

Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
October 4th, 2016
3:30 pm – 202 Union

Present: Loleta Sump, co-chair; Mary Anne Andrews, co-chair, Kelly Briggs, secretary, Tom Jackson, Bill Johnson, Jo Crawford, Lynn Carlin, Kim Kerschen, Stacey Warner, Brad Cunningham, Jordan DeLoach

Guest – Jeff Morris, Vice President for Communication & Marketing

Call to Order

Minutes Approved

New Business

FLSA

The University has a short time to respond, so working to create an FAQ page so any questions we have will be helpful in creation. Based on feedback, will create modifications to PPM and update the website. Basically, exemption determined by HCS, using list of criteria. The first is salary, which is being raised. After that there are 4 categories of exemptions, as well as an Academic Administrative exemption. If job meets one of the criteria, then position is exempt. Usually based on primary role.

How will it work for staff with split appointments who have different jobs?

For professionals with instructor responsibilities, how determine if exempt or not?

How will staff report time?

How will affect 'the K-State way' where we just do what needs to be done? Presumably, things won't get done.

How determine if comp time or overtime pay?

How will people who do extra jobs for additional pay? Where will extra come from?

What kind of training will be available for managers and supervisors on paperwork?

As we think through implications to these, the answers will become clearer and we will develop more questions!

Old Business

Jeff Morris - Total Rewards

Goal is to add transparency. HCS has identified 4 'Ticking Time bombs'

FLSA – must be completed by November 20th. Need to examine duties of everyone who falls in the new salary range. Starting there and then looking at everyone to make sure that they are appropriately identified. This is government mandated, and we will be audited to make sure that we are in compliance. By March 2017, we need to submit a report on the salary structure to the federal government. They will then perform an audit in April 2018.

Job Title/Job Description – not the same as working title or position description. Using time for people to become familiar with structure and concept. Want to get feedback and questions so that can improve and refine the information and look at issues. Plan to get information with specific placement in January, which will also be followed by time to look at anomalies and misplacements. Looking at this as a process and not an event. Would rather get everything done right than rush in and have lots of mistakes and negative reactions.

Health Insurance – Open Enrollment

Insurance Premiums are going up for every plan.

Meet and Confer – Bargaining unit

Negotiating contracts for collective bargaining.

Open to feedback and welcome comments to make better. Would like people to look at structure and try to decide where they see themselves. If anyone doesn't, please give feedback (including name and email) so that they can look into it. They want to make sure that they get the job titles, descriptions and pay structure right. If not, need to fix. This structure isn't final, it is a work in progress and needs to be refined to be accurate and properly fit people in.

Purpose – that this new structure is a framework for hope to show how can progress and to build equity over time. It acts as a place to start conversations about placement and to put in place a process for appeals, which currently does not exist.

PSA Committee Strategy

Compile questions people have about the FLSA changes and implementation

Continue conversation about Total Rewards – possibly bring Jeff back in November after time to digest information that goes on website on October 7th.

Compile questions about structure and system, get feedback and then start questions about where individuals fit in the system.

Work with constituents to answer questions and perceptions. Many fear that they are going to lose pay or position.

Adjourned