<table>
<thead>
<tr>
<th>Current Appeals &amp; Discipline Process</th>
<th>Recommended Changes</th>
</tr>
</thead>
</table>
| **Disciplinary Action:**  
  1<sup>st</sup> Step – Oral Warning  
  2<sup>nd</sup> Step – Written Warning  
  3<sup>rd</sup> Step – Suspension and/or Dismissal | **Disciplinary Action:**  
  1<sup>st</sup> Step – Verbal Counseling  
  2<sup>nd</sup> Step – Written Warning  
  3<sup>rd</sup> Step – Suspension and/or Dismissal |
| Appeals and Discipline for Classified Employees fall under Kansas Statutes. The Kansas Statutes serve as a base for progressive discipline, and highlights the grounds for dismissal, demotion, or suspension.  
It is also recommended that a performance improvement plan be developed to provide an employee with adequate feedback on work performance and expectations in correcting the deficiencies. | It is recommended that the wording in the steps of the disciplinary process be changed slightly. We would still fall under Kansas Statutes and follow a progressive discipline approach. It is also recommended that the performance improvement plan be a requirement. |
| **Grievance Process:**  
The method of resolving differences is divided into an **informal system** and a **formal system**. Both systems are established to provide the employee with several alternate opportunities for solving the problem. The procedure is not to be in conflict with, nor opposed to, the statutes of the State of Kansas. | **Grievance Process:**  
It is recommended that we continue with the informal and formal method of resolving grievances.  
**Wichita State’s procedures would NOT include the following feature of our existing process:**  
- Appeal of disciplinary actions to an external Civil Service Board. |
| **Informal System:**  
Discussion between employee and supervisor  
Discussion between employee and higher level supervisor  
Discussion between the employee and the Associate Director of Human Resources | **Informal System:**  
No changes. |
| **Formal System:**  
If the complaint remains unresolved at the informal level then the employee may transition to the formal system of the grievance procedure.  
  1. Complainant submits a formal grievance petition to the Associate Director of Human Resources | **Formal System:**  
The following process is recommended:  
  1. HR or EEO would refer matter to grievance committee within 5 working days after the grievant appealed to HR.  
The committee to meet and review the matter within 15 working days.  
  2. The grievance committee |
2. The Associate Director of Human Resources will submit the petition to the Classified Steering Committee
3. Steering Committee reviews petition, gathers sufficient information from all parties involved, and develop a plan an timeline to process grievance
4. Steering Committee will try to resolve grievance through informal means
5. If the informal process is unsuccessful the Steering Committee will refer the grievance for a formal hearing by the Personnel Relations Committee
6. Steering Committees recommendations to the Associate Director of Human Resources
7. The Associate Director of Human Resources will communicate the Steering Committee’s decision to all parties involved
8. If the grievance has reached the formal hearing level then the employee will need to submit a Request for Grievance Adjustment form to the Associate Director of Human Resources within 5 working days of latest informal attempt
9. The Associate Director of Human Resources will submit the form to the Personnel Relations Committee

We would remove the Steering Committee from the process and change the name of the Personnel Relations Committee to the Grievance Committee.

<table>
<thead>
<tr>
<th>Formal Hearing:</th>
<th>Formal Hearing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Personnel Relations Committee will conduct an appropriate hearing to gather evidence pertaining to the issue in an attempt to achieve a settlement of the issues.</td>
<td>The following is recommended for the formal hearing process:</td>
</tr>
<tr>
<td>2. Within 5 working days after the conclusion of the hearing, the Committee will reach a decision and make it know to all parties involved.</td>
<td>1. <strong>Pre-Hearing</strong> - Conducted by the Grievance Committee to evaluate the grievance and to determine the pertinent issues. The committee has the authority at this stage of the process to mediate by making recommendations to the Director of HR and EEO whereas the issues can either be recommended to be resolved at that time or go forward with the hearing.</td>
</tr>
<tr>
<td>3. If the decision is acceptable the matter is considered resolved and the Committee will forward the written record of its hearing to the Associate Director of Human Resources.</td>
<td>2. <strong>Hearing</strong> - Grievant is allowed to present first his/her reasons for the grievance. The respondent is then allowed the opportunity to describe</td>
</tr>
<tr>
<td>4. If the decision is not acceptable to the interested party, notification of the recommendation would then be submitted to Directors of Human Resources and EEO, and a copy would be given to the respondent and grievant no later than 5 working days.</td>
<td></td>
</tr>
</tbody>
</table>
The intent to appeal further will be made to the Associate Director of Human Resources within 3 working days which will then forward the case to the Vice President for Administration and Finance.

5. The Vice President for Administration and Finance will review the written summary of the Personnel Relations Committee’s findings and submit recommendations to the President within 10 working days of the date of the employee’s appeal.

6. The President’s decision will be made within 30 working days.

<table>
<thead>
<tr>
<th>Steering Committee:</th>
<th>Steering Committee:</th>
</tr>
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<tbody>
<tr>
<td>The Steering Committee will consist of 6 members from the WSU classified employee constituency, and will be appointed by the Classified Senate. Only 3 members appointed will sit on any one grievance. Members will hold classified appointments with regular status. The Committee will be advised by the Associate Director of Human Resources. Members of the Committee will be reviewed, confirmed, or replaced at the beginning of each calendar year. Service on the Committee is voluntary. The maximum service on the Committee will be limited to 3 consecutive 1 year appointments; after serving 3 consecutive years, a member will be ineligible for reappointment for 2 calendar years. Committee members may be replaced upon the conclusion of a 1 year term or within a term at the discretion of the Classified Senate based on the member’s request or upon a majority vote of the senators.</td>
<td>It is recommended that we eliminate the Steering Committee from the grievance process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Relations Committee:</th>
<th>Grievance Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees who feel they have been unjustly disciplined may appeal to the Personnel Relations Committee. Employees are urged to try and resolve grievances through the informal system before appealing to the Committee.</td>
<td>It is recommended that an overall grievance committee consisting of 20 members be randomly selected by UCATS, with each separate grievance having a committee member of 3-5 pooled from the overall 20 members. The length of term shall not exceed...</td>
</tr>
</tbody>
</table>
one fiscal year. Staff may participate in two successive terms; additional terms may be served after a one year absence from the committee. Members of the Grievance Committee would be trained by HR in the grievance and performance review appeal process.

<table>
<thead>
<tr>
<th>Conflicts in the Grievance Process:</th>
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<tbody>
<tr>
<td>To avoid possible conflict of interest for certain administrators and to assure adequate consideration of grievances which occur in specific areas, the following methods will be utilized:</td>
</tr>
<tr>
<td>1. Grievances which occur in the Office of the Vice President for Administration and Finance will be processed through the Associate Director of Human Resources to the Personnel Relations Committee. If appealed further, the Committee’s recommendations will be submitted directly to the President.</td>
</tr>
<tr>
<td>2. Grievances which occur in the departments reporting to the Vice President for Administration and Finance will be processed by the Associate Director of Human Resources to the Personnel Relations Committee without any review by the Vice President for Administration and Finance as Budget Review Officer. If appealed further, the committee’s recommendations will be submitted, in the established manner, to the Vice President for Administration and Finance for review.</td>
</tr>
<tr>
<td>3. Grievances which occur in the Office of Human Resources will be processed through the Director of Human Resources to the Personnel Relations Committee. If appealed further, the Committee’s recommendation will be submitted to the Vice President for Administration and Finance.</td>
</tr>
<tr>
<td>4. Grievances which occur in an Affiliated Corporation will be processed through</td>
</tr>
</tbody>
</table>

Conflicts in the Grievance Process:
It is recommended that the name of the Personnel Relations Committee be changed to the Grievance Committee. Also, any further appeals after the Grievance Committee’s decision should be submitted directly to the Vice President.
all appropriate levels of authority by the Associate Director of Human Resources, then to the Personnel Relations Committee. If appealed further, the Committee’s recommendation will be submitted to the Vice President for Administration and Finance.
Discipline/Protection System for University Support Staff (USS) SB 74 states that the system must contain personnel policies and procedures that include a disciplinary and grievance process and that process must provide for due process and right of appeal. SB 74 states that the system must contain personnel policies and procedures that include a disciplinary and grievance process and that process must provide for due process and right of appeal.

Corrective measures will be taken to address performance and conduct issues such as and to terminate employment, disciplinary process, method of appeal of disciplinary actions, discrimination or employment conditions, informal and formal methods to address workplace difficulties and to terminate employment.

The WSU Disciplinary Action System would include:

1. A progressive discipline approach with the following steps: verbal counseling, written warning, suspension with pay, suspension without pay, and demotion or dismissal.
2. A performance improvement plan developed and implemented to provide an employee with adequate feedback on the nature of deficiencies in work performance and on expectations in correcting the deficiencies. Employees should be properly warned that past behavior has been unacceptable and be advised of the desirable behavior which is expected.

The WSU Discipline/Protection Grievance System would include:

1. Continue with action of the informal grievance system that is now currently in place at Wichita State University:
   a. Discussion between employee and supervisor
   b. Discussion between employee and higher level supervisor
   c. Discussion between employee and Associate Director of Human Resources

2. Formal Grievance System:
   If unable to resolve using step 1:
   a. Must have been through probationary period (not permanent status) at WSU
   b. HR or EEO would refer matter to grievance committee within 5 working days after the grievant appealed to HR. The committee to meet and review the matter within 15 working days.
   c. The grievance committee recommendation would then be submitted to Directors of Human Resources and EEO, copy given to respondent and grievant no later than 5 working days.
   d. Pre-Hearing: Conducted by the Grievance Committee to evaluate the grievance and to determine the pertinent issues. The committee has the authority at this stage of the process to mediate by making recommendations to the Director of HR and EEO whereas the issues can either be recommended to be resolved at that time or go forward with the hearing.
   e. Hearing: Grievant is allowed to present first his/her reasons for the grievance. The respondent is then allowed the opportunity to describe his/her response to the grievance issues. The committee is allowed to ask questions. After the initial explanation and questioning, witnesses for both parties may be called. Cross examination of the witness is allowed. After all questions and testimony has been given the grievant and respondent are allowed to give closing statements.

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Discussion Points for Alternatives to Civil Service November 6, 2013 November 5, 2013 October 16, 24, 2013
2. Formal Grievance System
   a. If unable to resolve using above steps
   b. Must have been through probationary period (not permanent status) at WSU
   c. HR or EEO would refer matter to grievance committee within 5 working days after the grievant appealed to HR. The committee to meet & review the matter within 15 working days.
   d. The grievance committee recommendation would then be submitted to Director of Human Resources and EEO, copy given to respondent and grievant no later than 5 working days.
   e. No later than 10 working days a final written recommendations of the grievance committee the Director of Human Resources and EEO shall provide a written final resolution to the respondent & grievant. Director of HR or EEO may consult with University Administration if deemed necessary.

3. Grievance Committee Selection:
   a. Members of the committee to be selected by the Director of HR and EEO after nominations from employees and other affiliated groups. An overall grievance committee consisting of 20 members randomly selected by UCATS, with each separate grievance having a committee member of 3-5 pooled from the overall 20 members. Members of the committee will be selected by the Directors of HR and EEO after nominations from employees and other affiliated groups. The length of term shall not exceed one fiscal year. Staff may participate in two successive terms; additional terms may be served after a one year absence from the committee.
   b. Members to consist of classified and or USS unclassified staff. No member will be nominated if their current status falls into any of the following categories:
      - Probationary
      - Student or Temporary
      - Part time (if working less than half-time)
      - on leave or is on suspension, demotion or dismissal
      - has been at WSU less than 6 months
   c. Members to be trained in the grievance & performance review appeal process by HR & EEO

4. Training & Appointment of Grievance Committee:
   a. Members to be trained in the grievance & performance review appeal process by HR & EEO
   b. Grievance Committee to be comprised of 3-5 members – 1 selected by grievant, 1 by respondent. The grievant may not choose one from the same dept. as his/her own department. If more than one member is needed due to the technical nature of the employees duties & responsibility necessitates having one or more committee members (up to 2) then respondent may also have up to 2. The third (or 5th) member would then be selected by the Director of HR & EEO and will serve as the chairperson of the committee.
   c. All parties of the committee would need to sign off on a form saying that they could participate in a manner that would be fair and impartial. No member with a conflict of interest shall serve on the committee.
   d. The process shall be conducted free of any threats or reprisals toward any participant.
The chairperson is responsible for conducting the Pre-hearing and hearing in a fair and orderly manner and may rule on questions of relevance and or admission of documentation and or witness testimony. Witnesses may be from the same department as the grievant.

Director of HR and EEO will confirm the appointment of the committee members to the grievant, respondent and committee members. The notice will include the date, time, location of the Pre-hearing a deadline for submitting copies of relevant documentation and a deadline for affirming or amending the witness list. The deadline shall be no more the 5 working days after the notice of appointment of the grievance committee. Prior to the Pre-Hearing, the Director may conduct a meeting to review the hearing process with the committee members. The purpose of such a meeting will be to provide technical assistance and documents to the committee.

5. Pre-Hearing
   a. Pre-Hearing is conducted by the Grievance Committee to evaluate the grievance and to determine the pertinent issues. The committee has the authority at this stage of the process to mediate by making recommendations to the Director of HR & EEO whereas the issues can either be recommended to be resolved at that time or go forward with the hearing.

6. Hearing
   a. Grievant is allowed to present first his/her reasons for the grievance. The respondent is then allowed the opportunity to describe his/her response to the grievance issues. The committee is allowed to ask questions. After the initial explanation and questioning, witnesses for both parties may be called. Cross examination of the witness is allowed. After all questions and testimony has been given the grievant and respondent are allowed to give closing statements.

7. Grievance Resolution
   a. Grievance Committee will render a written decision with recommendations for resolution to the Director of HR and EEO. After Director of HR & EEO has reviewed the Committees recommendations and no more than 5 working days has passed a copy will be provided to the grievant and the respondent. The Director & EEO will render the final grievance resolution in writing within 10 working days after the receipt of the Committee’s recommendations.

Appeals may be made at this time to the Vice President of the University within 10 working days, with that The Vice President’s decision to be final and will be communicated to all parties within 20 working days, for appeal.

Wichita State’s procedures would NO include the following feature of our existing process:
- Appeal of disciplinary actions to an external Civil Service Board.
U.S.S. Grievance Process

Discussion between employee and Associate Director of Human Resources

Forms within 5 working days

Within 15 working days, committee reviews matter

Within 5 working days, official recommendations given to HR and EEO with copies to grievant and respondent

Within 10 working days, written decision given to grievant and respondent

Within 10 working days, appeals may be made to the Vice President.

Within 20 working days, the Vice President's final decision will be given.
**Current Benefit Description**

**Salary Increases:** The Classified Pay Plan establishes a minimum and maximum rate of pay (grade) for each class of positions in the classified service. Advancement through the grades (step increases) is governed by time-on-step and contingent on satisfactory performance and the availability of funding. Each step advancement results in an approximate 2.5% increase in salary. Funding for step advancement must be approved annually by the state legislature.

A new employee will be paid at the minimum step of the pay grade assigned to the class for which they are hired. Step advancement requires a full year time-on-step before being eligible to move to the next higher step. In addition to meeting these time-on-step requirements, an employee must have a satisfactory performance review rating in their personnel file within the preceding 12 month period.

In addition to step movement, cost-of-living adjustments (COLA) may be provided by the state legislature for all employees regardless of status or length of service as budget allows.

**Longevity Pay:** Each employee, hired before July 1, 2008, who has at least ten years of state service on their service anniversary date (the date on which the employee began employment with the state in a regular appointment or their adjusted state hire date), will be eligible for longevity bonus pay, provided it is funded by the Legislature.

The longevity bonus payment for each eligible employee will be computed by multiplying $40 by the number of full years of state service, not to exceed 25 years.

**Market Adjustments:**

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**ASC Recommended Changes**

**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 (not to include teaching faculty). A portion of the salary increases would be based on merit or performance evaluations. For all eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

*Your salary CANNOT be decreased by moving to USS. State Statute -76-715a*

**Longevity Pay:** The recommendation would be restoration of longevity pay to the FY’12 rate of $500 after 10 years of service and an additional $50 each year thereafter with no maximum to be earned. Expand eligibility to employees hired on or after June 2008. The longevity pay will be included when calculating salary increases. It will be paid within the pay period in which the employees’ length of service date falls.

**Market Adjustments:** Recommend consideration to be given for market adjustments if any are given to the State of
<table>
<thead>
<tr>
<th><strong>Salary Administration</strong></th>
<th>Currently, salary administration is determined by the Step Pay Plan matrix.</th>
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</thead>
<tbody>
<tr>
<td><strong>Salary Administration</strong></td>
<td>Recommend existing salaries will be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2–4 year time period. The new salary administration plan will be equivalent to or better than the current Civil Service compensation system. The existing salary grade and step matrix will be used as a framework for salary administration for current employees, new hires, transfers, promotions and demotions until the new system is defined and implemented. (the current system will remain intact until the new system is completed and brought online).</td>
</tr>
<tr>
<td><strong>Title Management</strong></td>
<td>Job titles are currently pre-determined by the State of Kansas Civil Service System.</td>
</tr>
<tr>
<td><strong>Title Management</strong></td>
<td>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. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary administration plan. Updated position descriptions will serve as the basis for establishing job groups.</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>Full-time classified employees earn: 3.7 hours – 5 years 5.5 hours – 5 to 10 years 6.7 hours – 10+ years</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>The recommendation will be to change to one unified system of all employees earning 6.77 hours over 26 pay periods to a maximum of 176 hours per fiscal year, thus eliminating two separate accrual systems. Maximum vacation leave accrual will remain at 304 hours. Allowances will be made for selling hours back when vacation is maxed out or make a provision for rolling hours into sick leave. There is already a provision for compensatory time payout when employees reach the maximum number of accrued hours (120).</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
<td></td>
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<tr>
<td><strong>Retirement</strong></td>
<td>Retirement will remain with KPERS. No changes recommended.</td>
</tr>
<tr>
<td><strong>Early Retirement Incentive</strong></td>
<td>Only offered by State of Kansas</td>
</tr>
<tr>
<td><strong>Early Retirement Incentive</strong></td>
<td>The recommendation will be the consideration of adopting a Voluntary Retirement Incentive Program (VRIP) in the event the State of Kansas would offer a voluntary retirement incentive program.</td>
</tr>
<tr>
<td><strong>Group Health Insurance</strong></td>
<td>Kansas offers such a program in the future.</td>
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<tr>
<td>---------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Current classified employees participate through the Kansas Department of Health and Environment group health insurance plan.</td>
<td>These options for selection are administered through the Kansas Department of Health and Environment and available to all State of Kansas employees, whether unclassified or classified or university support staff. No changes would be made to the benefit.</td>
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<table>
<thead>
<tr>
<th><strong>Holidays</strong></th>
<th>No changes recommended.</th>
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</thead>
<tbody>
<tr>
<td>Regents institutions shall observe the following holidays:</td>
<td></td>
</tr>
<tr>
<td>New Year's Day</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Veterans' Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
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<tr>
<td>Additional days may be authorized by the governor in a particular year. Example: day following Thanksgiving, Christmas Eve, and the discretionary holiday.</td>
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<thead>
<tr>
<th><strong>Service Awards</strong></th>
<th>No changes recommended.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU employees (classified and unclassified) receive a WSU Service Pin at a ceremony held each spring. Pins are awarded for 10, 15, 20, 25, 30, 35 &amp; 40 years of service. WSU employees receive induction into the Benders of Twigs after 25 years of service.</td>
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<table>
<thead>
<tr>
<th><strong>Shared Leave</strong></th>
<th>No changes recommended.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Leave may be granted to an employee if the employee or a family member is experiencing a serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or to terminate employment. All classified employees appointed to a regular position and unclassified employees who accumulate sick leave shall be eligible for participation in the shared leave program. In accordance with state regulations, the maximum duration of shared leave granted for an employee's illness or injury is 6 months unless the employee does not qualify for long-term disability, in which case the maximum duration is 12 months. While using shared leave, an employee will continue to accrue leave at the regular rate which must be</td>
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</table>
deducted each pay period before shared leave is used. When an employee receives workers compensation, long-term disability payments, or both, the employee is not eligible to receive shared leave.

Recipient eligibility requirements:

1. Six months continuous state service.
2. Satisfactory attendance record.
3. Exhausted all paid leave (must use accumulated leave before the use of leave without pay).

Donor eligibility:

1. Sick leave donation requires balance of 480 hours after donation. Donations made at the time of an employee's separation of service require no remaining balance.
2. Classified employees may also donate vacation leave. Requires vacation leave balance of 80 hours after donation.
3. Donations may be made to an eligible employee in another state agency.

**Sick Leave**: All employees earn 3.7 hours per pay period. Employees receive payment for unused sick leave upon retirement based on the following:

<table>
<thead>
<tr>
<th>Min Years of Service</th>
<th>Min SL Accrual</th>
<th>SL Bonus</th>
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</thead>
<tbody>
<tr>
<td>8 years</td>
<td>800 hours (100 days)</td>
<td>240 hours (30 days)</td>
</tr>
<tr>
<td>15 years</td>
<td>1,000 hours (125 days)</td>
<td>360 hours (45 days)</td>
</tr>
<tr>
<td>25 years</td>
<td>1,200 hours (150 days)</td>
<td>480 hours (60 days)</td>
</tr>
</tbody>
</table>

**Tuition Assistance**: All classified and unclassified professional nonteaching employees who hold at least half-time, permanent appointments, and are benefits eligible, are eligible for tuition assistance. Assistance is not payable to employees on unpaid leave. An employee's tuition assistance application must be approved by the immediate supervisor prior to its submission. Guidelines and applications for tuition assistance are available in OHR.

**Tuition Assistance**: Depending on monies available and the number of applications, the recommendation would be for assistance to cover 6 hours of coursework.
Assistance is limited to a maximum of the actual cost of tuition and required fees, and there may be limited financial assistance on the basis of other available financial assistance for the employee. Tuition assistance is available for all regular and continuing education courses and seminars offered by the university. Assistance is limited to one course or seminar per semester, not to exceed payment for five semester hours in the spring or fall semesters or three semester hours in the summer semester. If insufficient funds are available to fund all applicants, some applicants will not be approved for tuition assistance, as outlined in the guidelines.

Employees who fail to attain the required grade of "C" or better while receiving assistance for an undergraduate course or a "B" or better for a graduate course will not be eligible for further assistance until the employee has satisfactorily completed another equivalent course at the employee's expense.

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<tr>
<th>Compensation Time</th>
<th>Compensation Time</th>
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<tbody>
<tr>
<td><strong>Non-exempt</strong> (classified) employees are eligible for compensation time when they have physically worked more than 40 hours in a work week.</td>
<td><strong>No changes recommended.</strong> There is already a provision for compensatory time payout when employees reach the maximum number of accrued hours (120).</td>
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<tr>
<th>Inclement Weather Pay</th>
<th>Inclement Weather Pay</th>
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<tbody>
<tr>
<td>During a Declaration of Inclement Weather, employees in nonessential operations may be released by their supervisor and are to be granted leave with pay. Hourly employees who are in essential operations will be required to work some or all of their regular shift during a Declaration of Inclement Weather and will be granted Inclement Weather Pay. Pay is equivalent to the employee's hourly rate of pay and is in addition to the employee's regular pay. Exempt employees are not eligible for additional pay. Employees on leave with pay during inclement weather will continue using their accumulated leave.</td>
<td><strong>No changes recommended.</strong></td>
</tr>
</tbody>
</table>
The Statute 76-715a states, “..Those classified staff employees whose positions are converted from classified to unclassified status shall retain all health and flexible benefits and leave and retirement benefits provided to them under the state classified employee system…..Implementation of this section shall not cause a salary reduction or layoff of any classified employee…,” this subcommittee is reviewing the compensation and pay of classified employees at Wichita State University to provide a comparison of the proposed pay plan if the classified staff vote to convert to University Support Staff. The areas of review and proposed changes are as follows:

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 (not to include teaching faculty). A portion of the salary increases would be based on merit or performance evaluations. For all eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

Longevity Pay – The recommendation would be restoration of longevity pay to the FY12 rate of $500 after 10 years of service and an additional $50 each year thereafter with no maximum to be earned. Expand eligibility to employees hired on or after June 2008. The longevity pay will be included when calculating salary increases. It will be paid within the pay period in which the employees’ length of service date falls.

Market Adjustments – Recommend consideration to be given for market adjustments if any are given to the State of Kansas Classified employees in future years.

Salary Administration – Recommend existing salaries will be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2-4 year time period. The new salary administration plan will be equivalent to or better than the current Civil Service compensation system. The existing salary grade and step matrix will be used as a framework for salary administration for current employees, new hires, transfers, promotions and demotions until the new system is defined and implemented (the current system will remain intact until the new system is completed and brought online).

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. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary administration plan. Updated position descriptions will serve as the basis for establishing job groups.

Vacation – the recommendation will be to change to one unified system of all employees earning 6.77 hours over 26 pay periods to a maximum of 176 hours per fiscal year, thus eliminating two separate accrual systems. Maximum vacation leave accrual will remain at 304 hours.
Allowances will be made for selling hours back when vacation is maxed out or make a provision for rolling hours into sick leave.

Retirement – Retirement will remain with KPERS. No changes recommended.

Early Retirement Incentive – The recommendation will be the consideration of adopting a Voluntary Retirement Incentive Program (VRIP) in the event the State of Kansas offers such a program in the future.

Group Health Insurance – These options for selection are administered through the Kansas Department of Health and Environment and available to all State of Kansas employees, whether unclassified or classified or university support staff. No changes would be made to the benefit.

Holidays – No changes recommended.

Service Awards – No changes recommended.

Shared Leave – No changes recommended.

Sick Leave – No changes recommended.

Tuition Assistance – No changes recommended.

Compensation Time – No changes recommended.

Inclement Weather Pay – No changes recommended.
Alternative Service Committee  
Layoffs and Furloughs Comparisons and Recommended Changes  
*(recommended changes appear in bold; recommend that the final draft state all specific information and not refer back to any K.A.R.’s)*

<table>
<thead>
<tr>
<th>Current WSU Policy &amp; Procedures</th>
<th>USS Recommended Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Units:</strong> K.A.R. 1-14- 7 (d)(1)</td>
<td><strong>Organizational Units:</strong></td>
</tr>
<tr>
<td>The organizational units within Wichita State University as defined for purposes of layoff are as follows:</td>
<td>a. Division of Administration and Finance</td>
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<tr>
<td>a. Division of Administration and Finance</td>
<td>b. Division of Academic Affairs</td>
</tr>
<tr>
<td>b. Division of Academic Affairs and Research</td>
<td>c. Division of Campus Life and University Relations</td>
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<td>d. President’s Division</td>
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<td>d. President’s Division</td>
<td>e. Vice President and General Counsel</td>
</tr>
<tr>
<td>e. Vice President and General Counsel</td>
<td><strong>Division of Research and Technology Transfer</strong></td>
</tr>
<tr>
<td>➢ Recommend splitting Academic Affairs (b) and Research (f) to reflect the current organizational chart</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographic Areas: K.A.R. 1-14-7(d)(2)</th>
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<tbody>
<tr>
<td>County: Sedgwick County</td>
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<tr>
<th>Layoff Scores</th>
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<tr>
<td>Every employee for whom a layoff score has been calculated shall have the right to review the method used to determine the score. Such employee may provide the appointing authority with information which may cause an adjustment to the score. The Director of the Division of Personnel Services, Department of Administration, shall resolve any disputes which may arise concerning the proper calculation of layoff scores.</td>
<td>Every employee for whom a layoff score has been calculated shall have the right to review the method used to determine the score. Such employee may provide the appointing authority with information which may cause an adjustment to the score. The Department initiating the layoff, the Office of Human Resources and the Division of Administration and Finance, shall resolve any disputes which may arise concerning the proper calculation of layoff scores.</td>
</tr>
<tr>
<td>➢ Recommend change to reflect the appropriate WSU departments</td>
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<tr>
<th>Computation of Layoff Scores</th>
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<tr>
<td>Layoff scores shall be computed in accordance with K.A.R. 1-14-8 by the WSU Human Resources Office according to the following formula:</td>
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</tr>
<tr>
<td><strong>A x L = Layoff Score</strong></td>
<td>➢ Recommend change to reflect the appropriate WSU department</td>
</tr>
<tr>
<td>A = the average performance review rating for the most recent ratings for the employee during the last five years up to and including five ratings, if the employee has as many as five ratings. However, a rating resulting from a special performance review that is given for a rating period ending within 90 calendar days of any notice of the layoff to the director shall not be counted. Performance reviews completed for ratings periods ending on or after the date the</td>
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appointing authority notifies the director in writing that a layoff is to occur shall not be considered in computing layoff scores; however, the appointing authority may designate a uniform earlier cutoff date to identify which performance review ratings are to be used in computing layoff scores.

- For the purpose of calculating layoff scores, a rating of exceptional shall have a value of five, a rating of satisfactory shall have a value of three, and a rating of unsatisfactory shall have a value of zero.

- In case of identical layoff scores, and if some, but not all, of the persons with the same score need to be laid off, preference among these persons shall be given to any veteran, any surviving spouse of a veteran, and any orphan of a veteran, in that order.

L = the length of service, as defined in K.A.R. 1-2-46(a), is expressed in months. Length of service for a retired employee who has returned to work shall be calculated on the same basis as a new hire.

L = the length of service, is expressed in months. Length of service for a retired employee who has returned to work shall be calculated on the same basis as a new hire.

- Recommend remove “any surviving spouse of a veteran, and any orphan of a veteran, in that order.”
- Recommend classified staff decide if veteran status should be included as a factor in determining tie breaker
- Recommend classified staff submit alternatives to determining a tie breaker, e.g. other licenses, certificates, etc.

Layoff Conferences: K.A.R. 1-14-10(d-e)
An individual conference shall be scheduled for each employee affected by the layoff. These conferences will begin as soon as possible after the employees have received their written notice of layoff. The first conference will be held with the employee having the highest layoff score and continue in turn with all other affected employees in descending order of layoff score.

Layoff Conferences:
An individual conference shall be scheduled for each employee affected by the layoff. These conferences will begin as soon as possible after the employees have received their written notice of layoff. The first conference will be held with the employee having the highest layoff score and continue in turn with all other affected employees in descending order of layoff score.
The Director of Human Resources and/or his or her representative shall schedule by phone and conduct in person all layoff conferences. During the layoff conference, each employee shall be given an explanation of all options which may be available to him or her through the exercise of bumping rights or other alternatives such as transfers or demotions in lieu of layoff. The employee shall also be given an explanation of the applicable regulations and procedures pertaining to layoff.

a. When an employee is unavailable for scheduled conferences, the Director of Human Resources will reschedule the conference.

b. If employee fails to appear at rescheduled conference, the Director of Human Resources shall not be required to hold a layoff conference with the employee and the employee shall forfeit bumping rights.

<table>
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<tr>
<th>Bumping Rights: K.A.R. 1-14-10 and 1-14-7(d)(3)</th>
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<tbody>
<tr>
<td>A regular employee, or an employee considered permanent for layoff purposes may bump into other positions in this agency as follows:</td>
</tr>
<tr>
<td>a. The employee may bump another employee within the same class or any lower class in which the employee previously had permanent status, providing that class is on the same or lower salary range.</td>
</tr>
<tr>
<td>b. The employee to be bumped must have a lower layoff score, not be scheduled for layoff, and have the lowest layoff score in that class of anyone not scheduled for layoff within the organizational unit and/or geographical area identified for layoff.</td>
</tr>
<tr>
<td>c. The employee may transfer or demote into a position anywhere at WSU occupied by a probationary employee if the employee is interested in and qualified for that position.</td>
</tr>
<tr>
<td>d. When the layoff is limited to full-time or less than full-time employees, permanent employees may bump employees with the same full-time or less than full-time status as provided above.</td>
</tr>
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<tr>
<td>A regular employee, or an employee considered permanent for layoff purposes, with the same full-time or part-time employment status, may bump into other positions at WSU where the employee meets the minimum job requirements as follows:</td>
</tr>
<tr>
<td>➢ This is currently under review. Any feedback you have regarding these or other options is appreciated</td>
</tr>
</tbody>
</table>

**OPTION 1**
(Same as current policy)

a. (“Bumper”) The employee may bump another employee, permanent or probationary, within the same class or any lower class in which the employee previously had permanent status, providing that class is on the same or lower salary range.

b. (“Bumper”) The employee, permanent or probationary, to be bumped must have a lower layoff score, not be scheduled for layoff, and have the lowest layoff score in that class of anyone not scheduled for layoff within the organizational unit and/or geographical area identified for layoff.
<table>
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<tr>
<th>Reemployment Rights: K.A.R. 1-6-23</th>
<th>Reemployment Rights:</th>
</tr>
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<tbody>
<tr>
<td>Employees who are laid off, demoted or transferred in lieu of layoff have preferential hiring rights for reemployment into Kansas Civil Service jobs. The Appointing Authority shall request that the Director of the Division of Personnel Services place the name(s) of those employee(s) on the reemployment list. A regular employee who has been given a layoff notice and resigns prior to the effective date of the layoff, may request to be placed on the reemployment list for the class for which the layoff was proposed effective the date of the layoff. Ranking on the reemployment list will be based on the layoff score. The individual with the highest layoff score will be first on the list. Employees covered by a Memorandum of Agreement shall be placed on a reemployment list in reverse order from the order in which they appeared on the layoff list.</td>
<td>Employees who are laid off, demoted or transferred in lieu of layoff have preferential hiring rights for reemployment into WSU jobs for 1 year from the date of layoff. The Appointing Authority shall request that the Office of Human Resources will place the name(s) of those employee(s) on the reemployment list. This list will be maintained by the Office of Human Resources. A regular employee who has been given a layoff notice and resigns prior to the effective date of the layoff, may request to be placed on the reemployment list for the class for which the layoff was proposed effective the date of the layoff. Ranking on the reemployment list will be based on the layoff score. The individual with the highest layoff score will be first on the list. Employees covered by a Memorandum of Agreement shall be placed on a reemployment list in reverse order from the order in which they appeared on the layoff list.</td>
</tr>
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| c. The employee may transfer or demote into a position anywhere at WSU that is vacant or occupied by a probationary employee if the employee is interested in and qualified for that position. |  |

**OPTION 2**
(This option is across all Divisions of WSU but removes the option to take the job of a permanent employee not scheduled for layoff)

a. The employee may transfer or demote into a position that is vacant if the employee is interested in that position

b. The employee may transfer or demote into a position that is occupied by a probationary employee if the employee is interested in that position

- **Recommend change to reflect current WSU policy of 1 year and maintaining the list by the Office of Human Resources rather than by the State**
- **Recommend removing the confusing text above regarding the Memorandum of Agreement since no MOA may be affected or changed by Statute & is**
Layoff Records
Complete records of layoff actions proposed or completed will be maintained by the Office of Human Resources for a minimum of three years from the time the action was initiated. These records will include information relating to all employment decisions or actions taken by Wichita State University. Specific records and supporting documents will include but not be limited to copies of the following:

- this Layoff Plan for Classified Employees as submitted, approved and or modified;
- the layoff request(s) submitted to the Director of the Division of Personnel Services, Department of Administration, along with correspondence relating to the approval, modification or rejection of layoff request(s);
- the layoff score worksheet(s);
- the notice of layoff letter(s) sent to the employee(s);
- the Reemployment List and Request form;
- records relating to layoff conference.

Layoff Records
Clearly stated in the Article 28, Section 6 of the KAPE MOA

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- Recommend changing the wording to Office of HR not Director
- Recommend removing the minimum years that records are kept since records are kept indefinitely in our current system

a. records relating to layoff conference

b. records relating to the Layoff Plan for Classified University Support Staff Employees as submitted, approved and or modified

- Recommend changing classified to university support staff

1. the layoff request(s) submitted to the Office of Human Resources and the Division of Administration and Finance Department of Administration, along with correspondence relating to the approval, modification or rejection of layoff request(s)

- Recommend change to reflect the appropriate WSU departments

2. the layoff score worksheet(s)

3. the notice of layoff letter(s) sent to the employee(s)

4. the Reemployment List and Request Employee Preference form

- Recommend updating terminology to reflect current name of forms
### Summary
Wichita State University recognizes the potentially devastating impact to employees affected by a layoff. The University will exhaust all available alternatives before administering any layoffs. If faced with a layoff, all employees affected will be assisted in exercising their rights and options with a primary objective of maintaining their employment with the State.

### K.A.R. 1-14-11. State Furlough Policy
Furlough leave without pay. (a) If an appointing authority desires to deviate from the standard workweek as provided in K.A.R. 1-9-1 in order to implement a furlough plan, the appointing authority shall implement the plan in accordance with this regulation.
(b) In accordance with subsection (c) of this regulation, if an appointing authority deems it necessary by reason of shortage of funds, the appointing authority may furlough without pay all employees in the classified service in designated classes, organizational units, geographical areas, or any combination of those groups unless specific funding sources necessitate exceptions. "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.
(c) At least 30 calendar days before the date a furlough is to be implemented, the appointing

### Recommendations
- **Recommend adding that there is no appeal of a layoff to the Civil Service Board**
- **Recommend adding that there is no approval by the State Division of Personnel Services for layoffs**
- **Recommend adding that all vacant positions are frozen until all options for placement have been exhausted for all employees scheduled for layoff**

### Review
- **Review is still needed for this policy**
Authority shall prepare a furlough plan specifying the following information:

1. The cause of the funding shortage;
2. The effective date of the furlough and the date on which the furlough is to end;
3. The methods for notifying the affected employees;
4. The amount of advance notice that will be given to affected employees, which shall not be less than 10 calendar days;
5. The estimated cost savings;
6. Each class, organizational unit, or geographical area to be affected;
7. The criteria used to select each class, organizational unit, or geographical area to be included in the furlough;
8. Any exceptions to the furlough plan based on funding sources; and
9. The number of hours by which the workweek will be reduced, including separate categories detailing the proposed reduction in hours by standardized increments for exempt and nonexempt employees.

(d) A copy of each furlough plan prepared in accordance with subsection (c) shall be submitted to the director at least 30 days before the date the furlough is to be implemented.

(e) In no case shall this regulation be used as a disciplinary action against an employee.


- Further review of the K.A.R.‘s mentioned above are needed to determine what needs to be included when they can no longer be used as a reference
- Recommend adding a timeline of notification for layoffs by the Departments/Divisions to the Office of HR and to the employee
- Definitions need to be added for 1) Layoff, 2) Furlough, 3) others as needed
- All K.A.R.’s can be found at [http://da.ks.gov/ps/documents/regs/default.htm](http://da.ks.gov/ps/documents/regs/default.htm)
<table>
<thead>
<tr>
<th>Current Process:</th>
<th>Subcommittee Recommended Changes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Kansas mandated form and rating system, with associated regulation</td>
<td>Supervisors will evaluate job performance using new performance appraisal forms developed by WSU. The forms would allow for departments to add some unique components.</td>
</tr>
<tr>
<td>Performance evaluation primarily focuses on set goals.</td>
<td>The evaluation should focus on performance and duties/responsibilities of the position and less on goals. Goals may not be as applicable to trades jobs.</td>
</tr>
<tr>
<td>Valued employees are not rewarded for good performance</td>
<td>Tentative salary increase approval</td>
</tr>
<tr>
<td>Performance evaluation given in a timely manner</td>
<td>HR notifies supervisors of evaluations due and monitors completion of evaluations by deadlines.</td>
</tr>
</tbody>
</table>
| Accountability - None                                | 1. Reminder suspense goes to supervisors and cc to department heads or higher.  
2. Recommend a two person sign-off on all evaluations.  
3. Staff feedback form on self and supervisor effectiveness working conditions, etc. (optional)                                                                 |
| Supervisors are not required to attend trainings     | Everyone conducting evaluations will receive training                                                                                                                                                                                   |
| No pay incentives                                     | 1. Depending upon the availability of funding, salary increases will be based upon a minimum performance evaluation of satisfactory  
2. Salary enhancements would be divided two-thirds (2/3) (across the board) one-third (1/3)(merit)  
3. A current evaluation would be required prior to pay increase.  
4. If supervisor fail to accomplish evaluation by suspend date the system will automatically rate satisfactory and will result in an automatic pay increase.  
5. A “NO Action” flag to supervisors, department head and VP.                                                                                                                   |
| HR maintain central records of evaluation documents and overall ratings | No Change                                                                                                                                                                                                                         |
| HR coordinates the evaluation rating appeals process. | No Change                                                                                                                                                                                                                         |
| Lay Off mandated by State                             | Take performance ratings into consideration in layoff process                                                                                                                                                                        |
| A 6 month probationary period, with extension of up to 12 months. | No Change                                                                                                                                                                                                                         |
| Appeal to Civil Service Board for dismissal or demotion based on performance appraisal | Develop a Discipline/Protection System                                                                                                                                                                                           |
Performance Appraisal System – method to assess job performance, including any link to pay increases

A WSU system would include the following features of our existing process:

1. One or more required performance appraisal forms developed by WSU. (May want to have slightly different forms based on type of job.) Departments would be allowed to add some unique components with Human Resources (HR) approval. The evaluation should focus on duties and responsibilities of the position and less on behaviors. Goals may not be as applicable to trades jobs.

2. HR notifies supervisors of evaluations due and monitors completion of evaluations by deadlines associated with salary increases; a tentative on salary increase approval.

3. Reminder suspense goes to supervisors and cc to department heads or higher.

4. Recommend a two person sign-off on all evaluations.

5. Staff feedback form on self and supervisor effectiveness working conditions, etc. (optional)

6. An evaluation would be required prior to pay increase. Process could incorporate evaluations into budgetary cycle for salary increases to assure completion, and may also incorporate requirement to have a position description at time of salary increase since their accuracy is important to the evaluation process.

7. If supervisor fail to accomplish evaluation by suspend date the system will automatically rate satisfactory and will result in an automatic pay increase. A “NO Action” flag to supervisors, department head and VP.

8. HR will continue to maintain central records of evaluation documents and overall ratings.

9. HR will continue to coordinate the evaluation rating appeals process.

10. Take performance ratings into consideration in layoff process.

11. Maintain the practice of a 6 month probationary period, with extension of up to 12 months.

12. A WSU system would not include the following feature of our existing process:
   - State mandated form and rating system, with associated regulations.
   - Appeal to Civil Service Board for dismissal or demotion based on performance appraisal.
   -
Preface

The information that follows constitutes the official policies of Wichita State University of for positions in the University Support Staff (USS). Positions intended to be covered by these policies include members of the University Police Department, members of the Physical Plant, and members of other miscellaneous departments.

In accordance with KSA 76-715a, these policies are intended to become effective in a rolling fashion, as adopted by employee vote during a proposed conversion from Classified to USS, with the vote occurring for the University in April 2014. If such policies are approved by an appropriate employee vote, and then subsequently by the Board of Regents, then these policies will become effective as of the date of the approval by the Board of Regents.

Applicability of Other Rules, Regulations, Policies and Agreements

These policies do nothing to abrogate any other existing University policy. These policies also do not abrogate or supersede other department-specific policies, rules, regulations or operating manuals, such as the MEMORANDUM OF AGREEMENT between the State of Kansas, Wichita State University and Kansas Association of Public Employees (Police Department) and the MEMORANDUM OF AGREEMENT between the State of Kansas Wichita State University and the Kansas Association of Public Employees – Service and Maintenance. In the event there is a conflict between these policies and the rules, regulations or policies of a department (e.g., the University Police Memorandum of Agreement, then the published, department-specific rules govern. Additionally, terms and conditions of employment currently in place within established Memorandum of Agreement between the State of Kansas, Wichita State University and the Kansas Association of Public Employees, shall both remain intact and in full force and effect. In addition, such MOAs and shall continue to be the subject of appropriate bargaining.

Classification

Position descriptions are required for all USS positions and must be entered in the online Human Resources system and reviewed and approved by Human Resources prior to recruitment. When departments want to establish new positions or reallocate existing, approved positions, they must submit revised position descriptions to Human Resources for review and determination of the appropriate classification, and they must similarly comply with University Policy.
Recruitment Policy

The University is committed to open, competitive recruitment for its job vacancies. The full policy can be viewed on Wichita State University Human Resources web site.

Criminal Background Investigation

When hiring managers select a finalist for a position they want to fill, they must first request that Human Resources conduct a criminal background investigation, along with other required background investigations. Individuals selected as finalists must provide the signed required documentation for further consideration and in order to facilitate such background checks.

Applicants with criminal records may be considered for employment in the USS. Any individual with a record of conviction for a crime other than minor traffic violations must acknowledge and describe their record on their application for employment. Failure to do so may be cause for dismissal at any time or refusal of consideration for employment.

The University may approve appointments of individuals who have prior convictions, taking into account the type of crime committed, the date of conviction, rehabilitation of the individual, and the proposed area of assignment within Wichita State University.

Some departments with employees in the USS may be required to, or may choose to, add additional mandatory or optional components to the otherwise standard background checks imposed on all other employees. For example, as mandated by state and federal law, employees of the WSU Police Department are subject to pre and post-employment background investigations. Such investigations are in addition to those conducted by Human Resources and are conducted by Police Department staff because are necessary to validate that each person has met the essential and special qualifications for the position.

Benefits

The University provides a wide range of employee benefits including health, dental, life insurance, disability insurance, and retirement. No benefits obtained through Classified employment with WSU prior to the date of transition to USS shall be lost or forfeited, and all benefits shall remain at least the same as of the date of transition.

Leaves

Leaves including holidays, sick, vacation, shared, Family Medical Leave Act, military, and unpaid are found on the Human Resource’s website. No leaves typically or otherwise obtained through Classified employment with WSU prior to the date of transition to USS shall be lost or forfeited, and all accrued leave balances shall remain the same as of the date of transition.
Exempt/Non-Exempt Status for Overtime

The Human Resources Department determines whether or not positions are eligible for overtime/compensatory time by reviewing the work assigned with reference to federal guidelines. Eligible positions are termed non-exempt; exempt positions are not eligible. **No position classifications shall change solely because of the transition from Classified to USS. No University Support Staff positions shall change to Unclassified positions.**

Compensation

WSU recognizes the importance of providing fair and competitive compensation for its employees, as determined by the needs of the organization and an assessment of the relevant labor market. Accordingly, based on available funding, as well as organizational priorities, compensation and pay plans will be formulated based on a careful assessment of relevant, validated and approved salary survey benchmarking data.

Overtime/Compensatory Time

When a non-exempt employee works more than forty hours in a work week that time must be compensated either by providing compensatory time off at the rate of one and one-half hour off for all time worked over forty hours in the work week, or pay at one and one-half times the employee’s hourly pay rate. The decision to compensate using overtime or compensatory time is reserved to the department. **No decisions to grant overtime or compensatory time shall change solely because of the transition from Classified to USS.**

Shift Differential

WSU must staff some departments during hours it considers to be evening or night. Where applicable, employees who work evening and night shifts will be paid a “shift differential.”

Work Week, Work Hours, and Timekeeping

1. The work week begins at 12:00 a.m. each Sunday and ends at 12:00 midnight the following Saturday.

2. The normal work week consists of five 8-hour days, for a total of forty (40) hours.

3. Alternate work schedules may be permitted with advance written approval through Human Resources.
Timekeeping

1. Non-exempt employees are required to complete a record of their work time through the use of the daily timekeeping method utilized by the department.

   a. Employees must time in at the start of or prior to the start of their scheduled shift and time out upon completion of their assigned work hours for the day. Employees must not time in more than seven minutes prior to the start of their scheduled shift and not time out more than seven minutes following the completion of their working hours for the day.

   b. All time worked must be recorded by the employee and be reported to the Payroll Office by departmental timekeepers. Time worked other than scheduled without advance supervisory approval may be cause for disciplinary action.

   c. An individual employee does not have the option of “donating” hours of work without obligating the employer to record the time worked.

Completing or tampering with the time sheet/card/record of another employee will be cause for disciplinary action, as will any attempt to falsely manipulate or defraud with regard to hours worked through a time sheet/card/record or via improper or otherwise.

Break and Meal Periods

Breaks

1. If the work situation permits, supervisors may authorize break periods for their employees.

2. Breaks, when authorized and/or required by law, will be with pay and should not exceed 15 minutes for each 4 hours of work.

3. The break period is intended to be work free, preceded and followed by an extended work period. Therefore, it may not be used to cover an employee’s late arrival, early departure, or to extend a lunch period. It is also not possible to forego breaks to accumulate extra time off in the future.

4. Break areas may be designated by the supervisor.

Meal Periods

1. One meal period of at least 30 minutes, unencumbered and without pay, is authorized for each shift of at least 5 hours.
2. The meal period should be scheduled as near to the middle of the work shift as possible. In emergency situations, a supervisor may re-schedule the meal period of an employee.

3. Meal periods are not counted as hours worked for pay purposes unless employees are required to work or are significantly restricted while on call during the meal (e.g., police and safety officers who take a working lunch while they are on patrol).

Topics that will be covered in the Policies include and are not limited to:

* Equal Employment Opportunity
* Compensation and Pay
* Layoffs and Furloughs/Layoff Informational Plan
* Reemployment
* Nepotism
* Lateral Transfer
* Promotion
* Demotion
* Employee Performance Evaluation/Supervisor Evaluation
* Appeals and Discipline

This is a work in progress. We will be developing a Staff Handbook.