

Management Update - Special Edition - April 23, 2009

Since the announcement of the University Employee Separation Plan (UESP) last month, there have been a variety of questions from managers, supervisors and eligible employees. The purpose of this communications is to provide managers with some additional information about UESP and the impact it could have on departments.

Informational Resources

As mentioned in earlier communications, no action is required on the part of managers and department heads. If you receive questions about the specifics of the plan from eligible employees, please do not try to answer them. Instead, direct them to contact Educators Preferred Corp. (EPC) at 1-800-747-1504. If you get questions related to the plan that are Kent State specific (e.g., benefits, years of service, etc.), please refer them to the appropriate member of the UESP Implementation Team listed below:

- **Alvin Evans**, HR Associate Vice President

Evans oversees central intake for all UESP applications and for managing requests for UESP extensions or exceptions. Requests for extensions or exceptions must be accompanied by a letter of justification from the employee's department head. Requests for extensions based on reaching a milestone year of service date (i.e., 25, 30 years) do not require a letter. Evans can be reached at 330-672-2901 or aevans3@kent.edu.

- **Tiffany Murray**, HR Director, Records and Benefits

Murray assists in providing information on current and post- retirement benefit issues, and information on allowable benefits for rehired faculty and staff. Murray can be reached at 330-672-8076 or tmurray@kent.edu.

- **Joe Vitale**, HR Director, Talent Management and Compensation

As employees taking the UESP prepare to leave the university, this unit will assist with staff forecasting; succession planning; workforce organization; and overall organizational planning with affected departments. Contact Vitale at 330-672-8318 or jvitale1@kent.edu.

- **Terri Christensen**, Special Assistant to the Provost or **Sue Averill**, Associate Provost for Faculty Affairs

Both serve as a liaison for tenure track and nontenure track faculty to provide clarity on the UESP as it relates to bargaining agreements. Christensen and Averill can be reached at 330-672-2220 or by e-mail at tchrist7@kent.edu or saveril2@kent.edu.

There is also a [Web site](#) with basic information on the UESP, and some frequently asked Q&As for eligible employees. The Web site can be found at www.kent.edu/hr/employee/uesp.cfm.

Timeline

The election period for eligible employees runs through **May 22**, with a seven-day revocation period that ends on **May 29**. Employees participating in the plan will exit the university on **June 30, 2009**, unless an exception or extension is approved.

Because of interest in the plan, additional individual counseling sessions with EPC representatives have been scheduled. The sessions will be held on **April 28 and 29** and **May 18 and 19**, in the Kent Student Center. Employees can schedule a meeting on those dates any time between 9 a.m. and 6 p.m.

The meetings above are in addition to previously scheduled meetings for eligible employees to get answers to questions related to benefits issues, including retirement, purchasing state service credits and benefits. A meeting for employees in the Ohio Public Employees Retirement System (OPERS) will be held on **May 12**, from 1-2:30 p.m. in Room 319 of the Kent Student Center. Meetings for employees in the State Teachers Retirement System (STRS) have already taken place.

Please adjust your department's schedule so eligible employees may attend these sessions. If the session takes place during normally scheduled work hours, the employee must seek prior approval from supervisors. However, use of vacation, personal or comp time is not required. For classified employees, "University Business" should be used in Kronos.

UESP Impact on Departments

As mentioned above, the HR Talent Management team will work with departments who experience vacancies as a result of the UESP. The team has met with the university's executive officers for purposes of strategizing on topics including: staffing forecasting; succession planning; workforce organization; and overall organizational planning. Over the next few weeks, the executive officers will be updated on their division's employees who will be taking the plan. Meetings will continue as a clearer staffing picture is developed.
