

**Information about the Vote on the Conversion of
Classified Positions to University Support Staff
November 19-21, 2013**

In April of 2005, the state legislature passed Senate Bill 74, now referred to as Statute 76-715a, that allows Kansas Board of Regents state institutions of higher education to convert classified positions from State Civil Service to University Support Staff after an affirmative vote of classified employees, whose positions are affected by such conversion.

The Alternative Service Committee (ASC), a university committee comprised of 15 classified and 5 unclassified members, has worked collaboratively with Kansas State University Administration in the development of a plan for University Support Staff known as the white papers; incorporating input received from classified employees at the fifteen discussion groups held by ASC in April and May 2013. Further revisions to the white papers could result from input gathered at the upcoming four town hall meetings to be led by President Schulz as follows:

Monday, November 4, 2013 9:00 a.m. – 10:00 a.m.
Monday, November 4, 2013 3:45 p.m. – 4:45 p.m.
Friday, November 15, 2013 9:00 a.m. – 10:00 a.m.
Friday, November 15, 2013 10:00 a.m. – 11:00 a.m.

All meetings will be held in the Alumni Center Banquet Room, as well as be live streamed and archived on the ASC website under the Plan Progress tab.

<http://www.k-state.edu/altservcomm/planprogress>

The current white papers and the draft USS handbook are posted on the Alternative Service Committee website at: <http://www.k-state.edu/altservcomm/>, as well as the committee's work and the information to make an informed decision about the vote. You are encouraged to review this prior to voting.

By statute, positions that convert from classified to University Support Staff shall retain all health, flexible, leave, and retirement benefits provided under the state civil service system. Additionally, the statute states the implementation of University Support Staff shall not cause a salary reduction or layoff of any classified employee and nothing in the conversion of positions shall affect the representation rights of collective bargaining organizations that represent employees of a state institution of higher education.

The Alternative Service Committee will have a table in the K- State Student Union food court area from 11:00 a.m. to 1:00 p.m. on November 5th, 6th, 13th, 14th, and 18th, prior to the vote, to answer any questions classified employees have about University Support Staff (USS) or the voting process.

(Voting Instructions on reverse side)

Voting Instructions for November 19-21, 2013

The vote on the conversion of classified positions will be administered by the Kansas State University Office of Planning and Analysis, 226 Anderson Hall, 785-532-5712. All ballots, electronic and paper, will be distributed or requested through this office. Planning and Analysis will receive all ballots and compile the results for an official announcement from President Schulz on November 22, 2013. The Alternative Service Committee and University Administrators will not have access to any individual voting data.

To Vote Electronically

An email will be sent from Planning and Analysis on November 19, 2013 at 1:00 a.m. to all classified employees who have not requested a paper ballot and will contain a secure electronic survey link to the ballot and instructions on how to vote. The secure electronic survey link to the ballot will be open from 1:00 a.m. on November 19, 2013 until 1:00 a.m. on November 22, 2013. Email reminders will be sent to those who have not voted during the time the ballot is open. The outcome of the vote will be determined by a simple majority. Any questions about the voting process during November 19-21, 2013 should be directed to Planning and Analysis, 226 Anderson Hall, 785-532-5712.

The IT Helpdesk will be available to assist anyone who will need help with the electronic voting process; i.e. resetting your password, accessing the voting system, etc. The IT Helpdesk contact information and hours of operation are:

785-532-7722
800-865-6143 (toll-free)
214 Hale Library
helpdesk@k-state.edu

M-TH: 7:30 a.m. - midnight
Fri: 7:30 a.m. – 8:00 p.m.
Sat: 10:00 a.m. – 7:00 p.m.
Sun: 1:00 p.m. – midnight

To Vote By Paper

You can request a paper copy of the ballot by contacting Planning and Analysis at 226 Anderson Hall, 785-532-5712 by 5:00 p.m. on November 12, 2013. No paper ballots will be distributed after 5:00 p.m. on November 12, 2013. Persons who request a paper ballot **will not receive an electronic ballot and **will not** receive a reminder to vote. Paper ballots are due back to Planning and Analysis no later than 5:00 pm on November 21, 2013. The outcome of the vote will be determined by a simple majority. Any questions about the voting process during November 19-21, 2013, should be directed to Planning and Analysis, 226 Anderson Hall, 785-532-5712.**