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Management Update - July 2008

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Changes in Equal Opportunity/Affirmative Action Office

An interim team has been established to run the Office of Equal Opportunity and Affirmative Action (EOAA), due to the recent death of director Willie Boston. **David Ochmann**, associate university counsel, and **Tiffany Murray**, HR director of Records, Compliance and Employee Relations, will work together to ensure that the office remains fully functional while a search is conducted for a new director.

Managers or unit heads should contact Murray for assistance with job recruitment, review and waivers, as well as internal EEO complaints and outreach, education and consultation matters. Departments should contact Ochmann on issues dealing with external case management and employment litigation. Both Ochmann and Murray can be reached through the EOAA office at 330-672-2038 or aa_eeo@kent.edu.

Salary Review Information

As mentioned in last month's *Management Update*, the Board of Trustees has approved the operating budget for FY 2009. This included changes in the *salary structure plans* for classified, unrepresented and unclassified employees. With the changes, each *salary structure* will be increased by approximately 2 percent; the new structure will become effective on **Aug. 31** for the classified plan and **Sept. 1** for the unclassified plan.

The Board of Trustees also approved a 3 percent pool for salary increases for classified unrepresented and unclassified employees. An overview of each plan is listed below:

Classified Employees

- The annual salary review process is an across-the-board increase of 3 percent. Pay increases will take effect **Aug. 31** and will be reflected in the **Sept. 26** paycheck.
- Employees hired between **May 1** and **Aug. 31, 2008**, become eligible for the salary increase when they complete their probationary period.
- In order to be eligible for a salary increase, classified employees must have a current "satisfactory" employee evaluation signed and on file with Human Resources. Employees who receive an overall performance rating of "needs to improve" will not receive a pay increase until they reach the "Usually Meets" performance level.
- Employees will receive a lump sum payment for any portion of the across-the-board increase that exceeds the salary range maximum for the position.

Unclassified Employees

- Each unit will be allocated a 3 percent pool to be used for merit increases. Pay

- increases are effective **Sept. 1** and will be reflected in the **Sept. 15** paycheck.
- The unclassified review is based on merit, using the guidelines defining the merit increase that will be distributed in a memo later this month. Amounts of actual individual increases will vary based on individual performance and salary position within the salary range.
 - Unclassified employees hired on or after **June 1, 2008**, will not be eligible for the merit increase.
 - A current satisfactory, signed employee evaluation must be on file with Human Resources for an employee to be eligible for a salary increase. Employees who receive an overall rating of “unsatisfactory” on their performance evaluation will not receive any pay increase.
 - Employees will receive a lump sum payment for any portion of the increase that exceeds the salary range maximum for the position.

Working at the Polls on Election Day

Kent State recently established guidelines on poll worker leave for university employees, in accordance with Ohio Revised Code, Section 3501.28. The guidelines provide paid leave for full- and part-time classified and unclassified university employees who serve as poll workers during a general, primary or special election in Ohio. Faculty and employees on nonpermanent appointments (i.e., seasonal, intermittent and temporary) are not eligible for the leave. Eligible employees should follow these steps to request poll worker leave:

- The request must be submitted, in writing, to the employee’s immediate supervisor at least 14 calendar days prior to the date of the election;
- The request must include the employee’s intent to serve as a poll worker and specify the county in which the employee intends to serve;
- The request must include the employee’s “certificate of appointment,” which is issued by the respective Board of Election office; and
- Following Election Day, the employee must submit a completed and signed Poll Worker Verification form to his/her immediate supervisor.

Managers, please be aware of two important factors with the poll worker leave:

- The decision to grant the leave remains with the employee’s supervisor, subject to the “operational needs of the work unit.”
- Employees are only eligible to receive paid leave on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work that day. For example, an employee who usually works an eight hour day, but works a 12-hour shift at the polls, is only eligible for eight hours of paid leave.

The complete guidelines for poll worker leave and the verification form will be available soon at www.kent.edu/hr/manager. Once there, look for the link to *Poll Worker Leave* in the Manager’s Toolbox. For questions, contact the Talent Acquisition unit at 330-672-2901.

Purchasing Card Workflow Begins July 1

The Office of Internal Audit reminds department heads and purchasing card (Pcard) approvers that the electronic workflow for Pcard reconciliations begins today (**July 1**). While the process will now be done online, the approval and record retention requirements *have not changed*. That means cardholders are still expected to retain the original supporting documentation for every Pcard purchase. Approvers are also expected to examine the monthly Pcard statement, the original receipts for every purchase, and the monthly Pcard reconciliation to reduce the risk of fraudulent activity.

Approvers should also be aware of the increased usage by Pcard cardholders of “obscure” vendors such as Amazon.com, Paypal.com, Ebay.com, Google.com, Buy.com and Overstock.com. It is impossible to determine what was purchased from this type of vendor unless the original receipt is retained and examined. In many cases, the “obscure” vendor is just the payment mechanism, not the actual vendor.

The university has a zero-tolerance policy for fraudulent activity involving university assets. [Policy 3342-5-12.3](#), administrative policy regarding purchasing, sales and disposal of property and inventory control, states that no personal purchases are to be made with the Pcard. A case of fraudulent activity involving a departmental Pcard was detected during fiscal year 2008. Personal purchases of approximately \$22,000 were made on the card over a period of several years before being detected. The employee involved was terminated by the university and ordered to pay the university restitution.

For questions or more information, contact **Carissa Burns**, manager, Office of Internal Audit, at cburns@kent.edu.

Looking for a Student Employee?

The Career Services Center continues to receive many inquiries from students who are currently seeking summer and fall employment on campus or as a graduate assistant. A reminder to managers that if your department has an available on-campus student job or graduate assistantship, you are encouraged to post it on the [Experience Job Board](#).

If you do not have an account as an On-Campus Employer for the Experience Job Board or can't remember your login information, e-mail CampusWorks@kent.edu for assistance. The Career Services Center has also created an [On-Campus Employer User Guide](#) to help navigate the job board and the procedures for posting job opportunities.

For questions or additional assistance, contact the Career Services Center at CampusWorks@kent.edu or 330-672-2360.

Coming Soon: Total Compensation Statements Online

The Benefits and Compensation units of HR have been working with Information Services to make employee total compensation statements available online through FlashLine. Putting the summaries online makes them readily available to employees throughout the year and provides the capability to store statements from one year to the next. The online feature also represents a significant cost savings over previous years by not printing and mailing the statements to each employee.

Later this month, employees will be able to view a summary of their total compensation for 2007 by logging into FlashLine and selecting the *My HR* tab. Further communications about the online statements will be distributed to employees in the near future.

As you share this information with your staff, it is a good opportunity to remind them that compensation packages reflect not only *cash* compensation but also the value-added benefits programs and services that are part of an employee's total compensation at the university. All too often employees forget that university contributions to benefits such as health care, retirement plans and tuition waivers are a significant part of their compensation.

Save the Date: Public Records Seminar

The Office of University Counsel will sponsor a half-day seminar on Ohio Public Records Law and the Family Educational Rights and Privacy Act (FERPA) on Wednesday, **Sept. 17**, from 9 a.m.-noon in the Moulton Hall Ballroom. **James Watson**, associate university counsel, will give

an overview of Ohio's public records law and the university's new administrative policy regarding public records. **Stephen Paschen**, university archivist, will talk about the role of Archives in managing university records. **Michael Pfahl**, assistant university counsel, will give an overview of FERPA, including changes that take effect this month.

Members of your staff who maintain and work with records, including student records, should attend this seminar. Registration is required, and information on how to sign up will be available in the August edition of *Management Update*.

Look for Legal Briefs in e-Inside

Be sure to check *e-Inside* for the monthly *Legal Briefs* column. The information is designed to keep faculty and staff informed of legal issues and their implications. Content is provided by the Office of the University Counsel, whose mission is to ensure high-quality legal services to Kent State in a timely, cost-effective manner, to reduce litigation and to ensure legal compliance. If you have a legal issue that you would like to see discussed in a future *Legal Brief*, contact **Michael Pfahl**, assistant university counsel, at 330-672-2982 or mpfahl@kent.edu.

Dates to Remember:

- **July 4** Independence Day (University Closed)
- **July 8 and 9** Graduation Fair for Summer 2008 Graduates, 11 a.m.-6 p.m., 2nd floor Kent Student Center. For more information, visit www.kent.edu/ksugraduation.
- **July 12** Summer I classes end
- **July 14** Summer III classes begin

Tell Us What You Think

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, along with any comments or suggestions. You may contact us at managersfeedback@kent.edu. We look forward to hearing from you.

For information about events sponsored by Human Resources, please see the July 2008 calendar below. Please share this calendar with your employees and post it in a highly visible location. If you are having difficulty reading the calendar, access the [PDF version](#).