



Alternative Service Committee

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Academic year 2013-2014

Compensation and Pay Sub-Committee, Furlough Plan, Layoff Plan, Appeals and Discipline, and Performance Appraisal Systems White Paper

Wichita State University
Compensation and Pay Subcommittee
White Paper

Salary Increases – The recommendation would be for annual increases to be considered at the level at least equivalent to those given to the unclassified administration and professional staff. **YES NO**

Longevity Pay – Longevity pay paid to eligible employees will be added to their base salary, rather than being paid annually. The amount will be calculated based on an employee's years of service as of June 30, 2014. Employees hired between January 1, 2004 and June 30, 2008 will receive \$400 increase to their base salary. The State discontinued this program for employees hired after July 1, 2008. This recommendation would phase out this program as of June 30, 2014.
YES NO As long as mary is okay

Salary Administration – Recommend existing salaries be converted to a new salary administration plan without any resulting salary decreases. **YES NO**

Title Management – The movement toward a new title management system would occur gradually over a 2-4 year period with the development of a new salary administration system. **YES NO**

Vacation – One unified system of earning 6.77 hours over 26 pay periods to a maximum of 176 hours per fiscal year. **YES NO**

Tuition Assistance – Assistance to cover 6 hours of coursework, and eligibility to apply for other grants or scholarships. **YES NO**

Inclement Weather Pay – Retrain supervisors on how Inclement Weather Pay works. **YES NO**

Shift Differential – A raise to **\$1.00** per hour from \$.30 per hour for shift differential pay. **YES NO** As long as mary Approves this.

7.21 Furlough Plan for University Support Staff Employees

5 DEFINITION

Summary:

"Furlough" shall be defined as leave without pay for a preset number of hours during each pay period covered by the furlough plan. An employee's social security and retirement contributions shall be affected under a furlough but all other benefits, including the accrual of vacation and sick leave, shall continue, notwithstanding other regulations to the contrary. A furlough shall not affect the employee's continuous service, length of service, pay increase anniversary date, or eligibility for authorized holiday leave or pay.

Yes No

6 FURLOUGH NOTICE

Summary:

Details the cause, effective dates, method and time of notification of affected employees, cost savings, criteria used to select affected employees, exceptions to the furlough and the proposed reduction of work hours.

Yes No

Change:

If feasible, increase notice to 60 calendar days, from 30, before the furlough is to be implemented which allows for an increase of 30 calendar days, from 10, for the notice to affected employees

Yes No

7.20 Layoff Plan for University Support Staff Employees

3 ORGANIZATIONAL UNITS

Split Division of Academic Affairs & Research into 2 organizational units:

- a) Division of Academic Affairs
- b) Division of Research and Technology Transfer

Yes No

4 GEOGRAPHIC AREAS

Change: not limited to Sedgwick County and should include the entire domain of WSU.

Yes No

5 LAYOFF NOTICE

Not included in current WSU policy & procedures. Current K.A.R. 1-14-7 & 1-14-9.

Summary:

- a) All hiring for positions that may be affected through potential bumping will stop when the notice is given
- b) Restructure the flow of information from State offices to University offices – Division Vice-President, University Department & Director of Human Resources
- c) If feasible, increase notice given by the Division Vice-President and University Department to 60 days from 45 in order to increase the notice given to the employee to 45 days rather than 30

Yes No

Yes No

Yes No

6 LAYOFF SCORES

Combined Layoff Scores into one section with the computation of layoff scores as a sub-section.

Change:

- a) Remove verbiage "Each dispute as to the proper calculation of a layoff score of any employee shall be resolved by the director (of HR)." Sub-committee felt this was inflammatory. This statement led to the proposed change of an advisor/witness detailed in the layoff conference (7.2 of the policy; 7b below)
- b) Recommend creating a more detailed tie breaking system with veteran status becoming a part of that system: (1) Length of service with the state; (2) Length of service with the University; (3) Length of service in current position; (4) Higher number of favorable evaluations as defined as being satisfactory or above; (5) Veteran status; (6) Professional education, certification &/or training relevant to the job position; (7) Orphan of veteran; (8) Spouse of a veteran

Yes No

Yes No

7 LAYOFF CONFERENCE

Separate Bumping Rights & Layoff Conference into 2 section.

Change:

- a) Adding more details regarding the resources that the Office of Human Resources will have available to assist any laid off employees
- b) Adding the Right of Advisor/Witness to assist the employee in understanding all information pertaining to layoff procedures

Yes No

Yes No

8 BUMPING RIGHTS

Change: bumping rights extended across University Organizations

Yes No

9 REEMPLOYMENT RIGHTS

Change:

- a) Reemployment rights remain but limited to the University rather than across all State agencies
- b) Reemployment list will be maintained by the Director of Human Resources for 3 years

Yes No

Yes No

APPEALS AND DISCIPLINE FOR UNIVERSITY SUPPORT STAFF

(Recommended changes)

1. Once a grievance is presented to the Steering Committee, a timeline of 32 working days (maximum) will be given for grievance process to make it through to Vice President level.
YES/NO
2. If grievant appeals, twenty additional working days will be given for Vice President's final decision. YES/NO
3. Final authority for outcome of grievance resides at the Vice President level.
YES/NO
4. Steering /Grievance committee members will be randomly selected by a tech analysis.
YES/NO
5. ~~Since there will be no Civil Service Board, WSU will not have an external appeal board. These appeals will need to be held at the civil court level. YES/NO~~

PERFORMANCE APPRAISAL SYSTEM:

Proposed:	Yes:	No:
USS will use an existing WSU performance appraisal form (Unclassified Professional Evaluation Form).		
The evaluation completion date will change from October 1 to March 1 to allow for budget projections for salary increases.		
Everyone conducting evaluations of USS staff will be offered two recommended trainings.		
Employees with a current evaluation and with a Meet Expectations or higher performance rating may be eligible for a salary increase.		
Salary enhancements will be based on merit.		
Supervisors that do not complete evaluations will be held accountable.		
Performance ratings will continue to be taken into consideration in the layoff process.		
Maintain the practice of a six-month probationary period, with extension of up to twelve months.		