

# The University of Kansas Classified Senate Newsletter

February 2005

## FROM THE PRESIDENT OF THE CLASSIFIED SENATE

Classified Senate has been very busy trying to coordinate activities with Administration to get the University Support Staff legislation passed. So far senators have testified in the Senate Ways and Means Committee and the House Higher Education Committee.

The Senate work group has reconvened to hammer out more details for the University Support Staff proposal. Currently that group is working on finalizing the Appeals process. A process will need to be developed to take the place of the Civil Service Board. The group will also begin to fill in some of the areas with more detail.

The Personnel committee, chaired by Bev Koerner, is working on a possible expansion of the tuition assistance program to benefit more staff members. They have worked with HREO to clarify wording on the Appeals process for the staff handbook. Currently they are looking at the wording on the inclement weather FAQ's posted on the HREO website.

You may have noticed that the Senate website has never looked so great. Mike Rusche and his committee have done a great job in keeping it current. Check it out! Thanks are also due to Mary Ann Baker and the Library staff for forwarding clippings from local newspapers. It is a great way to keep us all informed, especially in this legislative season when things change daily.

So many senators work hard every day to improve the University. You have all heard the saying that we are doing more with less. That could truly be our motto. Take some time to thank your fellow workers. Everyone appreciates a thank you. If you can, nominate a deserving co-worker for the employee of the month program. There would be no better way to show your appreciation.

Kathy Jansen

## LEGISLATIVE REPORT

The report from the legislative front so far in the 2005 session is mixed. There are, of course, two areas of concern to us. Progress on the effort to

separate from the classified service and become University Support Staff is one. The traditional Legislative Information Day is the other.

The progress on the separation effort seems to be good. The enabling legislation that will allow it to happen is contained in SB 74. Hearings on this bill were held on Monday, February 7th before the Senate Ways & Means Committee. Testimony in support of the proposal was given by Board of Regents President Reggie Robinson, Chancellor Hemenway, Provost Schulenburg, and myself.

Andy Sanchez of K.A.P.E. was the only person to speak against the bill. The committee seemed to receive it well, and at this point in time, although they have not actually voted, it seems likely to pass out of committee to the full Senate with a recommendation for approval. If it passes the full Senate, it will have to go through a similar process in the House, but success in getting out of the Senate is a very important positive step.

House Bill 2020 contains very similar language concerning the USS proposal, and it is currently in the House Higher Education Committee, Chaired by Rep. Tom Sloan. Hearings were also held on that bill on Monday the 7th, and the same persons testified on its behalf, except that Mike Auchard spoke as a classified staff person instead of myself. The initial reaction in that committee was more neutral than the Senate committee, but signs for success are still positive. If that bill also passes from its committee with a vote for approval, and the full House passes it, then a compromise version between the House and Senate will have to be worked out and voted on. We will keep you informed.

There is less to report concerning L.I.D. because the snowstorm that blew in the morning of February 8th caused it to be postponed. We are tentatively planning to try again on March 15th, and we will get the word out as soon as that is confirmed.

Dennis Constance

[Editor's Note: Contact information for senators and representatives can be found on the Classified Senate web site.]

### EXTENSION OF INITIAL PROBATIONARY PERIOD DUE TO POTENTIAL LAYOFFS

Due to the closing of KU's Printing Services, approximately ten permanent classified staff may be subject to layoff, if alternative positions are not located before the date of closure. The anticipated date for closing the facility is between March 31 and June 30, 2005. In accordance with State of Kansas regulations, no permanent classified employee shall be laid off if there are initial probationary appointments within the agency. When filling positions, departments are instructed to inform new regular, classified staff hires of the possibility that their probationary appointment may be terminated.

When classified employees are identified for layoff, Human Resources/Equal Opportunity (HR/EO) first attempts to locate suitable vacant positions in which to place affected individuals. If appropriate vacancies do not exist, then classified staff serving on initial probationary appointments may be subject to termination in order to provide a job placement for the permanent employee. While terminating a probationary appointee is always our last resort, this possibility does exist.

The customary probationary period for a classified staff new hire is six months. The Director of HR/EO (i.e. the Appointing Authority), as needed, can extend this period if layoffs are occurring anywhere within the agency. Any classified staff currently on initial probation will be unable to obtain permanent status until all layoff activity is resolved. Classified staff on probation due to promotion will not be affected by this activity.

We ask that you share this information with classified staff new hires so they can take it into consideration before accepting a position. We understand this may affect your ability to hire the best qualified candidate and regret that it is necessary to provide this notification. If you have any questions, please contact either Lynn George (4-7415) or Sarah Campbell (4-7418).

Ola Faucher

### COCA COLA SCHOLARSHIPS

Staff with children entering KU this fall may be interested in information about the Coca Cola scholarship for dependent children. The application deadline for entering freshman is April 1. The application is located on the Admissions & Scholarships web page:

[www.admissions.ku.edu/freshman/scholarship](http://www.admissions.ku.edu/freshman/scholarship)

### TUITION ASSISTANCE

#### SUMMER SEMESTER DEADLINE IS 5:00 P.M., FRIDAY, APRIL 8, 2005

The Tuition Assistance program is available to staff with six months of KU employment. The program normally covers tuition for one class per semester. Classes should be structured courses that meet on a scheduled basis with days and times published in the Timetable of Classes. The tuition assistance application form is available on the Human Resources website under forms download. For more information, contact Lynn George, at 864-7415. Applications should be forwarded to the Tuition Assistance Committee, c/o Human Resources, 103 Carruth-O'Leary Hall. Please note: fill in the amount of tuition to the best of your ability. Once tuition rates are set, the amount will be adjusted accordingly on your application.

**Important Tax Update:** Since the Spring 2002 semester, awarded tuition assistance for both undergraduate and graduate courses has been excluded from gross income. This exclusion for employer-provided tuition benefits has been expanded and extended through December 31, 2010 by the Economic Growth and Tax Reconciliation Act of 2001.

### EMPLOYEES OF THE MONTH

Congratulations to **Michelle Swisher**, Accountant II in the Comptroller's Office, who was named Classified Employee of the Month in November 2004.

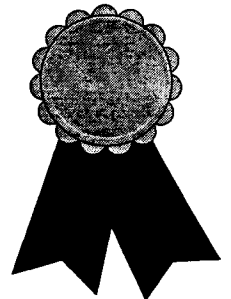
**Amy Robbins**, Administrative Officer in the Department of Applied Behavioral Science in December 2004.

**Rhonda Black**, Senior Administrative Assistant with the Student Health Services Administration in January 2005.

February 2005: **Jan Elder**, Public Service Administrator I with the Division of Biological Sciences.

**Congratulations to all of you for the recognition of your hard work and for your representation of Classified Employees at KU!**

This newsletter created and designed by Margretta de Vries, Kathy Stiers, Bette Luther, Nancy Brune, Ruth Hatfield, Andy Pritchard, Debby Reed, Kristin Tate, Allen Eastland, and Sharon Lee Green. The Classified Senate Communications Committee meets once per month. If you have suggestions for articles, please call Sharon Lee Green (864-5888/5887) or email us at [clsentat@ku.edu](mailto:clsentat@ku.edu).  
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**The Classified Senate has voted to add a standing committee to be included in our code. In order to do this we need the approval of the Classified Employees at KU. Please fill the ballot below.**

**BALLOT TO VOTE FOR THE COMMITTEE:**

Name: Information Access and Public Relations Committee

Charges:

1. Maintain, update, and archive any and all parts of the University of Kansas Classified Senate website.
2. Work with University Relations to insure that Classified Senate meetings are listed on the University calendars.
3. Raise public awareness of the vital role performed by classified employees in the success of the University.
4. Develop a method of electronically notifying constituents of meeting times/dates and any other information that they may find relevant to being classified employees at the University of Kansas.

Comments:

Yes \_\_\_\_\_

No \_\_\_\_\_

**Classified Senate Nominations**

Members elected to Classified Senate serve two years, beginning at the first full senate meeting in May. We have openings in all EEO categories. EEO Categories and Job titles may be found on our web site: <http://www.ku.edu/~clsenate>, or you may contact University Governance, 864-5169.

If you're interested in being a member of Classified Senate, or know someone who is, please complete the following information.

Name \_\_\_\_\_

Department: \_\_\_\_\_ Job Title \_\_\_\_\_

EEO Category: \_\_\_\_\_ phone \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please return to: University Governance, 33 Strong Hall**

**BY MARCH 10, 2005**

**OFFICERS****President**

Kathy Jansen

**Vice-President**

Bev Nightingale

**Secretary**

Linda Orr

**Treasurer**

Angel Gillaspie

**Ex-Officio**

Mike Auchard

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Mary Ann Baker  
Nancy Brune  
Angel Gillaspie  
Carol Gonce  
Bev Koerner  
Linda Orr  
Mike Rusche  
Kathy Stiers  
Kristin Tate  
Maxine Younes**(Opening) • EEO 5 Rep****Tim Thomasson • EEO 6 Rep**Jay Barnard  
Thomas Bryce  
Doug Carter  
Allen Eastland  
Ken Squires**Mike Lindeman • EEO 7 Rep**Dennis Constance  
Pauline Sanders  
Marvin Weideman  
Ed Whittman**Representative At Large**

Kathy Reed

**COMMITTEES****COMMUNICATIONS**Sharon Lee Green, Chair  
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Ruthie Hatfield  
Bette Luther  
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Pauline Sanders  
Kathy Stiers  
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Kathy Stiers  
Maxine Younes**WEB SITE Ad Hoc**Kathy Reed, Chair  
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[eudoraf@ku.edu](mailto:eudoraf@ku.edu)**UPSA**

Maxine Younes

**SENEX REPRESENTATIVE**

Bev Nightingale

**WEB SITE UPDATE**[www.ku.edu/~clsenate/](http://www.ku.edu/~clsenate/)Please visit our website and feel free to e-mail the Webmaster ([clsenate@ku.edu](mailto:clsenate@ku.edu)). Your input is appreciated.**HELPFUL WEB LINKS****KU Home Page**[www.ku.edu](http://www.ku.edu)**KU Staff Benefits**[www.ku.edu/~kuhr/faculty\\_staff/benefits/](http://www.ku.edu/~kuhr/faculty_staff/benefits/)**Meeting Schedules For  
KU Classified Senate**[www.ku.edu/~clsenate](http://www.ku.edu/~clsenate)

On the menu, select 'Meeting Schedules'. Full Senate meetings are open to anyone who would like to attend.

Visit the Academic Computer Center [www.ku.edu/acs/](http://www.ku.edu/acs/) and check out the new Spring 2005 classes and online registration.KU News, Arts, & Events are available at [www.ku.edu/news/](http://www.ku.edu/news/).