

## Staff Concerns – May/June 2015

**Comment/Concern:** Does MSU have an official dress code? How can departments dictate what their employees can wear without repercussions?

**Action:** Via e-mail, Director of Human Resources Harold Nally stated:  
“Per review of MSU’s directory of policies, there is not a comprehensive dress code policy issued by the university. However, there are departments within the university that issue uniforms and/or dress guidance that make their departmental employees identifiable to the public.

“When addressing business necessities, it is reasonable to expect that individual departments may exercise judgment and discretion when considering a dress code for their employees. It is a generally recognized principle in the world of work that dress is important. Standards for work attire are set in literally hundreds of occupations. Universities and businesses have long recognized that the clothing one wears has an effect on both employees and customers. For employees, a uniform or dress code establishes a sense of unity or "esprit de corps." It provides a visible and ongoing reminder that each one is part of a larger group or team.”

**Comment/Concern:** Staff Congress received multiple concerns regarding the decision to raise parking fees on campus.

**Action:** Staff Congress reached out to Vice President of Student Life Madonna Weathers, who stated via e-mail:

“. . . I would simply reiterate the message from the President that decisions were made after careful consideration to address the fiscal challenges of this budget which included a commitment to the revised compensation plan. We also need to look to the future to continue to make campus improvements that will include an additional parking structure.”

Additionally, Staff Congress contacted Chief Financial Officer/Vice President Beth Patrick, who created a Parking Facts document in order to address the concerns. The text of this document follows:

## Parking Facts

The Commonwealth of Kentucky provides no allocation of funds to purchase, build, repair or maintain parking structure, roads or parking lots. Currently, the University maintains over 52 acres of parking lots, 3.1 miles of paved roads and is in the process of constructing a 400-unit parking garage. Each institution must fund these improvements from its operating budget. Costs for these activities continue to increase. The last parking fee increase was implemented in fall 2008.

Below are a few facts related to parking at MSU:

1. MSU is limited in the space available to dedicate to parking much like campuses located in a metropolitan area. Our limitations, however, are due to the geographic nature of our location. Hillsides and city boundaries limit our options for expanding surface parking on our campus. To increase the amount of campus parking, we must invest in the construction of parking garage structures.
2. The cost of parking for employees has not increased for the past seven years. The last increase was implemented in fall 2008 when the rate increased from \$50 to \$120 for an annual on-campus permit. A reduced rate of \$60 was introduced at that time for the "overflow" lot south of US 60 and a premium rate introduced for reserved parking spaces in select areas across campus. The reason for implementing the 2008 rate increase was to begin to generate resources for the design and construction of an on-campus parking garage.
3. Since 2008, an additional 114 parking spaces have been added in lots on campus that are designated for employee parking. Employee parking is also permitted in lots designated for students (Zone S). An additional 67 spaces have been added in lots on campus designated for students.
4. The additional revenue from the 2008 increase has generated \$1.4 million that is now being used toward the construction of MSU's first parking garage that will be located on the former site of Waterfield Hall. Design work has been completed and construction is scheduled to begin in the fall 2015. This garage will primarily serve students living in the campus residence halls. Total cost of that structure will exceed \$20 million with \$10 million in funding coming from a capital investment by ARAMARK to support a new student dining commons that will be constructed on one end of the parking facility.
5. A second parking facility is needed on the west end campus to provide additional parking for faculty, staff and commuter students. The increase in parking rates effective in fall 2015 will generate funds that can be accumulated in a reserve account to help fund that future investment in a second parking garage. The increase will also assist with the rising costs associated with maintaining the existing lots and roads.
6. Employees and retirees are currently rewarded at 20 years of service with a parking permit at no cost. The value of the 20-year benefit is being increased from \$120 to \$180 to cover the full cost of an on-campus campus permit under the new rate. The \$180 can also be used toward the cost of a reserved parking space.

7. The \$60 increase for the on-campus permit equates to \$5 per month (\$2.50 per paycheck). Employees may request that their parking permit be automatically deducted from their paycheck to avoid paying the full annual cost of parking at one time.
8. For those desiring the least cost option, parking is available in the “overflow” lot with shuttle service to campus during the fall and spring semesters. **During the summer break period (after spring commencement and prior to fall convocation) employees with an “overflow” parking pass may also park in any non-reserved space on campus designated for employees or students without being ticketed.**

**Comment/Concern:** Staff Congress received multiple statements expressing discontent from constituents who were upset that they did not receive a raise.

**Action:** Staff Congress contacted CFO/VP Beth Patrick, who stated:

“Given this is a statement and not a question. I will not reply.”

**Comment/Concern:** Staff Congress received the following concern:

“In light of the fact that I have (once again) not received a raise while other people in supervisory roles seem to have received large pay increases, I wanted to look at my job description, because I think I am doing much more than what I am being paid to do. I was told that you can access this by going into PeopleAdmin in MyMSU, but I cannot find anything.

“Can someone please directly ask HR why employees seem to have such a hard time finding their job descriptions (and the descriptions of other positions for that matter)? We as employees of a publicly funded organization have the right to see our own and others' job descriptions.”

**Action:** Human Resources Director Harold Nally stated via e-mail:

Employees experiencing difficulty accessing their job descriptions may review their job description by logging in to People Admin in My Morehead State and follow these steps (per this response I’ve included instructions that will assist employees accessing their job description):

### **Getting Into People Admin**

Logging into People Admin:

1. MyMorehead State

2. Click the Productivity icon under Icon Shortcuts
3. Click the People Admin link found under the “Services-Online Business Application”
4. PeopleAdmin – user credentials are the same as MyMoreheadState

### **Accessing Individual Job Description:**

Select Position Management:

1. In the dropdown box to the right of the blue banner, select Position Management (When employee has selected Position Management, the banner will turn orange)
2. Select “Position Descriptions” (the second tab in the orange banner)
3. Select “Staff”
4. Ensure that your role is “Employee” (This is found below the orange banner toward the right of your screen).
5. Your job title will display.
6. Select your job title to view your position description.

Employees needing further assistance accessing their position description, may call Human Resources at 783-2097.

### **Training Provided:**

To address future training needs related to this anonymous comment, the Human Resources Office will offer two sessions this fall semester (2015) titled “People Admin-Position Management”. One date is confirmed for November 11<sup>th</sup>, 2015, and the second date is pending. To access the training schedule and to sign up for this session or other professional development opportunities, employees will need to access the Professional Development and Training site under the Employee Services tab found in My Morehead State.

### **For the Record:**

There were two (2) sessions offered in the calendar year of 2014, one in the spring and one in the fall. There were two (2) sessions offered to employees this past spring semester (2015).