



91A19-1-3-5

UNIVERSITY CENTER/STUDENT ACTIVITIES

MOREHEAD, KENTUCKY 40351
TELEPHONE 606-783-2071

TO: Morehead State University Staff
FROM: Larry Stephenson, Chair
Staff Congress Credentials and Elections Committee
DATE: April 13, 1988
RE: Nomination for Representatives of the Staff Congress
Members

Staff Congress Representatives will be nominated from and will be elected by the staff of Morehead State University. These candidates will be elected from each employment category. This year we must elect a total of twelve from the At Large Category and each of the six employment categories as follows:

At-Large: Four representatives to be elected, each to serve a three-year term.

Executive/Managerial: Three representatives to be elected, with the candidate receiving the highest vote serving a three-year term, second highest vote serving a two-year term, and third highest vote serving a one-year term.

Professional/Non-Faculty: One representative to be elected to serve a three-year term.

Secretarial/Clerical: One representative to be elected to serve a three-year term.

Service/Maintenance: One representative to be elected to serve a three-year term.

Skilled Crafts: One representative to be elected to serve a three-year term.

Technical/Paraprofessional: One representative to be elected to serve a three-year term.

Nominations of persons or yourself for Staff Congress Representatives will be accepted until 4 p.m. on April 29, in two locations:

Sue Bang
110 Ginger Hall

Larry Stephenson or Sue Moore
209 ADUC

Memo to Morehead State University Staff

April 13, 1988

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A copy of the nomination form is enclosed. There is no limit on the number of candidates who can declare or be nominated for the 1988-1989 election. If additional copies of the form are needed, please contact your representative or you may make copies of the form. Only one form is being used for nominations. On the form, all candidates must agree to serve by signing the nomination form. An employee must be full-time and employed by Morehead State University for at least one year by May 25, 1988. When the nomination form(s) are completed, the form(s) MUST be hand carried to either Sue Bang, Larry Stephenson or Sue Moore.

You are encouraged to nominate a person(s) and/or to declare your candidacy. Please note that nomination requires the signature of the person nominated.

The election will be held, using three voting machines, on May 25, 1988, from 7 a.m. to 5 p.m. in the East Room A of ADUC.

Absentee ballots will be provided for those who are not able to vote for any reason on May 25, 1988 from 7 a.m. to 5 p.m. A request must be received in writing by 4 p.m. on May 9, 1988, at the office of Larry Stephenson, ADUC 209. If you desire, the request for absentee ballot may be mailed to U.P.O. Box 797. Those persons making a request will be mailed an absentee ballot on May 11, which must be returned by 4 p.m. on May 23, 1988.

Further information in regard to the election and sample ballots will be distributed to all staff members on May 4, 1988.

Enclosure

Staff Congress
1988

Representatives whose term will end and positions to be elected
May 25, 1988.

At Large

Bea Falls	1 year term - Expires
Evelyn Fugate	1 year term - Expires
Gary Messer	1 year term - Expires
Gene Caudill	1 year term - Expires

Executive/Managerial

Charles Myers	3 year term - Resigned
Ellen Carscaddon	2 year term - Transfer
Kenneth White	1 year term - Expires

Professional/Non-Faculty

Ron Jones	1 year term - Expires
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Secretarial/Clerical

Regina Stone	1 year term - Expires
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Service/Maintenance

Thelma Bumgardner	1 year term - Expires
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Skilled Crafts

Elwood Bumgardner	1 year term - Expires
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Technical/Paraprofessional

Mike Eldridge	1 year term - Expires
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12 positions to be filled at May 25, 1988 Election.

MOREHEAD STATE UNIVERSITY STAFF CONGRESS

NOMINATION FORM 1988

I do hereby nominate _____ as a candidate for Staff Congress.

This nominee is a candidate to represent the following category:

(Check One)

At-Large	_____
Executive/Managerial	_____
Professional/Nonfaculty	_____
Secretarial/Clerical	_____
Service/Maintenance	_____
Skilled Crafts	_____
Technical/Paraprofessional	_____

Signature _____
(Person making the nomination)

As a nominee, if elected, I agree to represent the indicated category:

Signature _____
(Person being nominated)

Hand deliver completed form to:

Sue Bang
Ginger Hall 110

Larry Stephenson or Sue Moore
ADUC 209

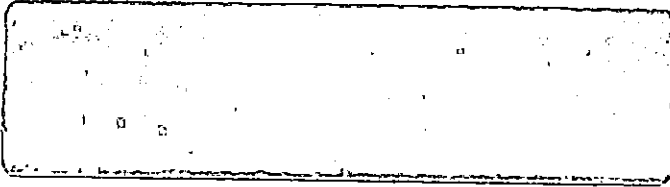
by: 4 p.m., April 29, 1988

Elections are scheduled for May 25, 1988.

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Belcher

91A19-1-3-7



M E M O R A N D U M

TO: All Staff Members

FROM: Ruth S. Davis *rsd*
Chair, Staff Congress

DATE: April 26, 1988

SUBJECT: Questions and Answers Regarding the Staff Job
Classification and Compensation Plan

Last month you were sent a memo, dated March 9, asking you to send any question(s) concerning the Staff Job Classification and Compensation Plan to a Staff Congress Representative or to mail them to UPO 588. In a special meeting of the Staff Congress on March 25, Representatives presented questions each had received from staff members. Those questions were forwarded to Mr. Jack Jones and the Job Evaluation Committee for answers.

Attached are the questions asked by staff members and the answers provided by the Job Evaluation Committee. The Committee's response to any question which would require policy development could change if the administration and the Board of Regents do not approve the Job Evaluation Committee's recommendations concerning the Staff Job Classification and Compensation Plan.

Attachment

The following responses are to questions asked at the called meeting of the Staff Congress on March 25, 1988. Responses are based on the consensus of the Job Evaluation Committee and, where applicable, on proposed policy recommendations. It should be understood that responses to questions which require policy development could change if the administration and the Board of Regents do not approve the Committee's recommendations.

1. Q. If an appeal is won, will there be money to adjust the salary?
 - A. Through normal staff turnover, funds will be available to adjust salaries. Unforeseeable budget cuts of restrictions imposed by internal or external factors could, as in the past, have a negative effect on the availability of funds for operational needs.
2. Q. If you win an appeal, do you get your raise?
 - A. See question 1.
3. Q. If mistakes were made in calculating the amount of money for the project, why are we to accept in good faith all of the job classifications?
 - A. The mistake in calculating the money requirement resulted from using the average of wages for incumbents who held the same job title. However, the classification of each position was determined, using the same performance factors, by the consultants and the steering committee separately and then by mutual agreement. If an employee feels that his or her position was misclassified, then he or she may submit an appeal.
4. Q. How do we change classification?
 - A. The job description for the position is evaluated using the predetermined set of performance factors and their weights. The Job Evaluation Committee is knowledgeable in the evaluation process and is charged with the responsibility for classifying all jobs. Requests for changes should be submitted through appropriate supervisory levels. Changes in classification are related to changes in job requirements (that is, duties and responsibilities, qualifications, and working conditions).
5. Q. How do we change a job title?
 - A. Titles which best define the job being evaluated are used and are based on the content of the job description. Consequently, title changes may or may not occur during the evaluation process. Requests for changes should be submitted through appropriate supervisory levels. Changes in classification are related to changes in job require-

ments (that is, duties and responsibilities, qualifications, and working conditions).

6. Q. How do we change levels (quartiles) within a classification?
- A. The amount of movement within selected quartiles is based on the amount of money available in the budget. At present, consideration is being given to general "across-the-board" increases, plus the allocation of salary dollars above the general increase to the quartiles below and above the midpoint of the grade range. Also being considered is the development of a performance-based merit pay system. Decisions regarding these issues have not been made and will probably change from year to year based upon the money for staff salaries being available.

7. Q. If we move from one classification to another, will we enter the new classification at the first level (quartile)? What if we move down instead of up?
- A. If movement results in a promotion to a higher grade, the employee will receive the entry level (minimum of the first quartile) of the new grade unless the present salary is higher. In that case, with the approval of the administrative unit supervisor and the Director of Personnel Services, the employee may receive up to a five percent increase of his/her current salary.

If movement results from a voluntary demotion or reclassification following this plan's appeal process, the employee will retain his/her current salary for the remainder of the current fiscal year. At the beginning of the new fiscal year, the employee will be paid at the entry level of the new grade.

If movement results in a lateral transfer (movement within the same grade level), the employee will retain his/her current salary.

8. Q. How does an employee move from one quartile to another?
- A. The amount of movement within selected quartiles is based on the amount of money available in the budget. At present, consideration is being given to general "across-the-board" increases; plus the allocation of salary dollars above the general increase to the quartiles below and above the midpoint of the grade range. Also being considered is the development of a performance-based merit pay system. Decisions regarding these issues have not been made and will probably change from year to year based upon resources for staff salaries being available.

9. Q. How does an employee change from one title (incorrect) to the correct one and from one grade to another?
- A. The job description for the position is evaluated using the predetermined set of performance factors and their weights. The Job Evaluation Committee is knowledgeable in the evaluation process and is charged with the responsibility for classifying all jobs. Requests for changes should be submitted through appropriate supervisory levels. Changes in classification are related to changes in job requirements (that is, duties and responsibilities, qualifications, and working conditions).

Titles which best define the job being evaluated are used and are based on the content of the job description. Consequently, title changes may or may not occur during the evaluation process.

If movement results in a promotion to a higher grade, the employee will receive the entry level (minimum of the first quartile) of the new grade unless the present salary is higher. In that case, with the approval of the administrative unit supervisor and the Director of Personnel Services, the employee may receive up to a five percent increase of his/her current salary.

If movement results from a voluntary demotion or reclassification following this plan's appeal process, the employee will retain his/her current salary for the remainder of the current fiscal year. At the beginning of the new fiscal year, the employee will be paid at the entry level of the new grade.

If movement results in a lateral transfer (movement within the same grade level), the employee will retain his/her current salary.

10. Q. What process do you follow to file an appeal without the approval of the supervisor?
- A. Inquire of the next upline supervisor if he or she will support the appeal. Of course, successive, upline supervisors must also support the appeal.
11. Q. What happens to employees who are "overpaid" while those below are being brought up to their appropriate pay level?
- A. "Overpaid" is not the correct word to use in this question. Employees whose current salary is above the midpoint or market value is a better way of describing those persons. The decision on how to allocate raises with regard to the three components given in question 6 has not yet been decided and most probably needs to be reviewed annually, based on each year's budget.

12. Q. How would an entire employment category get raised as a unit rather than as individual members?
- A. If all job titles are under the same supervisor at Director level or above, the supervisor may request a review of the positions' classification. If the job titles are spread throughout the University, a position series review may be requested by the Director of Personnel Services or by the Vice Presidents having those positions within their Division.
13. Q. If an employee's appeal goes through four supervisors, why does one negative vote have the right to negate the appeal when three have voted yes?
- A. Determination of organizational structure and staffing requirements is the responsibility of management. Therefore, managers at higher levels have inherent authority for decision making which best supports the staffing levels of the organization and which best accomplishes the organization's mission. This response is based upon an understanding of the question that the negative vote occurred at the fourth level or highest level supervisor.
14. Q. Could a committee, rather than the Job Evaluation Committee, be formed to hear appeals?
- A. No, not effectively. No other group of employees has the understanding and expertise to classify jobs in accordance with factors and weights defined within the Job Classification and Compensation Plan. Also, consistency in evaluations is obtained by having only one group perform all the evaluations. The Job Evaluation Committee is structured so that, over a period of time, current members rotate off and new members will be appointed and trained.
15. Q. Can an employee look at the way his/her job was evaluated? Can an individual see his/her total points and ask about how the points were arrived at? (Note: If an employee is doing something wrong which caused the appeal to fail, how can the person find out what this was?)
- A. The job description for the position was evaluated using the performance factors established in the Plan. The employee "doing something wrong" will not affect the classification outcome if the job description accurately reflects the duties and responsibilities, qualifications for the job, and the working conditions.
16. Q. When the supervisor approves the appeal form, does it mean that the supervisor is in favor of the appeal rather than indicating the statements in the appeal are indeed fact? (Note: A belief exists that if a supervisor signs an

appeal that it is simply a verification that the job description, etc., was correctly stated.)

- A. The supervisor's signature indicates only that the job description correctly reflects the requirements for the job. An employee may, in fact, do a task but the task is not a requirement for the job (that is, an employee who is not a secretary may do some typing duties, yet typing skills are not a requirement for the job).
17. Q. How is the person notified if the appeal is not approved?
- A. At whatever level the appeal is disapproved, the disapproval (a copy of the Job Evaluation Review Form) will be routed back through downline supervisors. The original of the form continues normal routing to Personnel Services where it is filed as part of the Job Evaluation Committee files.
18. Q. Is there a time line for appeals? What is the deadline for the appeal process?
- A. Appeals should be submitted as quickly as possible. It is expected that the appeal process will be completed by June 30, 1988.
19. Q. If an appeal is approved before June 30, would it be considered for the new fiscal year?
- A. Appeals which are approved will become effective upon approval by the Job Evaluation Committee and/or submission and approval of supporting administrative documents (that is, Personnel Action Request (PAR)).
20. Q. Are there new job descriptions for the clerical staff or generic job descriptions?
- A. Generic job descriptions, compiled from current job descriptions, are being developed and submitted to the Job Evaluation Committee for review. Generic job descriptions for other job titles which have common duties and have several employees within the title are also being developed for review by the Committee.
21. Q. Will new secretaries be brought in at the same salary regardless of education and experience?
- A. New secretaries will begin employment at the entry level (minimum of the first quartile) for their grade. Education and experience requirements are as prescribed on the job description and, thus, were considered during the classification process.

22. Q. Will evaluation forms help the new classification system?
- A. In responding to this question, the assumption is that "evaluation forms" refers to Performance Appraisal Reports submitted by supervisors on their employee's performance. The current Performance Appraisal Report was not developed to support this Job Classification and Compensation Plan. When, and if, a performance-based merit pay system is adopted, a new Performance Appraisal Report form will have to be developed. The performance-based merit pay system, as currently envisioned, will assist in improving an employee's performance level and will assist in movement, if merited, within the grade range quartiles.
23. Q. Are there monies for July 1 salary increases?
- A. Salary increases are planned at this time.
24. Q. When can the classification system proposal go out to all staff? (Note: The Job Classification and Compensation Plan will be distributed by the Staff Congress to all full-time staff the week of April 11.)
- A. The explanatory note with this question serves as the response to the question.



MEMORANDUM

MOREHEAD, KENTUCKY 40351

TO: Morehead State University Staff

FROM: Larry Stephenson, Chair
Staff Congress Credentials and
Elections Committee

DATE: May 3, 1988

RE: Staff Congress Election

The date to elect Representatives for the Staff Congress is May 25, 1988. The election will be held in East Room A of the Adron Doran University Center from 7 a.m. to 5 p.m.

Sample ballots for all categories are attached.

The following is the approved procedure for absentee voting. Staff members who will be physically absent from campus on May 25, 1988, may request to vote by absentee ballot.

1. An absentee ballot must be requested in writing by 4 p.m. on May 9, 1988, at the office of Larry Stephenson, ADUC 209.
2. For each request received, an absentee ballot will be mailed to the address specified on May 11, 1988.
3. Absentee ballots must be returned by mail or delivered by the person voting by absentee ballot prior to 4 p.m. on May 23, 1988.

All requests for absentee ballots or return of ballots must be addressed as follows:

Larry Stephenson, Chair
Staff Congress Credentials and Elections Committee
U.P.O. Box 797
Morehead, KY 40351

The members of the Staff Congress urge all staff members to mark the election date of May 25, 1988, on their calendar and to vote for the candidate of their choice.

Attachment

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

AT-LARGE

INSTRUCTIONS: Vote for no more than four(4) candidates.

M. Jane Blair	_____
Jeff S. Crump	_____
Evlynn Fugate	_____
Madonna Huffman	_____
Ron Jones	_____
Rhonda Kegley	_____
Chris Kissinger	_____
Alane Messersmith	_____
Sue Moore	_____
Chuck Mraz	_____
Susette Redwine	_____
Belva Sammons	_____
Jacquelyn H. Scott	_____
Angela White	_____

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR EXECUTIVE/MANAGERIAL

INSTRUCTIONS: Vote for no more than three (3) candidates:

Gary Messer _____
James A. Morton _____
Kenny White _____

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR PROFESSIONAL/NONFACULTY

INSTRUCTIONS: Vote for no more than one (1) candidate:

Rhonda Baldwin _____
- Ellen Carscaddon _____
Connie Kibbey _____
Larry McCarty _____
Anna Mae Riggle _____
Phil Shay _____
Greg Strouse _____

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR SECRETARIAL/CLERICAL

INSTRUCTIONS: Vote for no more than one (1) candidate:

Velma Campbell _____
Elizabeth Newton (Beth) _____
Ruth Robinson _____
Candace Stamper _____
Regena Stone _____

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR SERVICE/MAINTENANCE

91A19-1-1-1

INSTRUCTIONS: Vote for no more than one (1) candidate:

Thelma Bumgardner _____

Linda Caudill _____

Maxine DeHart _____

Jean Ramey _____

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR SKILLED CRAFTS

INSTRUCTIONS: Vote for no more than one (1) candidate:

NONE

S A M P L E

1988 STAFF CONGRESS ELECTIONS

BALLOT

REPRESENTATIVES FOR TECHNICAL/PARAPROFESSIONAL

INSTRUCTIONS: Vote for no more than one (1) candidate:

Carol Laferty _____

Mike Eldridge _____

James D. Hall _____

R. G. Howard _____

Betty Washington _____



MEMORANDUM

MOREHEAD, KENTUCKY 40351

TO: Morehead State University Staff Members
FROM: Larry Stephenson, Chair *LS*
Credentials and Elections Committee
Morehead State University Staff Congress
DATE: June 1, 1988
RE: Staff Congress Election of May 25, 1988

Attached are the results of the Staff Congress Election of May 25, 1988. Of the 641 staff members eligible to vote, 165 staff members cast votes on May 25, 1988. This is a percentage of only 25.7. 46 employees requested and were mailed absentee ballots. Of this number, 44 absentee ballots were returned and counted in the total of 165 indicated above.

Attachment



Results of Staff Election for
Morehead State University Staff Congress

Representatives For - At Large

<u>Name</u>	<u>EEO</u>	<u>Vote</u>	<u>Term</u>
Redwine, Susette	Professional/Non Faculty	83	3 years
Jones, Ron	Professional/Non Faculty	78*	
Moore, Sue	Secretarial/Clerical	55	3 years
Blair, M. Jane	Professional/Non Faculty	54*	
Kissinger, Chris	Professional/Non Faculty	48*	
Fugate, Evlynn	Secretarial/Clerical	47	3 years
Scott, Jacquelyn	Professional/Non Faculty	43*	
Huffman, Madonna	Executive/Managerial	40	3 years
White, Angela	Secretarial/Clerical	25	
Sammons, Belva	Professional/Non Faculty	24	
Crump, Jeff	Technical/Paraprofessional	22	
Kegley, Rhonda	Secretarial/Clerical	17	
Messersmith, Alane	Secretarial/Clerical	16	
Mraz, Chuck	Professional/Non Faculty	14	

*These individuals are ineligible to serve as three staff members from this EEO Category are the maximum members who may serve on Staff Congress-based-on-the-By-Laws, Article 4, Section 3, Letter C.

Representatives For - Executive/Managerial

<u>Name</u>	<u>Vote</u>	<u>Term</u>
Messer, Gary	9	3 years
White, Kenneth	7	2 years
Morton, James A.	6	1 year

Representative For - Professional/Non Faculty

<u>Name</u>	<u>Vote</u>	<u>Term</u>
Riggle, Anna Mae	14	3 years
Carscaddon, Ellen	9	
Kibbey, Connie	5	
Shay, Phil	5	
Strouse, Greg	4	
Baldwin, Rhonda	3	
McCarty, Larry	2	

Representatives For - Secretarial/Clerical

<u>Name</u>	<u>Vote</u>	<u>Term</u>
Robinson, Ruth	13	*
Stone, Regena	13	*
Newton, Beth	11	
Campbell, Velma	5	
Stamper, Candace	4	

*These two individuals tied with thirteen votes each. As two staff members are to be elected in this category, it must be determined, which individual will be elected 3 years and which individual will be elected for 1 year.

Representatives For - Service/Maintenance

<u>Name</u>	<u>Vote</u>	<u>Term</u>
Caudill, Linda	22	3 years
Bumgardner, Thelma	10	
Dehart, Maxine	7	
Ramey, Jean	2	

Representatives For - Skilled Crafts

No candidates declared or were nominated.

Representatives for Technical/Paraprofessional

<u>Name</u>	<u>Vote</u>	<u>Term</u>
Eldridge, Mike	8	3 years
Hall, James D.	6	
Washington, Betty	3	
Laferty, Carol	2	
Howard, R. G.	0	