

Alternative Service Committee  
Meeting Minutes  
September 11, 2013

Present: Paula Connors, Carrie Fink, Jennifer Gehrt, Janel Harder, Gary Leitnaker, Hanna Manning, Carol Marden, Roger McBride, Sam Reyer, Amy Schmitz, Marlene Walker, John Wolf, and Terri Wyrick

Absent: Cindy Bontrager, Austin Daugherty, Lori Goetch, Kerry Jennings, Douglas Kraemer, Barb Nagel, Jennyfer Owensby, Lois Schreiner and Parrish Quick

The meeting was called to order. Minutes were reviewed and approved as presented.

Discussion was held on the definition of "at will" employees. University Support Staff is not considered "at will" employees. Temporary and student employees are considered "at will" employee because they have no rights to employment and can be dismissed from a position at the supervisors' discretion. University Support Staff positions will have rights that prevent the employee from being considered an "at will" employee.

Human Resources finished the draft of the employee handbook. The committee reviewed the handbook and discussed corrections that needed to be made.

Discussion of the handbook included whether the transition period should be included or if the white papers serve this function. It was decided the handbook is not meant to replace the white papers or the PPMs; there is pertinent information for employees in multiple places. Areas that will be added to the handbook include Mandated Placement, Threat Management, and Tuition/Spouse Dependent Grant.

Compensation was discussed to determine if an employee needs to have received a current 'meet expectations' or higher on their performance review in order to be eligible for a merit increase. Wording will be added to clarify that an employee will be eligible for a merit increase based upon their last performance evaluation whether or not there is a current evaluation on file at HR. Employees should not be penalized for the actions of others.

Longevity will be included in base when calculating pay increases. Longevity will be a benefit offered to all employees who have worked at the university for 10 years or longer.

Retirement program (KPERS) was discussed. It was decided to remove the percentages since the KPERS/State has already mandated increases whether or not we are University Support Staff or Classified employees.

Clarification regarding the probation period for newly hired employees was discussed. Newly hired employees could have their probation period extended to 12 months to accommodate training the employee might need. However, this would be done at the beginning of the probation period and would not be modified once the dates had been established.

Discussion was held regarding Suspension without Pay being listed in the Handbook and the appeals procedure. While this option is not currently used by the Human Resources, it is an option and therefore should be listed. If an employee wishes to appeal their suspension without pay, the Appeal Board could be assigned to hear the appeal while the PRC will be used if a Decision Making Day has been sanctioned.

Meeting Adjourned.  
Next Meeting  
September 25  
1:30 to 3:30 pm  
KSU Union Room 226