

# Staff Congress.....At a Glance

JANUARY 2014

## Chair Report: Shannon Harr

Chair Harr indicated he had several questions submitted to him regarding the compensation plan/job reclassification review that was recently completed, but will defer all questions until Phil Gniot's Office of Human Resource report later in the meeting.

## Vice-Chair Report: Craig Dennis

Vice Chair Dennis reported the Staff Congress website on the Portal has been updated. If anyone sees any other corrections, please contact him as soon as possible.

## Faculty Senate Report: Chair Ann Rathbun

Chair Rathbun reported Faculty Senate continues to diligently work on Standing Committee membership. Chair Rathbun offered apologies to Staff Congress members and their constituents for the extended time it is taking to correct Standing Committee rosters on the website. In other business, Faculty Senate is looking at UARs and PACs. Chair Harr reported Staff Congress has a committee that is working with Mr. Gniot to review PGs. Chair Rathbun and Chair Harr assured each other their respective bodies are willing to work together to accomplish review of UARs, PACs, and PGs.

### OLD BUSINESS:

Representative Pace conducted the second reading of the proposed Bylaw revisions (see last page for complete proposed Bylaw revisions as read during meeting).

Chair Harr called for vote of Proposed Bylaw Revisions.

Motion passed.

### NEW BUSINESS:

NONE PRESENTED

## Upcoming EAGLE Events

Observance of Martin Luther King, Jr. Day  
No Classes or Office Hours



Monday, January 20, 2014

FIFTH FRIDAY Event  
Recreation and Wellness Center  
4:00—7:00 p.m.

Friday, January 31st!  
\$3 fee (under age 18)—Members  
can bring their children!  
NO CHARGE FOR EAGLE BUDDY  
children



Next Staff Congress Meeting  
Riggle Room, ADUC

1:00 p.m.

MOREHEAD STATE UNIVERSITY



STAFF CONGRESS

February 3, 2014





# STAFF CONGRESS

## COMMITTEE REPORTS

*In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff at Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress.*

### Benefits & Compensation: Committee Chair Amy Moore

\*The Benefits and Compensation Committee met December 18, 2013. Committee Chair Moore deferred her report until after Mr. Gniot's report to eliminate repetition.

### Credentials & Elections: Committee Chair Lora Pace

>Committee Chair Pace reported there would be a second reading of the proposed Staff Congress Bylaw revisions during Old Business, after which Staff Congress members would conduct a final vote on accepting/rejecting the Bylaw revisions. >Committee Chair Pace indicated there would need to be further review of her notes to ensure Standing Committee membership is correct on the website. She has been informed people were notified they were assigned to Standing Committees, the committees have been meeting, but not all members have been notified of the meetings. As a result,

Standing Committee members have not been attending meetings because of a lack of communication of meeting times from the committee leadership.

>Unrelated to the Credentials and Elections Committee, Committee Chair Pace informed Staff Congress members there is a sub-committee in place whose charge is to review, update, and realigned Personnel Policies (PGs). Phil Gniot, Rep. Michelle Hutchinson, Rep. Lora Pace, Rep. Clarissa Purnell, and Rep. Gabriela Sexton comprise the sub-committee. The sub-committee's next meeting is January 15th. The sub-committee will review a draft of PG-44 and PG-50 at that time. More updates as work continues.

### Staff Issues: Committee Chair Kenna Allen

^Committee Chair Allen reported a submitted Staff Concern regarding the timely notification of water shut-off across campus. Because it was an emergency situation, there was not sufficient lead time to properly notify the campus

community in advance; however, water service was interrupted following the emergency and because the interruption was a planned event, advance notification of affected building occupants was successful.

^Committee Chair Allen indicated she was meeting with members from UK Professional Development team and Stephanie Garner (MSU OHR) to discuss a schedule of new professional development sessions to be offered this spring. Once the schedule and topics are finalized, advance publicity will be distributed across campus.

### Sustainability Committee: Committee Chair Benji Bryant

<As reported earlier, Committee Chair Bryant reported the committee has received authorization to purchase 50 logo recycling bins to be placed across campus next to trash receptacles and 11 recycling bins to be placed within the dormitories.

<MSU will participate in Recycle Mania during the month of March, so watch for the forthcoming publication of events.

### Logon to the Staff Congress Website

via the **PORTAL**—We can be found under **Employee Services**



Please click here to submit a Staff Concern

Click here to view and register for the latest Professional Development sessions

## REMINDER!

If you are not signed up for the Eagle Alert system, you may also access important weather and emergency-related information by calling

**783-INFO  
(783-4696)**

If you would like to sign up for Eagle Alerts click here:  
**Activate My Eagle Alert Account**



## HOUSE BILL 1

Kentucky lawmakers are considering House Bill 1 which proposes to raise the minimum wage from \$7.25 to \$10.10 an hour over 3 years. Currently, only 13 MSU employees make under \$10/hour. According to Mr. Gniot, with implementation of MSU's compensation plan, those 13 MSU employees would see an increase in pay regardless of passage of House Bill 1.

**Staff Regent Report:  
Mr. Todd Thacker**

No report was submitted. Mr. Thacker was unable to attend the meeting due to illness.

**Human Resources Report:  
Mr. Phil Gniot, Human Resources Director**

Mr. Gniot began his report with an update on Anthem. The OHR submitted all updated insurance information to Anthem on December 13, 2013; however, due to the volume of business Anthem handles during this time of year, Anthem did not complete the submitted changes until last week. Current insurance cards are fine to use. For those employees who added dependents to their policy, you will receive new insurance cards within 10 working days. If you need to use your benefit before you receive a new insurance card, your spouse may use your current card as the information in the system is correct until the new insurance cards arrive.

Tri-Star was late in making the update to the HRA accounts of MSU employees. This did not happen until the end of the first week in January instead of January 1st as anticipated.

There weren't as many changes in the health or benefit plans, but the number of policies increased. More MSU employees are taking advantage of the health and dental coverage offered by MSU than last year.

Desk Audit Report: Recently WKU, NKU, and KCTCS have all undergone Dept. of Labor audits for the correct classifications of job positions (exempt vs. nonexempt). Nationally there has been an increase in fines for employers not having jobs classified correctly and therefore, not compensating employees correctly. Of the 800 staff positions at MSU, 412 employees are classified as exempt. As the University moves forward with the Compensation Plan to bring employee compensation to market levels, a review of all exempt job descriptions was conducted. The exempt positions were broken into three categories before review: a) Those exempt positions recently reclassified/updated job descriptions, b) Exempt positions HR was relatively confident were correctly classified, and c) Exempt job descriptions that had not been updated in a long time. Group "C" contained 56 positions that were chosen to be desk audited. Employees within these positions were notified in the fall semester and a desk audit was conducted by a consultant hired by MSU. The consultant spoke with current employees in these positions regarding their job description, duties they perform, and a job analysis questionnaire. As a result of the desk audits, 66 individuals will be reclassified from exempt to nonexempt. OHR has been meeting with the Cabinet to discuss the affected employees and to develop a communication plan. It is recommended that employees moving from exempt to nonexempt status will have the choice to go one pay period without compensation or to transition their pay period over the next 5 months (exempt is paid current, nonexempt is paid in arrears). Those choosing to transition over the next 5 months will not miss a pay period and will see a pay adjustment for the remainder of the fiscal year to ease the transition and avoid undue hardship. There will be no change to the benefits, retirement, EEO category, or employment contract of those employees. The most significant change they will encounter will be in timekeeping—they will submit timesheets and any work performed over 40 hours will be paid at a time-and-a-half rate. All but two people who were reclassified will receive a pay increase retro-active to July 1, 2013, when the nonexempt compensation plan was enacted. The retro-active pay adjustment will be effective February 1st at which time they will receive all monies due since July 1, 2013. OHR and the respective Vice-Presidents will be meeting with each individual affected by the reclassification to discuss the move and answer any questions the employees may have. Some of the 66 people affected were in a 'gray' area and their VP will have to make a decision whether to add duties to their job description to keep the exempt classification. Generally, if the employee does not have a binding authority present in their job duties, they will not be classified as exempt. The VPs have until the end of the week (January 17th) to make final decisions on those whose job descriptions were considered 'gray.' At that time, OHR and the VPs will begin meeting with individual employees to discuss their reclassification and answer any questions the employees may have about the reclassification.

Exempt Compensation Plan: Mr. Gniot reported after the 66 employees who receive a change in their classification from exempt to nonexempt are notified, all other exempt employees will be receiving a letter in the mail with the following information: job title, grade, minimum market rate, experienced market rate, current salary, and proposed salary after July 1, 2014. Mr. Gniot anticipates these letters will be mailed sometime after February. Mr. Gniot stressed President Andrews remains committed to implementing the compensation plan for all employees.

Staff Congress Representatives asked the following questions after Mr. Gniot's report: *(in no particular order)*

*Comment: Some employees who have been in an exempt classification may feel that being classified as nonexempt is a down-grade of sorts, so I think communication will be key.*

**R: This reclassification should not be considered as a down-grade at all. At MSU, there is no difference in benefits from a classification change. It will help those employees who work more than 40 hours a week be compensated fairly.**

**Q: Who will decide if the employee who works over 40 hours a week receives compensation in the form of pay or who must take flex-time? Will there be a standard rule across campus, across departments to handle this?**

**R: It will be up to the individual supervisor to offer a flex-schedule or overtime pay to their employees. Budgets will not be increased to defray the costs of overtime pay, if that option is chosen by the supervisor.**

**Q: The total number of hours nonexempt employees work per week is 37.5. Will this change to 40 hours?**

**R: No, the regular work week will be 37.5 hours. Any time worked between 37.5 and 40 hours per week is paid at their regular per-hour rate. It is only when an employee works over 40 hours that the time-and-a-half pay rate will come into play. This will encourage supervisors to plan work in a more thoughtful manner and manage their resources more efficiently.**

**Q: What happens to those employees who underwent desk audit but are not being reclassified?**

**R: Current compensation plan implementation stays in place for those individuals. July 1, 2014, if exempt employees are under minimum market rate compensation, they will be brought to the minimum (entry market) rate based upon years experience in position. We anticipate these employees will be paid experienced market if they have been in the position for seven years.**

**Cabinet Report: Ms. Beth Patrick**

No report was submitted. Ms. Patrick was unable to attend this meeting.

## Staff Congress Bylaws: First Reading of Proposed Revisions

The Staff Congress Credentials and Elections committee propose the following changes to the Bylaws:

- ◆ Correct grammatical errors throughout the document
- ◆ Correct any inconsistencies throughout the document
- ◆ Add area representation where appropriate
- ◆ Switched Sections 2 and 3 in Article I to make document flow
- ◆ Article I, Section 2C—Representation review will take place 3 months before elections rather than at 6 months
- ◆ Article II—Updated the Cabinet Liaison title
- ◆ Article III
  - ◆ Created new position—Communications Officer
  - ◆ Changed Secretary title to Secretary/Treasurer
  - ◆ Section 2—Office Nominations
    - ◆ Officers must be nominated in advance of election
    - ◆ Those seeking officer positions must write a statement of interest in the position which will be posted on the Staff Congress website prior to voting
    - ◆ Officer elections will be held in June instead of July
    - ◆ Officers will take office in July
  - ◆ Section 6—Duties of the Vice Chair
    - ◆ Added E: To nominate Standing Committee Chairs as outlined in Section 4A of Article V
  - ◆ Section 7—Duties of the Secretary/Treasurer
    - ◆ Added to B: ...notify the Credentials and Elections Chairperson of attendance issues in a timely manner
  - ◆ Section 8—Duties of the Communications Officer
    - ◆ The duties of the Communications Office of the Staff Congress shall be:
      - ◆ A. To create the monthly Staff Congress Newsletter
      - ◆ B. To assist the Vice Chair with the Staff Congress website
      - ◆ C. To create other Staff Congress communications as directed by the Chair
      - ◆ D. To perform other duties as specified by the Chair
- ◆ Article V, Section 3A—Credentials and Elections—added committee was in charge of Staff Regent elections and University Standing Committee representation process

### Next Steps:

- ⇒ After the final reading during the January 13, 2014, meeting, Staff Congress must vote on whether to accept or decline the proposed revisions. The vote must pass by 2/3 of the members present and voting.