

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February 5, 2001**

MEMBERS:

Sharon Beller	Dan Connell	Linda Kegley	*Carole Morella	Stephanie Stewart
*Larry Besant	Lenore Dixon	Margaret LaFontaine	Joel Pace	Todd Thacker
Thelma Bumgardner	Patty Eldridge	Velda Mabry	Darlene Ramey	Madonna Weathers
Vincent Butler	Lana Fraley	Rhonda Mackin	Belva Sammons	Michael Hopper
Gene Caudill	Rosemary Hinton	Zach McClurg	Dallas Sammons	Kenneth White
Joy Cecil	David Jessie	Pam Moore	Tim Smith	Rick Williams

*Denotes member was absent

Guests: Roger Barker, Director of Human Resources

Chair Weathers called the meeting to order at 1:04 p.m. A quorum was present. The January minutes had been e-mailed to members with e-mail access and hard copies distributed to members without e-mail access.

MOTION: Approve the minutes of the January 8, 2001 meeting.
Proposed: Rep. Dixon Seconded: Rep. LaFontaine

Called for Vote: Passed

CHAIR'S REPORT – Chair Weathers had met with Representatives Jessie, Fraley, and Besant regarding the university's weather plan. As a result of this meeting, Chair Weathers drafted the attached memo to Vice President's Porter Daily, Michael Moore, and Human Resources Director Roger Barker. Vice President Daily responded to Chair Weathers' memo that he had talked with Joe Planck and Gene Caudill of the Physical Plant regarding situations where employees had to report early in bad weather. VP Daily was very complimentary of those employees who are required to report early in bad weather.

Chair Weathers reported that Dr. Eaglin would attend the March 5 staff congress meeting to answer questions regarding "Horizontal Leadership", discuss the budget, and the Vice President of Development position.

Chair Weathers announced that Rep. Morella would be the Staff Congress representative on the search committee for the Vice President for Development position. Vice President Dailey is chair of the committee.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Credentials and Elections Committee – As a point of information, Chair Hopper announced that information and the call for nominations for Staff Congress elections would be distributed on March 1, 2001.

Standing Appointments Sub-Committee – The committee met to re-evaluate the selection of persons to serve on the Job-Reclassification Review Committee. The new list addresses gender, diversity, and covers all areas of the university. Chair Hinton presented the following persons to serve on the Job-Reclassification Review Committee:

Jonell Tobin	Exec/Mngr. Category	Dorothy J. Ramey	Serv./Main. Category
Michael Hopper	Prof/Non-Fac.Category	Todd Thacker	At-Large Exempt
Kemberly Tackett	Sec./Clerical Category	Douglas Snedgar	At-Large Non-Exempt
Debra Cline	Techn./Paraprof.Category	Kenny White	Alternate Exempt
Donald Stamper	Skilled Crafts Category	Rhonda Mackin	Alternate Non-Exempt

Fiscal Affairs Committee – Chair B. Sammons announced that due to her position as chair of the Staff Congress Fiscal Affairs Committee she was asked by the search committee for the Assistant Vice President of Planning and Budgets to meet with the candidates who came to campus for interviews. She announced an offer had been made to one of the candidates and the committee was waiting for a reply.

Personnel Policies and Benefits Committee – Chair Pace presented three university administrative regulations to the staff congress. The UAR's were regarding the Staff Performance Management System, Procedures for Re-Employing Morehead State University Kentucky Employees' Retirement System (KERS) Retirees on a full-Time Basis, and Position Evaluation Review Procedure. (See attachments 1, 2, and 3)

Ad-Hoc Staff Regents Election Committee - Committee Chair Moore, reported that the committee had met. The following items were discussed regarding staff congress elections:

- 1.) Members who wanted to could vote on-line.
- 2.) Placement of voting machines in 2 different locations on campus to make voting more convenient.
- 3.) Staff Congress host a candidate form.
- 4.) Candidates campaign by voice mail and e-mail.

PG 50 addresses the "spamming" of email, therefore email campaign literature would have to be authorized. Voice mail would not be restricted. Chair Weathers appointed the chair of the Credentials and Elections Committee to this ad-hoc committee. The committee was directed to continue its discussion and begin to formulate guidelines for staff regent elections.

Regent's Report – No Report.

OLD BUSINESS –

MOTION: To approve the Standing Appointments Sub-Committee recommendations of staff to serve on the Job Re-Classification Review Committee.

Proposed: Standing Appointments Sub-Committee

Seconded: Rep. Stewart

Called for Vote: Passed

NEW BUSINESS -

Motion: To approve the UAR for PROCEDURES FOR RE-EMPLOYING MOREHEAD STATE UNIVERSITY KENTUCKY EMPLOYEES' RETIREMENT SYSTEM (KERS) RETIRES ON A FULL-TIME BASIS as presented by PPB Committee Chair Pace to the Staff Congress.

Proposed: Personnel Policies & Benefits Committee

Seconded: Rep. B. Sammons

Called for Vote: Passed

Motion: To approve the UAR POSITION EVALUATION REVIEW PROCEDURE supporting PG-44, Staff Job Classification Wage and Salary Administration as presented by PPB Committee Chair Pace to the Staff Congress.

Proposed: Personnel Policies & Benefits Committee

Seconded: Rep. Smith

Called for Vote: Passed

Rep. B. Sammons made a friendly amendment to this UAR regarding item F of Step 6 to state "If funds are not identified by the unit Vice President, funds must be available through other university sources."

Motion: To approve the UAR 301.01 STAFF PERFORMANCE MANAGEMENT supporting PG-50, Staff Job Classification Wage and Salary Administration as presented by PPB Committee Chair Pace to the Staff Congress.

Proposed: Personnel Policies & Benefits Committee

Seconded: Rep. Caudill

Called for Vote: Passed

HR Director Roger Barker informed the Staff Congress a grade 7 is being added to the non-exempt pay scale effective July 1. Some employees on the grade 6 level have already "maxed out" the limits of the pay scale. This will allow non-exempt employees to advance without having to go to an exempt position. Currently there are no positions classified as a grade 7. A current position would have to be re-classified to a grade seven.

HR Director Barker is to clarify if the hepatitis B vaccine is covered under the new insurance plan.

ANNOUNCEMENTS:

Men's and Women's Basketball teams will play on 2/15/01
Board of Regents Workshop on 2/10/01

MOTION: Adjournment

Proposed: Rep. Dixon

Seconded: Rep. Hinton

Called For Vote: Passed. Meeting adjourned at 3:03 p.m.

Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA
Monday March 5, 2001
Riggle Room - 1 p.m.

- I Call to Order
- II Welcome/Guest
 - President Eaglin
- III Approval of the Minutes
- IV Chair's Report
 - Search Committee for Assistant Vice President for Planning and Budgets
- 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
 - Ad Hock Committees
 - Regents election
- VIII Old Business
- IX New Business
- X Discussion
- XI Announcements
 - Meeting dates 2000-2001 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - April 2
 - May 7
 - June 4
 - July 2
 - August 6

Staff Congress elections will be held on May 16, 2001.

Morehead State University Administration Regulation

Title: **PROCEDURES FOR RE-EMPLOYING MOREHEAD STATE UNIVERSITY KENTUCKY EMPLOYEES' RETIREMENT SYSTEM (KERS) RETIREES ON A FULL-TIME BASIS**

Purpose: To establish general guidelines and procedures for re-employing Morehead State University Kentucky Employees' Retirement System (KERS) retirees on a full-time basis.

Background:

- A. Within certain limitations as set forth below, Kentucky Revised Statutes (KRS) allow retirees under the Kentucky Employees' Retirement System (KERS) to be re-employed in a full-time capacity with the same organization from which they retired.
- B. The University will encourage retirees to apply for any vacant position for which they qualify, regardless of whether the position is the one from which they are retiring. KERS retirees seeking reemployment at Morehead State University will be afforded equal consideration for employment as per the University's Affirmative Action Plan.
- C. Subject to the following conditions, Morehead State University may allow non-competitive re-employment of KERS retirees on a full-time basis:
 - 1. University need must be clearly defined;
 - 2. A vacant position must be available;
 - 3. The employee for whom re-employment is being requested must be qualified for the position;
 - 4. Re-employment must be in the best interests of the University.
 - 5. Non-competitive re-employment must be consistent with the University's Affirmative Action Plan.
 - 6. Re-employment is not an entitlement for the employee and approvals will be made or denied on a case-by-case basis.

Eligibility Requirements:

- A. If employee is returning to same or similar job from which he or she retired, there must be at least a six-month break in service unless employee is 65 years of age or older at retirement, then the required break in service is one month (as per KRS requirements).
- B. If employee is returning to MSU in a different and non-similar position, there is a required break in service of one month (as per KRS requirements).

Procedural Requirements:

- A. Morehead State University KERS retirees wishing to be non-competitively re-employed at MSU must make application to the Department to which they are seeking re-employment. The request must be supported by the appropriate Vice President and approved by the President. After approval by the President, the request must be submitted to the Office of Human Resources. The request for re-employment must include justification:
 - 1. That the employee's re-employment is in the best interest of the University;
 - 2. That the employee possesses demonstrated skills and abilities that would likely be unavailable in the general labor market; and
 - 3. For any salary request above the entry level for that position, if applicable.
- B. If the employee is approved for non-competitive re-hire into any position at the University, a search waiver must be completed and approved before a Personnel Action Request (PAR) is submitted.
- C. If the employee is requesting non-competitive re-employment for any MSU position other than the position from which he or she retired, it will be the responsibility of the hiring supervisor to either:
 - 1. Approve and forward the request for re-employment as set forth above or;
 - 2. Recommend that the employee submit an application for the position and participate in the University's normal hiring process.
 - 3.
- D. All re-employed KERS retirees hired through a search waiver process will be employed on a Fixed Term I contract. Continued employment will be at the discretion of the University.
- E. All KERS retirees who are approved for non-competitive re-employment will be hired at entry level salary unless an Exception to Entry Level is submitted and approved according to the guidelines set forth in PG-44, Wage and Salary Administration

Morehead State University Administrative Regulation

Title: POSITION EVALUATION REVIEW PROCEDURE

Purpose: To establish guidelines and procedures for maintenance and administration of Personnel Policy PG-44, Staff Job Classification Wage and Salary Administration.

Applicability: This regulation is applicable to the Nonexempt staff grades 1-6~~7~~ and the Exempt staff grades 1-10. This regulation will be applied consistently and uniformly across all university departments/units.

Process: Evaluation of Existing Positions

- A) The Office of Human Resources will process position evaluation reviews on a “first in – first out” basis. Position evaluation review requests may be submitted throughout the year. ~~However, in order to accomplish all reviews to be effective at the beginning of each new fiscal year, requests must be received in the Office of Human Resources no later than November 30. To the extent possible, requests will be completed within 30 days after receipt in the Office of Human Resources.~~
- B) Position evaluation requests may be submitted when there is a significant change in the impact, working relationships or working conditions of the position and/or a significant change in the accountability, level and difficulty of responsibilities, or knowledge, skills and experience required of the incumbent. Examples of position changes that may trigger position evaluation requests include the following events ~~triggered by the following events:~~
- 1) Reorganizations resulting in staffing reductions and/or reassignments of job duties and/or responsibilities.
 - 2) Federal, state or other external or internal mandates resulting in significant new position duties resulting in an increased level of responsibility.
 - 3) External grants or contracts imposing recurring additional new duties in an increased level of responsibility.
 - 4) Marginal increases in the position or incumbent factors listed above that would not warrant a reclassification when viewed alone but could result in a reclassification when considered collectively with other marginal changes over a period of time.
- C) Requests should be acted upon within two weeks of receipt by all upline supervisors, including the Vice President.
- D) Effective date of reclassification (upgrade or downgrade) will be ~~annually (July 1) the first day of the month following approval. Reclassifications resulting from reorganizations in which positions are eliminated, job duties consolidated and personnel cost savings realized, may become effective upon approval by the Office of Human Resources.~~
- E) A Position Evaluation Review Form must be completed and submitted along with a revised Job Description and supporting documentation according to the following procedure:
- Step 1:** The supervisor must support his/her request by providing the information required in the Justification for Review section and a revised job description showing changes in job duties, minimum requirements, etc. Position Evaluation Review Forms and Job description forms are available in the Office of Human Resources.
- Step 2:** The next upline supervisor may provide supporting and verifying remarks about the position requirements. The supervisor at this level should ensure that the justification is based on position requirements rather than exceptional performance of the incumbent.
- Step 3:** Other successive upline supervisors shall concur or not concur with the request. This step is to ensure that the supervisors at all levels are familiar with the position content and that they support the changes which have occurred since the last job description review. Supervisors at this step may wish to add supporting comments.
- Step 4:** The appropriate vice president indicates his/her support, or nonsupport, of the request. If the vice president supports the request, it should be forwarded to the ~~Office of Human Resources~~ President's office for signature. If the vice president does not support the request, the review process will end and the Position Evaluation Review Form will be returned through downline supervisors to the requestor identified in Step 1. The request requires action – approval or disapproval – through all supervisory levels, including the vice president, within two weeks.
- ~~**Step 5:** The President will review the Position Evaluation Review Form for his/her information only.~~

Step 56: The Office of Human Resources will review the form for completeness and, where applicable, will request additional information to support the review. If necessary, the Human Resources Office will then conduct interviews with appropriate persons and/or will visit the work site to audit the work actually being performed by the incumbent. At this step the Office of Human Resources will determine the classification and grade for the position. Once the determination has been made, the appropriate vice president, downline supervisors and incumbent will be informed, in writing, of the decision.

Step 67: Any reclassification request that is disapproved by the Office of Human Resources or approved at a grade less than requested will automatically be reviewed by the Job Reclassification Review Committee. In the event of disagreement between the Office of Human Resources and the Job Reclassification Appeals Committee, the President will make the final determination. ~~The supervisor, with the approval of the vice president, may submit an appeal to the Job Classification Appeals Committee of the classification and grade determined by the Office of Human Resources. The Position Evaluation Review Form must be signed by the vice president and submitted to the Office of Human Resources within 15 working days of the original notification of the position review results by memorandum. The President's action on the recommendation of the Job Classification Appeals Committee shall be final.~~

- F) ~~Recurring funds~~ ~~Monies~~ for reclassifications will come from the annual staff salary pool. ~~Reclassifications that become effective after the final approval of the University's annual budget will be funded on a non-recurring basis by the unit. If funds are not available at the unit level, funding becomes the responsibility of the Vice President for that unit.~~
- G) In cases where a request for reclassification of an existing vacant position has not been submitted early enough to allow for completion of the reclassification review prior to the desired date of appointment of a person to the position, the person ~~may~~ **shall** be employed at the position's current classification and rate of pay pending the completion of the position review.
- H) In cases where new/additional duties are assigned to a position as a result of department reorganization resulting in downsizing, and the Office of Human Resources determines that a reclassification of the position is not warranted, the position incumbent may receive a ~~salary adjustment~~ **additional compensation** upon approval of the Director of Human Resources.

Evaluation of New Positions

- A) All steps listed in (E) above must be followed.
- B) In cases where a request for classification of a new position is not submitted in a timely manner and where completion of the classification review conflicts with the appointment of a potential candidate, the appointment can not be made until after the classification has been determined.

**MOREHEAD STATE UNIVERSITY
ADMINISTRATIVE REGULATION 301.01**

TITLE: STAFF PERFORMANCE MANAGEMENT SYSTEM

PURPOSE: To establish administrative practices and procedures for implementing the Staff Performance Management System (SPMS) in compliance with PG-50.

PROCESS: An annual Performance Planning, Appraisal and Development Review for all regular full-time and continuing part-time staff employees shall be conducted on a calendar year basis (January through December). The appraisal shall include two components: (1) specific job related duties and (2) behavior and ability factors.

The Office of ~~Personnel Services~~ Human Resources shall be responsible for monitoring the SPMS and for maintaining the official copy of the appraisal form as a part of each employee's personnel file. Training and continuing education on the SPMS will also be available through the Office of ~~Personnel Services~~ Human Resources.

Confidentiality. Due to the sensitivity of performance appraisals, supervisors and others who are involved in the performance appraisal process shall exercise extreme care in maintaining confidentiality of the appraisal.

Staff Development and Training. One of the objectives of the appraisal process is to identify those employees who need additional training or development. Any employee who receives an overall rating below ~~"fully succeeds on all performance requirements"~~ Employee fully succeeds on all performance requirements; good solid performance." (see Section I, Performance Planning, Appraisal and Development Form) should be considered for training.

Failure to Meet Minimum Performance Requirements. In cases where an employee has successfully completed the probationary period in his/her current job but subsequently receives an annual performance appraisal which places the employee below ~~"meets minimum performance requirements"~~ Employee minimally meets performance requirements; performance needs improvement", based upon the overall rating, the employee shall again be placed in probationary status for a period of ~~six~~ three months. During this probationary period, the employee must be appraised at ~~90~~ 30 day intervals. If ~~"meets minimum performance requirements"~~ Employee fully succeeds on all performance requirements; good solid performance", based upon the overall rating is not achieved during this ~~six~~ three month probationary period, the employee shall be dismissed from employment.

Performance Pay. From the resources available annually for staff salary increases, it shall be an objective of the University to adjust the salaries of employees who are performing at the highest levels. Performance pay is a component of the staff salary distribution plan (~~attached~~).

To receive performance pay, the employee must be performing at the highest levels and have at least ~~six~~ three months, excluding probationary time, in an annual appraisal period (January through December). ~~Annually the President will determine the percentage of employees who may receive performance pay. This "forced distribution" will determine the number of employees who can receive a performance pay increase.~~

The President will determine annually the percentage of the University's staff salary pool to be allocated for performance pay. ~~Exempt and nonexempt staff salary pools will be established for employees who are under the Job Classification and Compensation Plan. Individual performance pay increments will be determined based on the funds available and the number of recipients within each division.~~

Restricted Fund Employees. Restricted fund employees are those employees hired in positions for projects/programs funded from external ~~grants~~ sources. Contracts for restricted fund employees will be issued on a year-to-year basis in accordance with the annual funding cycle for the grant ~~or contract~~.

When the restricted program's salary pool is less than the funds available at the University, the University will not supplement the external grant and the total salary pool will be limited to that amount provided in the grant.

When the restricted program's salary pool is greater than the funds available at the University, the restricted program's salary increase pool for the past five years, as compared to the University's salary increase pool, will be considered in determining the amount of the salary pool to be distributed to the restricted program's employees.

PROCEDURES: The following procedures shall apply in accomplishing the appraisal of employees:

Probationary Appraisal: Probationary (new-hire or internal transfer) appraisals will be consistent with PSE-2 (Staff Exempt) and PSNE-2 (Staff Nonexempt) with probationary appraisals accomplished according to the following procedure:

1. At the beginning of the probationary appraisal period, the supervisor shall meet with the employee to identify job accountabilities and expectations to be considered in the performance appraisal.
2. At the end of the probationary period, the supervisor will use the Performance Planning, Appraisal and Development Form to appraise the level of performance of the employee. This preliminary appraisal ~~will~~ may be

reviewed by the next level manager (reviewer), at the reviewer's discretion prior to the supervisor's meeting with the employee for the probationary appraisal.

3. The supervisor will then meet with the employee to review the Performance Planning, Appraisal and Development Form. Both the supervisor and the employee must sign the completed form. The employee's signature does not imply agreement but merely indicates that he/she has read the probationary appraisal. The completed form will be forwarded to the reviewer for his/her signature. After signing the form, the reviewer will return it to the supervisor.
4. The supervisor will retain a copy of the form, provide a copy to the employee, and send the original copy to the Office of ~~Personnel Services~~ Human Resources where it will be filed in the employee's personnel file.

NOTE: ~~Upon completion of this initial probationary appraisal, the annual appraisal period will commence; and, it will end with the following December evaluation.~~ If the initial probationary evaluation is completed in December, no annual appraisal is required for that year.

Annual Appraisal. The annual performance appraisal will be conducted according to the following procedure:

1. At the beginning of each annual appraisal period, the supervisor shall meet with the employee to identify job accountabilities and expectations to be considered in the performance appraisal. ~~See attached Flow Chart.~~ This meeting shall follow either the initial probationary appraisal or the last annual appraisal. Supervisors who have employees under a generic job description specific to the unit shall use the same accountabilities for all those employees. For generic job descriptions that are used across the University by different supervisors (e.g. "secretaries"), the Office of ~~Personnel Services~~ Human Resources will identify common job accountabilities to be appraised.
2. A Performance Planning, Appraisal and Development Form may be completed at mid-year (June-July) to allow the supervisor and employee to identify areas where the employee needs to improve. This appraisal will not be sent to the Office of ~~Personnel Services~~ Human Resources nor will it become a part of the employee's official personnel file. The supervisor should retain a copy of this appraisal.
3. Near the end of each appraisal period, the employee may be asked to do a self-appraisal using the Performance Planning, Appraisal and Development Form. This self-appraisal can provide the employee with an opportunity for input and may assist the supervisor in making the final appraisal.
4. At the end of the appraisal period (i.e. December), the supervisor will use the Performance Planning, Appraisal and Development Form to appraise the level of performance of the employee. The preliminary appraisal ~~will~~ may be reviewed by the next level manager (reviewer), at the reviewer's discretion prior to the supervisor's meeting with the employee for the final appraisal.
5. The supervisor will then meet with the employee to review the appraisal. Both the supervisor and the employee must sign the completed form. The employee's signature does not imply agreement but merely indicates that he/she has read the appraisal. In the event that the employee does not agree with the appraisal, a rebuttal may be attached. The completed form, with rebuttal if any, will be forwarded to the reviewer for consideration. After action has been taken by the reviewer, the form will be returned to the supervisor.
6. The supervisor will retain a copy of the form, provide a copy to the employee, and send the original copy to the Office of ~~Personnel Services~~ Human Resources where the appraisal score will be recorded and the form filed in the employee's personnel file.

GENERAL:

Any question concerning the Staff Performance Management System or the application of this administrative regulation should be directed to the Office of ~~Personnel Services~~ Human Resources.