevant factors. } NEW

6. In addition to Personnel Services initiating reclassification reviews, department heads may request reviews of individual positions or series of positions. These requests must be made through the major department heads, with full justification and documentation as required by Personnel Services.

7. Determination of priorities for reclassification reviews shall be the responsibility of Personnel Services, and shall be based upon such factors as: 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. Funding for position classification adjustments resulting from reviews initiated by Personnel Services shall be provided by Personnel Services. Funding for adjustments resulting from reviews initiated (requested) by department heads through } NEW
their major department heads shall be provided by the major department heads.

9. The effective date for reclassifications of series of positions shall be the date of the next annual pay increase following final approval of the reclassifications. The effective date for reclassifications of individual positions shall be determined by Personnel Services, but in no case will retroactive adjustments be made.

WAS THE PRESIDENT

10. Detailed policies and procedures implementing this policy shall be drafted and made part of the Personnel Policy and Procedure Manual.

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C 8

POSITION CLASSIFICATION SYSTEM

- C 8.1 The University's classification system for staff positions has as its purpose the establishment of appropriate relationships between positions and their levels of compensation. The system 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.
- C 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.
- C 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 major department head. No adjustment to the classification system or to the pay of any employee holding a position included in this system may be made without prior written authorization by the Director of Personnel Services.
- C 8.4 Final approval of all changes to the classification system shall be the responsibility of the Director of Personnel Services.
- C 8.5 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.
- C 8.6 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 to expand review procedures to encompass other pertinent positions or to recommend such pay changes as would nullify any inequitable impacts caused by the one position's change in classification.
- C 8.7 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.

8.8 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.

8.9 Reclassification Reviews

8.9.1 Personnel Services shall prepare and maintain a review cycle for all classified positions, such that every position comes under regular, periodic review. On or prior to June 1 of each year, those individual positions and those series of positions which are scheduled for review during the next fiscal year shall be announced and communicated to all major department heads and to the specific department heads to whom the identified positions report. It shall then be the responsibility of the department heads to communicate the information to their employees and to prepare the forms and other documentation necessary for the reviews.

8.9.2 In addition to reviewing positions according to the established cycle, Personnel Services may initiate reviews of individual positions or series of positions out of cycle, in situations which clearly suggest that a review is warranted or highly desirable, based upon market salary data, employee turnover statistics, reorganization activity, or other relevant factors.

8.9.3 Department heads may also request reviews of individual positions or series of positions, through their major department heads, with full justification and documentation as required by Personnel Services.

8.9.4 All requests for review must be accompanied by completed "Request For Classification Review" and "Job Analysis Questionnaire" forms to support the requests.

8.9.5 Reviews requested by department heads through their major department heads will be scheduled as soon as possible considering other previously scheduled reviews, workload commitments by Personnel Services and the requesting department's staff, and factors listed in paragraph C 8.5.

8.9.6 After completing its review of a position or series of positions, Personnel Services will submit its report and determinations to the major department head(s) to whom the reviewed positions are assigned.

8.9.7 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.

8.9.8 Funding for position reclassification pay adjustments resulting from reviews initiated by Personnel Services, in accordance with paragraphs C 8.9.1 and 8.9.2 herein, shall be provided by Personnel Services. Funding for adjustments resulting from reviews requested by department heads through their major department heads, in accordance with paragraph C 8.9.3 herein, shall be provided by the major department heads.

8.9.9 The effective date for reclassifications of series of positions shall be the date of the University's next annual pay increase following final approval of the reclassifications. For individual positions, the effective date for reclassifications shall be determined by Personnel Services, but in no case will retroactive adjustments be made.

- (8.9.10) 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.
- (8.9.11) Policies relative to pay upon reclassification are detailed in subsection E 9.
- (8.10) Any exceptions to this policy may be made only by the President of the University.

(6)
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E 9 Pay Upon Reclassification

- E9.1 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. In no case will the employee's new pay rate exceed the higher pay grade's established pay rate maximum.
- E9.2 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.
- E9.3 The effective date of an employee's pay adjustment resulting from an individual position reclassification shall be determined by Personnel Services, with consideration to budgetary constraints. Ordinarily the effective date will be the first day of the first pay period following final approval of the adjustment by the Director of Personnel Services.
- E9.4 The effective date of employee pay adjustments resulting from a reclassification of a series of same, similar, or integrally related positions shall be determined by Personnel Services, with consideration to budgetary constraints. Ordinarily the effective date will be the date of the University's next annual pay increase following final approval of the adjustments by the Director of Personnel Services.
- E9.5 In no case will retroactive pay adjustments be made.