

REGENT’S REPORT – No Report.

COMMITTEE REPORT

Standing Committee on Appointments – No Report.

Credential and Elections Committee –

Fiscal Affairs Committee – Chair B. Sammons reported on the salary pool for 2000-2001. The original salary pool

Personnel Policies and Benefits Committee – Chair Hawkins presented changes to the Job Classification Appeals Committee and the membership of that committee; a detail review of PG 57: Retired Faculty and Staff Re-Employment Program and PG 44: Staff Job Classification Wage and Salary Administration. Due to length of discussion, representatives had to leave and there were not enough representatives for a quorum to vote on committee recommendations with changes. Chair Thacker set another meeting for May 8 at 1 p.m. in the Riggle Room to conclude discussion on personnel policies and vote.

The Personnel Policies and Benefits Committee makes the recommendation that Staff Congress retain the Job Classification Appeals Committee.

Vice Chair Stephenson presented to Staff Congress a recommendation for the membership of the Job Classification and Appeals Committee. Membership would be as follows:

<u>Membership</u>	<u>Division</u>	<u>Term</u>
1 Representative	Academic Affairs Staff	4 year
1 Representative	Administration & Fiscal Services	3 year
1 Representative	Student Life	2 year
1 Representative	University Relations	1 year
Chair	Vice Chair, Staff Congress	

All appointed by Staff Congress. All Appointees would be trained by the Office of Human Resources, Committee’s decision would be final, and the staggered terms would provide continuity.

MOTION: That the Job Classification Appeals Committee be reorganized as stated, be appointed by Staff Congress, be trained by Human Resources and the decision of the committee being final.

Proposed: Rep. Vice Chair Stephenson

Seconded: Rep. Jessie

Called For Vote: Passed

OLD BUSINESS – No Old Business

NEW BUSINESS – No New Business

ANNOUNCEMENTS

May 10, 2000 Budget Open Forum with President Eaglin 1 p.m. in RH 419
June 5, 2000 Staff Congress Meeting – Riggle Room

ADJOURNMENT

Staff Congress adjourned at 3:12 p.m., but will reconvene at 1 p.m. on Monday, May 8, 2000.

Minutes by: Lois L. Hawkins, Secretary

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS**

8 May 2000

**Scottie Barker, Sharon Beller, *Larry Besant, Thelma Bumgardner, Vincent Butler, *Joy Cecil, *Dan Connell, *Patty Eldridge, Lois L. Hawkins, *Stephanie Stewart, *Rosemary Hinton, Betty Sue Hurley, David Jessie, Della Johnson, Linda Kegley, Velda Mabry, *Rhonda Mackin, Zach McClurg, Pam Moore, Carole Morella, Joel Pace, Belva Sammons, Dallas Sammons, *Wilma Stegall, Larry Stephenson, **Jack Templeman, Todd Thacker, Madonna Weathers, *Kenny White

*Prior Notification

**No Notification

Guests: Roger Barker, Director, Office of Human Resources
Gene Caudill, Staff Regent
Ruth Robinson

The meeting was called to order by Chair Thacker at 1 p.m.

CHAIR'S REPORT - Continuance from May 1 meeting will begin with the Personnel Policies and Benefits Committee's change recommendations to PG 44: Staff Job Classification Wage and Salary Administration, PG 50: Staff Performance Management System, PSE 7: Discipline, Reassignment or Dismissal, and PSNE 8: Discipline, Reassignment or Dismissal.

VICE CHAIR'S REPORT – No Report

SECRETARY'S REPORT – No Report.

REGENT'S REPORT – No Report.

COMMITTEE REPORT

Standing Committee on Appointments – No Report.

Credential and Elections Committee – No Report

Fiscal Affairs Committee – Chair B. Sammons attended the University Budget Planning meeting this year. At this meeting they were told there would be a 1.8% pool. The President and Budget Management is looking for extra money and during the budget meeting they came up with some ways to find the money, therefore that is how the pool became 2.38%. Everyone will get the 2% with the remaining .38% going for reclassifications. The budget then went to the Board of Regents for approval.

During this meeting the President voiced his concern about retention and getting students, keeping students to keep our budget what we needed to be. He was going to have some workshops to address this. He asked that Staff Congress have staff members ready and available to meeting with faculty representatives to find ways to assist in this campaign.

Chair Thacker, Vice Chair Stephenson and I have come up with of representatives from Staff Congress to participate in this forum. At this time do not know when the process will begin. The President will be holding open forums to discuss budget and other issues with faculty and staff. The first forum will be May 10 at 1 p.m. in Reed Hall 419.

The Fiscal Affairs Committee is acting as an ad hoc committee to look at the Staff Congress Constitution and representation of members on Staff Congress in accordance to the classification system. The committee met last week and came up with the following information:

There are 668 staff members.

# Employees	Categories	# Representatives Per Reorganization
47	Executive Managerial	2
270	Professional Non-Faculty	7
146	Secretarial/Clerical	5
41	Technical Paraprofessional	2
56	Skilled Crafts	2
108	Service Maintenance	4
	At-Large Categories (Do not run by categories)	7

Will be working on more closely and working out a plan for rotation. The Ad Hoc Committee plans to have this at the next Staff Congress meeting.

Chair Thacker discussed receiving merit pay for his unit he noted that the people not eligible for merit pay, being new employees, the money was not in the merit pool. He wrote President Eaglin and Vice President Dailey to request that the money not used by the people not eligible for merit pay be given to the units to be distributed to the employees eligible for merit pay. This was approved and given to the Vice Presidents, who will distribute at their discretion, they have requested a list of how the supervisors recommend these funds be distributed.

Personnel Policies and Benefits Committee – Policy changes discussed on PG 44 Procedures: Section B.

Motion: Rep. Besant’s made a motion to change the 7.5% to 6%, Personnel Policies and Benefits Committee recommended 7.5%. Seconded by Rep. Stewart. Discussion was called for and after extensive discussion Rep. Besant amended his motion to go back to 5%, Rep. Stewart agreed. Discussion.

Call for Vote: Yes 11 Opposed 7 Passed

Policy changes discussed on PG 50: Staff Performance Management System. Discussion.

Motion: Motion to approve as amended.
Proposed by: Vice Chair Stephenson Seconded by: Rep. D. Sammons

Call for Vote: Passed

Policy changes discussed on Pad 7: Suspension With or Without Pay. Discussion.

Motion: Recommendation from Committee
Proposed by: Rep. Morella Seconded by: Rep. Pace
Call for Vote: Passed

Policy changes discussed on PSE 7: Discipline, Reassignment or Dismissal. Discussion.

Motion: Recommend to approve with amendments
Proposed by: Rep. Morella Seconded by: Rep. Pace
Call for Vote: Passed

Policy changes discussed on PSNE 8 Discipline, Reassignment or Dismissal. Discussion.

Motion: Recommendation from Committee
Called for Vote: Passed

Listed below are all the policies as Staff Congress amended with corrections and passed.

Staff Congress recommends the approval of Policy: PG 57 as written, this is a combination of PG 43 and PAC 25.

Document 1

Policy: PG-57

Retired Faculty and Staff Re-Employment Program

Approval Date:

PURPOSE: To permit the University to re-employ retired staff and faculty on a part-time basis consistent with regulations promulgated by the Kentucky Employees Retirement System (KERS) or the Kentucky Teachers' Retirement System (KTRS). This policy does not apply to retirees being re-employed on a full-time basis.

This program is not an entitlement and does not carry automatic participation. Each applicant for post-retirement employment will be considered on the basis of merit, University resources, enrollment demands, and the capability of the individual to contribute to the needs of the University.

ELIGIBILITY: Retiring staff and faculty members must apply for post-retirement employment directly to his or her supervisor or to the supervisor of the unit to which they are making application. The President may recommend to the Board of Regents post retirement re-employment upon the recommendation of the appropriate Vice President. The Vice President shall have received the favorable recommendation of the retiree's upline supervisors.

PROGRAM: The post-retirement employment program for non-faculty KTRS retirees provides the opportunity for re-employment up to the equivalent of 100 days in any one fiscal year. *102. Kentucky Administrative Regulation 1:035* defines a day as more than three and one-half hours of work; three and one-half hours or less is considered one-half day.

The post-retirement program for faculty and academic administrators will provide the opportunity for re-employment to teach up to half time per academic year (August-May) or to perform other mutually agreed upon duties not to exceed 100 days per year.

Retirees re-employed under this plan may retain the appropriate faculty rank from which they retired; but they will not be eligible for promotion or sabbatical leaves as outlined in PAC-2 and Pac-17.

Retirees may be given priority in receiving summer teaching assignments for the Summer I session immediately prior to their retirement.

The post-retirement employment program for KERS retirees provides the opportunity for re-employment on a part-time basis for a period of less than an average of 100 hours per month for the period of re-employment.

Retirees re-employed under this policy do not retain Staff Congress or Faculty Senate voting rights, nor are they eligible for promotion or internal job searches.

This special re-employment category carries with it the expectations, duties, and responsibilities of a regular employee. Re-employed retirees who are participating in this program will be governed by University personnel policies with the exceptions noted above. The member's performance will be evaluated utilizing the same evaluation instruments as used to evaluate regular full-time employees.

Re-employed retirees will have access to the University's tuition waiver program (PG-26), nontransferable and proportional to their contracts up to a maximum of six credit hours per academic year (fall and spring semesters only). Office space, library and special purchase privileges, e.g., bookstore and athletic tickets, will be available in accordance with University policies and procedures.

**SALARY/WAGE
DETERMINATION:**

The hiring department or office will negotiate post-retirement salaries or wages. Future salary adjustments will be permitted in accordance with salary distribution guidelines adopted by the University each year.

Staff Congress has approved revisions as noted.

Document 2

Policy: PG-44

Subject

Staff Job Classification
Wage and Salary Administration

Approval Date: 05/13/88
Revision Date: 06/22/94

PURPOSE: To outline the policies and procedures for administering the University's Staff Job Classification and Compensation Plan.

It shall be the objective of the University to maintain a Staff Classification System based upon sound job evaluation techniques. It shall be the objective of the Board of Regents to compensate staff members in an equitable and competitive manner within the resources available to the institution for staff compensation.

ADMINISTRATION The Board of Regents authorizes the President to administer the Plan. All staff PLAN: appointments shall be in accordance with the Staff Job Classification and Compensation Plan. ~~THE SCOPE OF THE UNIVERSITY'S ANNUAL AUDIT BY AN EXTERNAL AUDITING FIRM SHALL BE EXPANDED TO ENCOMPASS AN AUDIT OF INSTITUTIONAL COMPLIANCE WITH THE POLICIES AND PROCEDURES FOR ADMINISTERING THE PLAN.~~

MANAGEMENT RIGHTS AND RESPONSIBILITIES: The Board of Regents may amend the Staff Job Classification and Compensation Plan in response to budgetary constraints, changes in State and Federal law or regulations, and/or based upon any financial exigency which may affect the University's ability to appropriately respond to internally- or externally-imposed fiscal restraints. The Office of Human Resources shall maintain the Staff Job Classification and Compensation Plan. The Plan shall be available in the Office of Human Resources and in the Camden-Carroll Library for review by any employee. The Staff Job Classification and Compensation Plan shall be a part of the annual personnel roster and appointment approval process.

JOB CLASSIFICATION Staff Congress shall appoint a job classification appeals committee. The committee
APPEALS COMMITTEE: shall resolve appeals of decisions made by the Office Of Human Resources regarding exempt and nonexempt staff classifications. All appointees would be given training by the Office of Human Resources and the

staggered terms would provide continuity. The committee's decision would be final. The committee would be comprised of:

Vice Chair of Staff Congress (Chair of Committee)
1 Representative Academic Affairs Staff
1 Representative Administration and Fiscal Services Staff
1 Representative Student Life Staff
1 Representative University Relations Staff

REQUEST PROCESS: Requests for classification and grade assignments of new positions, or reclassifications of existing positions, shall be submitted to the Office of Human Resources by the appropriate Vice President. The Office of Human Resources shall determine the classification and grade based on the requirements of the position as defined on the job description and on factor comparisons with other like or similar positions.

JOB CLASSIFICATION SYSTEM: The University shall maintain and administer a job classification system that is responsive to the management of staff employees and consistent with the classification techniques contained in the Plan. An ongoing review of all job classifications will be conducted by the Office of Human Resources. The review shall permit equitable and routine adjustments consistent with the staffing needs of the University and available resources.

STAFF COMPENSATION SCHEDULE: The Administration shall maintain and administer a compensation schedule that is equitable in its administration and consistent with each job classification and grade as determined in the job classification system. The compensation schedule shall be reviewed annually and adjusted when appropriate within the resources available to the University for staff wages and salaries.

ADJUSTING THE COMPENSATION SCHEDULE: To assist in determining if annual changes in the compensation schedule are necessary, the Office of Human Resources shall conduct compensation surveys as but, as a minimum, will conduct a comprehensive survey every three years. The Office of Human Resources, in conjunction with the Office of Budgets and Management Information, shall recommend to the President any adjustments to the schedule. The President shall recommend to the Board of Regents for its approval any adjustments prior to implementation. The survey and review should coincide with the University's annual planning and budgeting process.

ANNUAL SALARY
ADJUSTMENTS:

With the resources available annually for staff wage and salary increases, it shall be the objective of the University to increase the wages and salaries of employees, who are meeting and or exceeding job expectations. Resources permitting, cost-of-living increases shall be considered when annual wage and salary adjustments are determined. If additional funds are available following this initial distribution, such funds shall be allocated within guidelines developed by the administration.

EMPLOYEE EEO
CATEGORIES:

The Equal Employment Opportunity (EEO) categories for all University positions are classified as exempt and nonexempt as indicated below:

- 01 Executive/Administrative/Managerial (Exempt)
- 02 Faculty (Exempt)
- 03 Professional, Nonfaculty (Exempt)
- 04 Secretarial/Clerical (Nonexempt)
- 05 Technical/Paraprofessional (Nonexempt)
- 06 Skilled Crafts (Nonexempt)
- 07 Service/Maintenance (Nonexempt)

PROCEDURES:

The Office of Human Resources and the Department Chair/Office Director shall operate under the following provisions:

- A. New Hire: The normal entry rate of pay for a newly hired staff employee shall be the ~~minimum of the first quartile~~ **entry level** for the grade. Under certain conditions, a staff employee may be started at a rate higher than the ~~entry rate level~~ **entry level** but not greater than the salary permitted for that grade. The appropriate Vice President and the Director of Human Resources shall review and recommend to the President a salary greater than entry level. Written justification for a starting rate higher than the entry rate shall accompany the request from the hiring administrative unit head to the appropriate Vice President and the Director of Human Resources. When requesting an exception, sufficient lead time shall be given to assess the justification, make a **RECOMMENDATION**, and obtain a **FINAL** decision from the President. Justification may include but shall not be limited to substantiation that the ~~position needs~~ **person recommended to be filled by an individual fill the position** possesses the skills, or education, and or experience beyond those normally required to perform satisfactorily the duties of the position and that ~~the individual recommended has the skills required~~ **the minimum requirements that will be of substantive value to the unit.**
- B. Promotion and Reclassification: Upon promotion or reclassification to a higher ~~point base graded~~ **position**, an employee's new rate of pay will be the ~~entry rate level~~ **entry level** of the new grade or 5% more than his/her current salary, whichever is greater.

Employees whose positions are submitted for reclassification because of significant changes in their job duties should not be allowed to begin the new duties until the reclassification is approved.

For employees in positions that are reclassified the pay rate shall become effective on the first day of the month following final approval of the reclassification.

A pay increase upon promotion shall not jeopardize an employee's eligibility for an annual increase.

Retroactive pay adjustments shall not be made on a case-by-case basis and based upon justification being provided by the employee's supervisor and approved by the appropriate Vice President.

- C. Acting, Interim, or Temporary Appointments: If an employee serves in an acting, interim, or temporary capacity for at least one (1) month, the employee shall receive the entry rate level of pay for the position in which he or she is serving in an acting, interim, or temporary capacity. If the entry rate level is below the employee's current rate and with the approval of the Director of Human Resources and the hiring supervisors, the employee's current rate will be increased by 10 percent. When Upon returned to his/her regular position, the employee shall revert to his/her former rate of pay plus any annual percent increase that would have been awarded had the employee remained in his/her former regular position.
- D. Demotion: A demotion is the movement of a nonprobationary staff employee to a lower graded position. A demotion shall not jeopardize an employee's eligibility for an annual increase. The adjusted salary for a demoted staff member shall be determined as follows:
1. An individual who is assigned to a position in a lower grade shall retain his or her current rate of pay for the remaining portion of the current fiscal year or a maximum of 6 months whichever is less. The employee's salary shall revert to the same relative position in the rate range compensation scale as his/her previous assignment in the higher grade position, e.g., an employee in a grade 4 exempt position at the maximum of the First Quartile would revert to the maximum of the First Quartile of whatever grade level he/she was being placed in. Annual increases shall be calculated based on the lower pay rate.
- E. Lateral Transfer: A lateral transfer is the movement of an employee to another position in the same grade. In the case of an employee initiated lateral transfer, the employee shall retain his or her receive a 2 percent increase to his/her current pay rate. A lateral transfer shall not jeopardize an employee's eligibility for an annual increase.
- F. Reinstatement or Recall to previous positions: The normal rate of pay for an employee who is reinstated or recalled within one year shall be his/her former rate of pay or the entry rate level for the position, whichever is greater.

- G. Overtime or Compensatory Time: Overtime pay and/or compensatory time shall be granted under the provisions of Personnel Policy PSNE-5, Overtime Pay for Employees Classified as Staff Nonexempt.
- H. Reassignment: A reassignment may be to either a position in the same grade (lateral) or to a position in a lower grade. In the case of a lateral reassignment, the employee shall retain his or her current pay rate. A reassignment to a lower graded position will require the employee's salary to be adjusted in accordance with section D above. Neither a lateral reassignment or reassignment to a lower grade shall jeopardize an employee's eligibility for an annual increase, except as may relate to the serving of a probationary period.

**RESTRICTED FUND
EMPLOYMENT:**

Restricted fund employees are those employees hired in positions for projects funded from external sources. Project directors shall use the University's pay schedules when developing budgets for such projects. The University does not assume any obligation to supplement wages or salaries of externally funded employees who are not compensated at levels established in this policy. The University encourages equity for all employees regardless of funding source.

**TEMPORARY
PART-TIME
EMPLOYMENT:**

~~Fixed Term II and Wage Payroll appointments, full-time for less than six months or less than 50 Percent time for up to one year, shall receive a pay rate of at least the Federal minimum wage but not more than the minimum rate for their positions and grades. The following exceptions apply only for temporary or part-time employment of retired members of the Kentucky Teachers' Retirement System (KTRS) or the Kentucky Employees Retirement System (KERS):~~ Temporary and part-time appointments, as defined in Personnel Policy PG-3 shall receive a pay rate of at least the Federal minimum wage but not more than the position's entry level. If a position is not classified with an established entry level, compensation will be approved by the Office of Human Resources. Exceptions to this policy apply only for part-time employment of retired members of the Kentucky Teachers' Retirement System (KTRS) or the Kentucky Employees' Retirement System (KERS). Part-time appointments for retirees of KTRS or KERS are bound by restrictions set forth in KRS 161.220 - 161.716 and 61.510 – 61.705, respectively and will be administered according to PG-57.

- ~~1. Under the KTRS, a retired member may be reemployed for up to (50%) one half time per year not to exceed 100 days without forfeiting pension entitlements or for non-teaching retirees 100 days per fiscal year.~~
- ~~2. Under the KERS, a retired member may be reemployed in accordance with the annual earning limitations established by KERS. This limitation is the maximum earnings allowed by the Social Security Administration without the employee being subject to a reduction in Social Security benefits.~~

Document 3

Policy: PG-50

Subject

Staff Performance Management System

Approval Date: 12/14/90

Revision Date:

PURPOSE: To establish a staff performance pay provision as a component to the Staff Job Classification and Compensation Plan approved by the Board of Regents as PG-44 and to authorize the development of procedures for administering a Staff Performance Management System.

POLICY: That the University develop and implement a Staff Performance Management System which will improve staff performance and productivity and which will accomplish the following objectives:

1. Provide a means of recognizing high performance;
2. Provide a means for periodic job related counseling for encouraging professional and educational development.

DEVELOPMENT OF STAFF APPRAISAL FORMS: Appraisal forms shall be developed which enable University supervisors to evaluate an employee's performance related to his or her duties and responsibilities as defined on the employee's job description and on stated behavior and ability factors.

At the beginning of an employee's appraisal period, the supervisor may prescribe other job-related duties and responsibilities not in the job description. The appraisal instrument shall enable supervisors to identify employees who are: (1) performing at the highest levels; ~~or~~ (2) fully succeeding; (3) ~~or~~ minimally meeting performance requirements; or ~~(3)~~ (4) not meeting ~~minimum~~ performance requirements.

MANAGEMENT RESPONSE: Employees who perform at high levels may be rewarded through a performance pay increment.

Employees who perform at the level of ~~meeting minimum requirements~~ "minimally meets performance requirements (2.00)" or below shall be encouraged to improve their performance level through additional training and developmental opportunities. Employees who have completed their initial employment probationary period and who perform below "minimally meets performance requirements" of the (under 2.00), shall be placed in a probationary status for a period of ~~six~~ three months. During this probationary period, the employee shall be appraised ~~monthly~~ at least quarterly. Such employees who fail to return to minimally meets performance requirements during this probationary period shall be dismissed from employment upon

recommendation by the appropriate supervisor, recommendation by the President and approval by the Board of Regents.

Employees who have completed their initial employment probationary and who are rated between “minimally meets performance requirements ... needs improvement” and “fully succeeds on all performance requirements” (between 2.00 and 2.99) may be reassigned.

Employees reassigned under the unsatisfactory job performance provisions of PAc-7, PSE-7 or PSNE-8 will serve an ~~initial~~ new probationary period.

ADMINISTRATION
OF THE SYSTEM:

The Board of Regents authorizes the President to develop procedures for administering the system.

MANAGEMENT
RIGHTS AND
RESPONSIBILITIES:

The President may allocate funds for performance pay to be determined annually based on budgetary considerations.

EMPLOYEE
ELIGIBILITY:

All ~~regular, full-time~~ staff exempt and nonexempt employees ~~under the Staff Job Classification and Compensation Plan established by PG 44~~ shall be eligible to compete for performance pay only if they have ~~worked in the same position for at least six months following their probationary period.~~ at least three (3) months of work time, excluding probationary time, in the annual appraisal period. Employees who have a change in supervisors will be appraised by the supervisor having 50 percent or more of the employee's time during the annual appraisal period. In the event of a supervisor's departure or unavailability, and where the performance period remaining is less than 6 months, the reviewer becomes the appraiser. For those employees receiving a performance based salary increment, the increment shall be added to the employee's salary.

~~This policy does not preclude staff not classified under the Staff Job Classification and Compensation Plan from receiving performance pay based on their annual appraisal. These employees will have their performance pay allocation determined annually by the President.~~

Employees in probationary status on June 30 of a given year are eligible for an across-the-board pay increase upon satisfactory completion of the probationary period.

PROBATIONARY
PERFORMANCE
EVALUATIONS:

Initial employment probationary appraisals shall be performed for regular full time and continuing part-time staff employees upon completion of the probationary periods established in PSE-2 or PSNE-2.

If the probationary period for an employee ends during December, a separate annual performance appraisal is not required.

ANNUAL
PERFORMANCE
APPRAISAL:

The annual ~~twelve month~~ performance appraisal ~~period~~ for all regular full-time and continuing part-time time employees shall be a calendar year (January 1 to December 31).

COMPLETED
PERFORMANCE
APPRAISAL
FORMS:

Performance appraisals can be used for employee assistance and administrative decisions in such areas as employee counseling, transfer, promotion, demotion, dismissal ~~recommendations~~, ~~reassignment~~, training and development needs and maximizing employee potential. Completed forms shall be sent to the Office of ~~Personnel Services~~ **Human Resources** for retention after the supervisor has reviewed the appraisal with the employee. The employee and employing unit shall also retain a copy.

~~SUPERSEDES: _____ This policy supersedes PG 32, "Staff Performance Evaluations".~~

Staff Congress recommends the approval of Policy: PAd-7 as written.

Document 4

Policy: PAd-7

Subject

Suspension With or Without Pay
or Reassignments

Approval Date: 07/01/85
Revision Date:

PURPOSE: To establish the right of the President to suspend and/or reassign an employee during an investigation into matters which may lead to disciplinary action.

SUSPENSION/
REASSIGNMENTS: At the discretion of the President, an administrator-employee may be temporarily suspended from employment with or without pay or reassigned, pending further investigation of a matter, including possible official actions by outside legal agencies.

Document 5

Policy: PSE-7

Subject

Discipline, Reassignment or & Dismissal

Approval Date: 07/01/85

Revision Date: 12/14/90

PURPOSE

To outline steps to be taken by a supervisor when a staff member is failing to meet acceptable standards of conduct, as determined by the University and, when in the judgment of supervisor(s), informal or formal action, including possible suspension, reassignment or dismissal, is warranted. This procedure does not apply to a staff member during the his/her initial probationary period. ~~THE FOLLOWING OFFENSES ARE EXAMPLES OF VIOLATIONS THAT CAN RESULT IN A DISCIPLINARY ACTION BEING TAKEN: DISHONESTY, THEFT, AND INSUBORDINATION.~~

~~ORAL REPRIMAND~~ WARNING: A supervisor may not deem a matter the misconduct of such magnitude to require formal action. In such instance, the supervisor may determine that an oral reprimand warning is sufficient to correct the situation. The oral reprimand warning should include a review of wherein the staff member has failed to meet acceptable standards of conduct, what is expected to meet acceptable standards of conduct, and what future actions may result if such standards are not met.

WRITTEN REPRIMANDS: A written reprimand may be issued to a staff members when whose continued failure to meet acceptable standards of conduct may result in dismissal. Written reprimands shall be issued and administered in the following manner:

- * A meeting between the supervisor and the staff member shall be held as soon as practicable after the supervisor determines that discipline may be needed.
- * In the meeting the supervisor shall inform the employee that it is a disciplinary meeting, and if the facts warrant, a written reprimand will be issued.
- * The employee will be given an opportunity to present his/her side of the case. If the supervisor determines that discipline should occur, the written reprimand shall be issued to the employee as soon as that determination is made.
- * The written reprimand shall include the facts at hand, the date or dates of meetings with the employee to discuss the matter, the persons present, the manner in which the employee is has failinged to meet acceptable standards of conduct, what is expected to meet such standards, and that dismissal will result if such standards are not met.

- * A copy of the written reprimand shall be placed in the staff member's file in the Office of ~~Personnel Services~~ Human Resources.
- * Suspensions ~~with or~~ without pay may be administered in conjunction with the written reprimand upon approval of the President with supporting recommendations by the staff member's supervisor(s), the appropriate Vice President ~~and the Director of Human Resources~~.
- * The written reprimand may be removed from an individual's file when a written request ~~for so doing~~ is submitted to the Director of ~~Personnel~~ Human Resources by the employee's supervisor with a favorable recommendation ~~endorsement~~ by the next up-line supervisor(s) and appropriate Vice President.

SUSPENSION AND/OR REASSIGNMENT:

At the discretion of the University, a staff member may be suspended from employment, ~~with or~~ without pay, ~~or temporarily reassigned to other duties~~ pending further investigation of a ~~the~~ matter, including possible official actions by outside agencies. ~~Additionally, A~~ suspension from employment, ~~with or~~ without pay, ~~or temporary reassignment to other duties~~ may be made for misconduct.

Generally, suspensions without pay will not exceed ~~5 work days for the first written reprimand; will not exceed 10 work days for the second written reprimand; and will not exceed~~ 15 work days, ~~for the third written reprimand~~. If a suspension is administered, ~~without a written reprimand~~ the same due process procedures required in the written reprimands section must be followed.

A staff member may also be reassigned to another position if his/her overall job performance falls below "fully succeeds on all performance requirements (below a 3.0)" as defined in the University's Staff Performance Management System, upon approval by the President with supporting recommendations by the staff member's supervisor(s), the appropriate Vice President and the Director of Human Resources. Reassigned employees under this policy would serve a new probationary period.

Reassignment to another position for failure to achieve an overall job performance rating of "fully succeeds on all performance requirements" in their assigned duties and responsibilities will be administered under the provisions of PG-50, Staff Performance Management System and PG-44, Staff Job Classification Wage and Salary Administration.

DISMISSAL FROM EMPLOYMENT:

A staff member may be dismissed summarily for major cause or when there's job-related or other misconduct ~~is~~ so severe or repetitive that separation is justified for the good of the University. Dismissal of a staff member shall be approved by the President with supporting recommendations by the staff member's supervisor(s), **THE APPROPRIATE VICE PRESIDENT**, and the Director of Human Resources. When notice of dismissal is given to a staff member, it shall be effective immediately.

Dismissal of a staff member for not meeting job performance requirements will be administered under the provisions of PG-50, Staff Performance Management System. In addition to the provisions of PG-50, a staff member may also be placed on

probationary status if three (3) written reprimands are administered for unsatisfactory job performance during any annual evaluation period. If the staff member does not return to a satisfactory level of job performance within the 90-day probationary period, the staff member shall be dismissed from employment.

Document 6

Policy: PSNE-8

Subject

Discipline, Reassignment or & Dismissal

Approval Date: 07/01/85

Revision Date: 12/14/90

PURPOSE

To outline steps to be taken by a supervisor when a staff member is failings to meet acceptable standards of conduct, as determined by the University and, when in the judgment of supervisor(s), informal or formal action, including possible suspension, reassignment or dismissal, is warranted. This procedure does not apply to a staff member during the his/her initial probationary period. ~~THE FOLLOWING OFFENSES ARE EXAMPLES OF VIOLATIONS THAT CAN RESULT IN A DISCIPLINARY ACTION BEING TAKEN: DISHONESTY, THEFT, AND INSUBORDINATION.~~

~~ORAL REPRIMAND~~ **WARNING:** A supervisor may not deem a matter the misconduct of such magnitude to require formal action. In such instance, the supervisor may determine that an oral reprimand warning is sufficient to correct the situation. The oral reprimand warning should include a review of wherein the staff member has failed to meet acceptable standards of conduct, what is expected to meet acceptable standards of conduct, and what future actions may result if such standards are not met.

WRITTEN REPRIMANDS: ~~A W~~ritten reprimands may be issued to a staff members when whose continued failure to meet acceptable standards of conduct may result in dismissal. **Written reprimands shall be issued and administered in the following manner:**

- * A meeting between the supervisor and the staff member shall be held as soon as practicable after the supervisor determines that discipline may be needed.
- * In the meeting the supervisor shall inform the employee that it is a disciplinary meeting, and if the facts warrant, a written reprimand will be issued.
- * The employee will be given an opportunity to present his/her side of the case. If the supervisor determines that discipline should occur, the written reprimand shall be issued to the employee as soon as that determination is made.
- * The written reprimand shall include the facts at hand, the date or dates of meetings with the employee to discuss the matter, the persons present, the manner in which the employee is has failinged to meet acceptable standards of conduct, what is expected to meet such standards, and that dismissal will result if such standards are not met.

- * A copy of the written reprimand shall be placed in the staff member's file in the Office of ~~Personnel Services~~ Human Resources.
- * Suspensions with or without pay may be administered in conjunction with the written reprimand upon approval of the President with supporting recommendations by the staff member's supervisor(s), the appropriate Vice President and the Director of Human Resources.
- * The written reprimand may be removed from an individual's file when a written request for so doing is submitted to the Director of ~~Personnel~~ Human Resources by the employee's supervisor with a favorable recommendation endorsement by the next up-line supervisor(s) and appropriate Vice President.

SUSPENSION AND/OR REASSIGNMENT:

At the discretion of the University, a staff member may be suspended from employment, with or without pay, or temporarily reassigned to other duties pending further investigation of a the matter, including possible official actions by outside agencies. Additionally, A suspension from employment, with or without pay, or temporary reassignment to other duties may be made for misconduct.

Generally, suspensions without pay will not exceed 5 work days for the first written reprimand; will not exceed 10 work days for the second written reprimand; and will not exceed 15 work days, or commencement of action leading to dismissal, for the third written reprimand. If a suspension is administered, without a written reprimand the same due process procedures required in the written reprimands section must be followed.

A staff member may also be reassigned to another position if his/her overall job performance falls below "fully succeeds on all performance requirements (below a 3.0)" as defined in the University's Staff Performance Management System, upon approval by the President with supporting recommendations by the staff member's supervisor(s), the appropriate Vice President and the Director of Human Resources. Reassigned employees under this policy would serve a new probationary period.

Reassignment to another position for failure to achieve an overall job performance rating of "fully succeeds on all performance requirements" in their assigned duties and responsibilities will be administered under the provisions of PG-50, Staff Performance Management System and PG-44, Staff Job Classification Wage and Salary Administration.

DISMISSAL FROM EMPLOYMENT:

A staff member may be dismissed summarily for major cause or when there's job-related or other misconduct is so severe or repetitive that separation is justified for the good of the University. Dismissal of a staff member shall be approved by the President with supporting recommendations by the staff member's supervisor(s), **THE APPROPRIATE VICE PRESIDENT**, and the Director of Human Resources. When notice of dismissal is given to a staff member, it shall be effective immediately.

Dismissal or reassignment of a staff member for not meeting job performance requirements will be administered under the provisions of PG-50, Staff Performance Management System. In addition to the provisions of PG-50, a staff member may also be placed on probationary status if three (3) written reprimands are administered for unsatisfactory job performance during any annual evaluation period. If the staff member does not return to a satisfactory level of job performance within the 90-day probationary period, the staff member shall be dismissed from employment.

OLD BUSINESS – No Old Business

NEW BUSINESS –

ANNOUNCEMENTS

May 10, 2000 Budget Open Forum with President Eaglin 1 p.m. in RH 419
June 5, 2000 Staff Congress Meeting – Riggle Room

ADJOURNMENT

Staff Congress adjourned at 2:54 p.m.

Minutes by: Lois L. Hawkins, Secretary

**STAFF CONGRESS
Monday, 5 June 2000
Riggle Room – 1 p.m.**

- I. CALL TO ORDER**
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS**
- III. APPROVAL OF THE MINUTES**
- IV. CHAIR’S REPORT**
- V. VICE CHAIR’S REPORT**
- VI. SECRETARY’S REPORT**
- VII. COMMITTEE REPORTS**
 - **Credentials and Elections**
 - **Standing Appointments Sub-Committee**
 - **Fiscal Affairs**
 - **Personnel Policies and Benefits**
- VIII. OLD BUSINESS -**
- IX. NEW BUSINESS -**
- X. DISCUSSION**
- XI. ANNOUNCEMENTS**