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## Management Update July 2010

Volume 7, Issue 1

### 2010 Salary Review Process Begins This Month

The Board of Trustees on May 26 approved the operating budget for FY 2011. The budget includes 3 percent salary increases for classified and unclassified employees not represented by a union.

In a separate action, the Board voted to increase the salary structures for classified and unclassified employees by approximately 2 percent. This action applies to the minimums, midpoints and maximums for each pay grade (not to an individual's salary) and is done periodically to ensure mobility for employees within the pay ranges. The new structure will become effective on **Aug. 29** for the classified plan and **Sept. 1** for the unclassified plans.

An overview of the annual salary review process is outlined below. For questions contact the HR Compensation office at 330-672-3107 or [compensation@kent.edu](mailto:compensation@kent.edu).

#### *Classified Employees Overview*

- The salary review includes a 3 percent across-the-board pay increase.
- The pay increase will take effect **Aug. 29** since it is the start of the pay period that includes **Sept. 1**. The increase will be reflected in the **Sept. 24** paycheck.
- Employees hired between **May 1 and Aug. 29** become eligible for the increase once they have completed their probationary period.
- To be eligible for a salary increase, classified employees must have a current satisfactory, signed performance evaluation on file in Human Resources. Employees who receive an overall performance rating of "needs to improve" on their evaluation will not receive any pay increase until they reach the "Usually Meets" level of performance.

#### *Unclassified Employees Overview*

- Each unit will be allocated a 3 percent pool to be used for merit increases.
- Merit plan increases for unclassified employees are effective **Sept. 1** and will be reflected in the **Sept. 15** paycheck.
- Employees hired on or after **June 1, 2010**, will not be eligible for the merit increase.
- 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.
- To be eligible for a salary increase, unclassified employees must have a current satisfactory, signed performance evaluation on file in Human Resources. Employees who receive an overall rating of "Unsatisfactory" on their performance evaluation will not receive any pay increase.

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### December Holiday Schedule Announced

Please be aware that the recent practice of operating on a holiday schedule during the last two weeks of December will continue in 2010. The holiday schedule will run from the first shift on Friday, **Dec. 24, 2010**, through **Jan. 1, 2011**. During that time, all nonessential operations will be closed at all Kent State campuses. Normal business operations will resume with the first shift on Sunday, **Jan. 2, 2011**.

This year the Christmas and New Year's holidays fall on a Saturday. Classified and unclassified employees will receive paid leave for three days, **Dec. 28, 29 and 30**. The paid leave is in addition to the paid holidays of **Dec. 24, 27 and Dec. 31**. More information on the holiday schedule, including how employees should report time during that period, will be communicated in early December.

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## Vacation: Use It or Lose It

Please remind classified and unclassified staff in your department to check their vacation balance and make sure they are not in danger of losing any accrued vacation time. According to the [university policy regarding annual vacation leave for nonteaching unclassified and classified personnel](#), the maximum amount of vacation an employee can accrue is that which can be earned in a three-year period. Each year, at the end of September, vacation balances are cut back to the maximum accrual allowed per the policy.

Vacation hours are earned each pay period and vary according to the employee's years of service with Kent State and job appointment (i.e. classified or unclassified status). An explanation of vacation accrual rates, eligibility and usage is explained in more detail in the above policy.

Employees can check their leave balance by logging into FlashLine, clicking on the "My HR Tab" and then clicking on the "Leave Balances" link in the "Employment Details" channel. Employees who are over their three-year maximum must use the time by **Sept. 30**; if not, they will lose any vacation hours accrued beyond the maximum.

Employees who earn vacation should have received an e-mail from HR Records recently, detailing their current vacation balance. Please encourage all your employees who earn vacation to regularly check their balances. This is important to make sure the time is being deducted correctly and that they are not in danger of going over their accrual maximum.

If you have questions, call 330-672-2901 and ask for a member of the Records unit.

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## Wright Hall Outage Impacts HR Benefits and Compensation

A scheduled power outage in Tri-Towers tomorrow (**July 2**) will impact the HR Benefits and Compensation office. On that date the Benefits and Compensation staff will be temporarily relocated to the Terrace Annex on Midway Drive, where the other HR offices are housed. Phone calls to Benefits and Compensation, at 330-672-3107, will be forwarded to Terrace Annex. You can also reach the staff via e-mail at [benefits@kent.edu](mailto:benefits@kent.edu) and [compensation@kent.edu](mailto:compensation@kent.edu).

Please note that this change is only for July 2. Normal operations will resume on Tuesday, **July 6**.

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## Be a Part of Welcome Weekend

Fall Semester 2010 will begin with Welcome Weekend, a four-day orientation program for new Kent State students. Welcome Weekend is the second component of Destination Kent State and provides fun for students, faculty and staff.

Faculty and staff involvement in Welcome Weekend is critical to providing a strong foundation for Kent State's first-year students. Volunteers are needed to help out beginning Thursday, **Aug. 26**, when new students move into the residence halls; and continuing through Monday, **Aug. 30**, when fall classes begin. Past volunteers have done everything from riding Molly the Trolley to facilitating small group discussion about the summer reading assignment.

A full schedule of events and volunteer opportunities is available at [www.kent.edu/success](http://www.kent.edu/success). If you have questions, contact **Andy Crawford**, coordinator, Student Success Programs, at 330-672-4137 or [acrawf11@kent.edu](mailto:acrawf11@kent.edu).

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## Tips for International Business Travel

While travel outside the United States has always presented challenges, today's international climate makes it even more important to be aware of the potential situations that could be encountered and to prepare properly. Specifically, caution should be taken when traveling with laptops and other electronic data devices (e.g., iPad, Blackberry, smart phone).

University international travelers — administrators, faculty and students — should be aware that in certain situations information and data on their electronic devices can be accessed without the person's permission or

knowledge. Upon the traveler's return to the United States, the department of Homeland Security may question material on a computer. In such circumstances, everything on the computer will be open to inspection.

For more information on international travel, including guidelines to help prevent the loss of information and/or electronic devices, view the Office of [University Counsel Legal Brief](#). If you have questions, contact **Constance Hawke**, associate university counsel, at 330-672-2982 or [chawke@kent.edu](mailto:chawke@kent.edu).

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### **Dates to Remember:**

- **July 1** Canada Day
  - **July 4** Independence Day
  - **July 5** Independence Day observance (university closed)
  - **July 14** Graduation Fair for summer 2010 graduates, 10 a.m. - 6:30 p.m., 2nd floor Kent Student Center.
  - **July 17** Summer I classes end
  - **July 19** Summer III classes begin
  - **July 19 -20** Tisha B'Av (Jewish holiday begins at sundown)
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### **Tell Us What You Think**

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

**For information about events and programs for university employees, please check out the [Faculty and Staff calendar](#) and share the information with your staff.**

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