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Management Update - June 2008

Volume 4, Issue 11

Collective Bargaining to Begin This Summer

Negotiations will begin this summer with two of the university's collective bargaining units. Members of AFSCME Local 153 last week voted against a one-year extension of their current contract. Earlier this year AAUP tenure-track faculty rejected a similar offer.

The university's third collective bargaining group, the non-tenure track unit of AAUP, has approved a one-year extension, which includes the following provisions:

- A 3 percent salary increase;
- No increase in health benefit contributions;
- The addition of benefits for domestic partners.

Check future issues of this publication for collective bargaining updates.

Coming Soon: Salary Review Process

The Board of Trustees last week approved the operating budget for FY 2009, which includes a 3 percent pool for salary increases. Managers will receive a memo in the coming weeks with specific information and guidelines for the salary review process. In general, the following applies for the salary review process:

Classified Employees

- The annual salary review process will continue to be an across-the-board increase of 3 percent. Pay increases will take effect **Aug. 31** and will be reflected in the **Sept. 26** paycheck.
- In order to receive a salary increase, classified employees must have an acceptable performance level and a formal performance evaluation on file with Human Resources.

Unclassified Employees

- The annual salary review process is a 3 percent merit pool. Pay increases are effective **Sept. 1** and will be reflected in the first September paycheck.
- In order to receive a merit increase, unclassified employees must have an acceptable performance level and a formal performance evaluation on file with Human Resources.
- Unclassified employees hired on or after **June 1, 2008**, will not be eligible for the merit increase.

Fiscal Year Deadlines Approaching

The university's fiscal year ends on **June 30**, and managers should be aware of the cut-off dates for

financial transactions for the current fiscal year. The Comptroller's Office mailed [deadline information](#) last month to deans, directors, chairs, department heads and supervisors.

Please note the requirements for processing electronic expense reimbursements for the current fiscal year. Electronic reimbursements for travel and/or miscellaneous expenses incurred before June 30 must be approved on or before June 30. Any reimbursements in draft status or submitted but not approved by this date will not be processed for FY 2008. Travel and/or miscellaneous expenses that span both fiscal years or incurred after June 30 should be processed in the new fiscal year; which means they should not be processed or approved until after the June 30 date.

For questions on expense reimbursements, contact **Tammy Slusser** at tslusser@kent.edu or 330-672-2392. For all other year-end deadline questions, contact **Judy Bivens** at jbivens@kent.edu or 330-672-8648.

2008 Holiday Schedule Announced

University officials announced last month that the holiday schedule piloted last year will continue in 2008. The paid holidays will be Wednesday and Thursday, **Dec. 24 and 25** (this is a change from the current university calendar), and Thursday, **Jan. 1, 2009**. The university will suspend most operations on **Dec. 26, 29, 30 and 31**; regular university operations will resume on Friday, **Jan. 2, 2009**. Eligible employees will use leave and/ or comp time for the four additional days. For more details, see the [May 5 eInside article](#).

Please note that last year special consideration was given to allow employees to work additional time (comp. time) due to the short notice of the holiday schedule. Since advance notice has been given this year, employees may accumulate comp time in accordance with [university policy 3342-6-07.9](#) and may use this time for the holiday schedule.

More information about the 2008 holiday schedule will be communicated during the fall semester.

FMLA Updates

Please be aware of updates to the Family and Medical Leave Act (FMLA), which was amended earlier this year to include "military family leave." That means eligible Kent Ste employees are entitled up to 26 weeks of unpaid, job-protected leave to care for an injured U.S. service member. An "eligible" employee is one who has been employed for at least one year and has worked a minimum of 1,250 hours over the previous 12 months. Employment does not have to be consecutive months.

The Benefits unit in the Division of Human Resources is responsible for managing and processing FMLA claims. More information will be distributed universitywide in the coming months. Information is also available on [the HR Web site](#), or you can contact the Benefits Office at benefits@kent.edu or 330-672-3701.

Tickets Still Available for 20-Year Club

Nearly 50 Kent State employees will be honored on **June 12** at the annual 20-Year Club service awards dinner and program. The event, which recognizes employees who have reached 20 years of continuous service, begins at 5:30 p.m. in the Kent Student Center Ballroom. Tickets are \$15, and reservations are due by **June 4**. Details, including a [list of inductees](#) and registration information, are [available online](#).

Please remember to recognize any members of your staff who are being inducted this year, as well as employees who are reaching any other milestone years of service (i.e., 5 years, 10 years, etc.).

For questions on the dinner, contact **Sandra Cole** in Employee Relations at 330-672-7501.

Affirmative Action Reports Due in June

Department heads should have received the annual Affirmative Action Plan reports for their units. This year the reporting requirements have been simplified by the Offices of Diversity and Equal Opportunity and Affirmative Action. Managers no longer have to calculate the statistical data on the diversity composition of their unit; it is already provided. This is being done to give managers more time to complete the other parts of the report, which include identifying opportunities for affirmative action and diversity in recruitment, promotion or outreach and establishing goals for increasing departmental diversity.

Reports should be completed and returned to the EOAA office by **June 30**. Managers should keep in mind that making Kent State a more diverse and welcoming environment is one of President **Lester Lefton's** top priorities. This report, if properly utilized, can help initiate an honest assessment and dialogue about what all of us can do in this important area. For questions, contact the Office of EOAA at 330-672-2038.

Summer Workshops Offered for New and Returning Faculty

The College of Education, Health and Human Services, in conjunction with the Faculty Professional Development Center (FPDC) and the University Teaching Council, are offering two days of hands-on workshops this summer for new and returning faculty. *Summer 2008 Exploratorium: Tools for Learning and Teaching* takes place **July 24** and **25** from 9 a.m. to 3:30 p.m. Workshops will be held in White Hall and Moulton Hall on the Kent Campus.

Sessions will be offered on writing-intensive courses, undergraduate research and service learning, as well as ongoing sessions on a variety of educational technologies (e.g., podcasting, blogging and VISTA). There is sure to be something of interest for all faculty, whether you are beginning your teaching career or looking for effective technologies to enhance your existing classes. Registration is required and can be done online at the [FPDC Web site](#).

Summer Reading for Managers: Leadership Excellence

You probably make it a habit to stay current on the latest research and trends in your field of expertise. Whether it is physics, marketing, technology or higher education, when a publication on the topic shows up, you make time to peruse it.

As a manager, you will want to stay up-to-date on what's happening in the field of leadership. An excellent resource on this topic is *Leadership Excellence*. The online publication contains articles from established authors such as Tom Peters, Stephen Covey, Ken Blanchard and Peter Block. It's also a great source for emerging thinkers in the field of leadership, and each issue has ideas and suggestions on how to apply the information to your workplace.

Leadership Excellence is available in FlashLine. Once you log in, go to the MyHR tab, then look for the Learning Opportunities channel. You can download the PDF each month and view back issues. Contact **Bob Hall**, manager, HR Training and Development, at 330-672-0894 or rhall4@kent.edu with questions or comments .

Dates to Remember

- **June 9** - Summer I and II classes begin.
- **June 9** - Deadline to submit events for Kent State calendar; see article in [May Management Update](#) for more information.
- **June 12** - 20-Year Club Dinner, 5:30 p.m., Ballroom. Reservations required. See article in this issue for more information.
- **June 27** - Deadline to update departmental information in the online directory; see article in [May Management Update](#) for more information.

Cultural Dates

June is Caribbean American Heritage Month and Gay and Lesbian Pride Month

- **June 8-9** - Shavouth: Jewish religious observance
- **June 14** - Flag Day
- **June 15** - Father's Day
- **July 4** - Independence Day (University closed)

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 June 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.](#)

EXCELLENCE *in Action*

Division of Human Resources – Calendar of Events

June 2008

Legend

- Supervisor/Manager
- Desktop Computing
- New Employee
- Employee Communications
- OneWellU
- Professional Development
- Events

Date & Time	Program Title
2 Mon 8:00 AM	 New Hire Orientation
6 Fri 12:00 PM	 Weight Watchers at Work
9 Mon 8:00 AM	 New Hire Orientation
10 Tue 8:00 AM	 Employee Staffing and Interviewing
11 Wed 9:00 AM	 Assessing and Improving Workshop
12 Thur	8:00 AM Managing Change Transitions
	5:30 PM 20 Year Club Service Awards Program
13 Fri 12:00 PM	 Weight Watchers at Work
16 Mon	8:00 AM New Hire Orientation
	11:30 AM OneWellU Walking for Wellness
18 Wed 11:30 AM	 OneWellU Walking for Wellness
20 Fri	10:00 AM Anthem Blue Cross/Blue Shield Site Visit
	11:30 AM OneWellU Walking for Wellness
	12:00 PM Weight Watchers at Work
23 Mon	8:00 AM New Hire Orientation
	11:30 AM OneWellU Walking for Wellness
25 Wed	9:30 AM University Staff Advisory Council
	11:30 AM OneWellU Walking for Wellness
27 Fri	10:00 AM Medical Mutual Site Visits
	11:30 AM OneWellU Walking for Wellness
	12:00 PM Weight Watchers at Work
30 Mon	8:00 AM New Hire Orientation
	11:30 AM OneWellU Walking for Wellness

For more information, including location and how to register, visit the calendar of events web page at:

<http://kentstate.kent.edu/ecalendar>

Special accommodation requests: We will endeavor to comply with any special requests or to accommodate your specific needs. Please direct your request to 330-672-2901.