

Subject: January Staff Council Minutes

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To: Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, January 5, 2005 in MMTH 279. Members present were Patty Booth, Teresa Dunning, Timmy Givens, Jeff Jones, James McCaslin, Charles McCoy, Chester McNulty, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Brian Ward, Lauri Warden, and ex-officio Pat Jordan. Bob Deane was absent.

Two new Staff Council members were introduced. Timmy Givens will be completing the term of Bob Zoellner who resigned from the Staff Council and Brian Ward will complete the term of Joy Gramling who has retired from WKU. These vacancies were filled according to SC bylaws.

Dr. Kirchmeyer, Vice President of Information Technology, came to the meeting to inform us of the technological advances that our campus will soon enjoy. We have already received faster Internet access and we can look forward to all buildings being equipped for wireless hookup in the near future.

Elizabeth Paris brought forth the discussion of the retire/rehire policy. According to the current policy, the decision whether an employee can retire/rehire is at the supervisors discretion; however, it is required that the position be advertised. The Staff Council feels that in order to be fair to employees and to avoid confusion, the policy should be amended to state that "no employee shall be allowed to retire and remain in the same position". After much discussion Patty Booth made a motion that the Staff Council recommend that an employee cannot be rehired into the same position from which they retire. Chester McNulty seconded the motion and a vote was taken and passed unanimously. Elizabeth Paris will forward this recommendation to Tony Glisson, Gene Tice, and President Ransdell.

Elizabeth Paris presented a report from Shelia Houchins, who is serving as the Staff representative on the Centennial Committee. This committee has been working hard in the planning of the yearlong celebration in 2006. The first event in the celebration will take place on November 16, 2005.

Elizabeth Paris reported on various e-mails received concerning overtime compensation for staff employees. In an email sent by Tony Glisson to Staff-All on December 14, the terms "exempt" and "non-exempt" were used to describe those employees who should report overtime and those who should not. There was concern in the Staff Council that some staff employees may not know if they are considered "exempt" or "non-exempt". For this reason, the following explanation is being offered so that there will be no question as to who should be reporting overtime and who should not.

- * If you are paid on the 15th and the last working day of the month, then you are a NON-EXEMPT employee and */should report overtime/*
- * If you are paid every other Friday, then you are a NON-EXEM PT employee and */should report overtime/*
- * If you are paid once a month, you are EXEMPT and should NOT report overtime.

If non-exempt employees work over 37.5 hours up to 40 hours, those hours will be paid at your regular rate. If you work over 40 hours, those hours will be paid a one and half times your regular rate.

Time worked over 37.5 hours should be pre-approved by your supervisor. The policy which addresses this subject can be found on the HR website.

Teresa Dunning wanted to know why the December overtime can't be paid earlier than late January. Patty Booth explained that this is a timing issue and because we have the time off at Christmas, it isn't possible to cut the checks sooner.

The Staff Council received an e-mail from a staff member concerning the current bereavement policy. As the policy states, the employee would first use 3 sick days and then any other time off could be charged to either sick or vacation time. All employees agree that being off work for the death of a family member is no vacation. However, the Staff Council believes that we should not attempt to ask for additional paid time off work because we are fortunate to receive what we get now. Therefore, we will not be pursuing this issue.

Lauri Warden gave an update from the Designated Smoking Committee. The committee is currently e-mailing building coordinators to determine how many signs will be needed at each building. The signs, smoker's friends, and installation expenses still have to be funded. More information on this will be forthcoming.

James McCaslin reported that the Winter Term Committee finished their job and will be forwarding their recommendations to Dr. Burch.

Several employees who are concerned that not all staff members are given the chance to take classes approached Tina Sneed. As the University policy states, Western will pay for up to six hours each semester. However, it is up to the supervisor as to whether the class can be taken during working hours. Anyone can take a class outside of working hours.

The meeting adjourned at 11:45. The next Staff Council meeting will take place on Wednesday, February 2.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can now e-mail the Staff Council: staffcouncil@wku.edu <<mailto:staffcouncil@wku.edu>>

The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council Web Page at: <http://www.wku.edu/staffcouncil> <<http://www.wku.edu/staffcouncil>>