

## **UP Senate Meeting Minutes**

**Tuesday, September 18, 2018, 9:00 – 11:00 a.m. RSC Room 262**

Camille Childers, Julie Scott, Ellen Abbey, Lydia Santiago, Krysti Carlson-Goering, Jeanne Patton, Heather Perkins, Deb Wagner-Kirmer, Brad Thomison, Mark Green, Susan Norton, Rebecca Reiling, Sally Fiscus, Jeswin J Chankaramangalam, Shawn Ehrstein, Aswini Kona Ravi

Judy Espinoza (non-expiring), David Moses (General Counsel).

Betty Smith Campbell, (Faculty Senate Pres.), Michael Turenne (USS Senate Pres.), Jamie Olmsted (HR), Micah Thompson (HR), Melissa Penkava Koza

- I. Call to Order  
9:00 AM
  
- II. Guest Speaker: Judy Espinoza, Director of Human Resources
  - a. Topic: Unified Employment

- “Not for Cause Separation” transition pay and notice period would be consistent for both and based on years of continuous service at the university. The two tables in the middle of the document show an example of what the severance packages could look like for staff in a not for cause separation.

USS would have to let go of some of the benefits that they consider protection for them from losing their jobs such as bumping rights.

To make this a fair transition across the board

What it is not:

This is not a way of changing jobs currently performed, but to standardize job descriptions going forward.

In order to accomplish HR needs to look at what work is being performed at the university. What the primary function of each job entails.

HR is developing a job catalog based on what current jobs are being done on campus and categorizing these jobs into "job families" to create career paths. When an employee is hired into a position they will be able to see how they could advance within the organization.

The end goal is to compare jobs to the current job market and structure positions/salary for our employees accordingly.

What does "Job Market" mean? It is looking at similar jobs in other organizations to see what the requirements are and what the pay scale is for that job in the local market.

Some positions are specific to Higher Ed where HR would have to look nationally for the Job Market.

So what did CBIZ do for the university?

CBIZ ended with a salary structure but created even more job descriptions. HR would like to go farther and be able to compare similar jobs within the university to create better structure with position descriptions and titles. This will help to get the foundation for jobs so that the university can be competitive in the job market in getting the right people hired and to be able to retain them by paying them accordingly.

- a. Purpose: Timely and regular attendance is an expectation of performance for all Wichita State University Employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the university, employees will be responsible and held accountable for adhering to their workplace schedule.
- b. The university will not set a standard policy for attendance guidelines can be set within