



HLC Accreditation 2016-2017

Evidence Document

Administration and Finance

Office of Human Resources

University Support Staff (USS) to Unclassified Professional (UP) Project 2016

Additional information:

University Support Staff (USS) To Unclassified Professional (UP) Project 2016

The Facts:

- All USS employees will have a one-time, irrevocable **choice** to move to Unclassified Professional staff or choose to remain in your current USS classification.
- The effective date will be June 5th, 2016 ***if you elect to become UP***. USS may also elect to become UP any time after June 5th, 2016.
- If you are USS and do not elect to become UP or do not respond, Human Resources will not change your classification.
- If you choose to become a UP, you will be required to make a one-time, irrevocable decision regarding retirement benefits. You will either choose to stay in KPERS or to move to the KBOR retirement plans. A decision regarding your retirement must be made by June 3rd, 2016.
- All searches conducted after June 5th, 2016 will be posted as UP positions.

Some Differences between USS and UP:

- Vacation Accrual:
 - UP vacation accrual is 6.77 hours per pay period.
- Retirement Plan Options:
 - Please see the reverse of this handout for the specific differences between UP and USS retirement plans.
 - Most USS employees will receive a Personalized Retirement Comparison document to aid in deciding which option is best for them.
- Layoff Rights:
 - This subject is extensively covered on our Frequently Ask Questions page (see below for address).
- Employment Policies:
 - This subject is extensively covered on our Frequently Ask Questions page (see below for address).

Some Project Advantages:

- Positive perception of equity in a single employee group
- Increased equity in application of University policy
- Centralized employee structure
- Consolidated university policies and processes for employee groups
- Efficiency of managing employees
- Simplification of transition to new job classification structure

Other Related Factors:

- Updating University policies
- University Memorandums of Agreement

Factors that DO NOT Relate:

- Salary increases/decreases
- Promotions/demotions
- Fair Labor Standards Act (FLSA) designations will not be changed from "nonexempt" to "exempt" or vice versa.
- The new *myPerformance* evaluation system will be used for all USS and UP performance evaluations utilizing the same evaluation criteria, process, and annual evaluation dates.
- Job titles will not change due to an election to transition a USS position to a UP position. Some titles may change as a result of the CBIZ market study, which is a separate process from this election option.

For additional information, please visit our website with Frequently Asked Questions: wichita.edu/UssandUp

If you have questions, please call the contact listed below regarding the subject of your question(s).

Benefits: Kim Cinelli, ext. 6121

Search process: Lana Anthis, ext. 6166

General questions: Matthew Johnston, ext. 6123 or Frankie Kirkendoll, ext. 3540

FLSA (exempt and non-exempt): Sarah Hunter, ext. 6124