# Management Update



KSU Home | Contact Us | Archive | e-Inside

# **Management Update**

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#### Planning for the Holidays

Please remember the university will operate on a holiday schedule 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. Regular university operations will resume with the start of 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**.

The holiday schedule applies to classified and unclassified employees who normally accrue vacation throughout the year. Employees not eligible for the paid leave include student employees, classified temporary staff, temporary agency staff, unclassified nine- and 10-month term appointments, short-term unclassified assignments and employees in a lay-off status. It does not apply to faculty, whether they are on a nine- or 12-month contract.

In December, Human Resources will publish a list of departments that will be open during the holiday schedule. Information will also be available online.

#### **Kronos Upgrade Planned for November**

The Kronos timekeeping system will be upgraded from version 5.1 to 6.1 on Sunday, **Nov. 7**. Employees who use Kronos to record their time will not notice any significant changes, but there will be some changes for supervisors and managers who approve Kronos timecards. You will now "Approve" timecards instead of using "Signoff." This will be done in the same manner as in version 5.1, but will allow more than one supervisor to approve a time card for employees who have more than one job.

The upgrade will also result in a new look for Kronos approvers. The new version will have the same features, but items will be located in different places on the screen. A sample document showing these changes will be available on the Payroll website beginning Friday, **Nov. 5**. The document can be accessed at

http://www.kent.edu/about/administration/business/business/payroll/index.cfm. From that page, select Kronos to view the sample document.

Anyone needing additional assistance can contact **Tricia Grove** at 330-672-8637, <a href="mailto:pgrove@kent.edu">pgrove@kent.edu</a>; **Joan Tesmer** at 330-672-8640, <a href="mailto:lheilman@kent.edu">lheilman@kent.edu</a>; or **Lisa Heilman** at 330-672-8640, <a href="mailto:lheilman@kent.edu">lheilman@kent.edu</a>;

#### Minimum Wage to Increase in 2011

The Ohio Department of Commerce has announced that Ohio's minimum wage will increase on **Jan. 1**, **2011**, from \$7.30 to \$7.40 per hour. With this increase, each of the three pay level ranges in the Student Employment Pay Plan will increase by 10 cents.

Departments with student employees do not need to take action on the pay level minimum increases. Career Services will adjust the hourly salary for all students who are below the minimum for each of the three pay levels, effective Jan. 1. Please keep in mind those student jobs that are at or above the new minimums will not be adjusted. The adjustment will affect only those student jobs in which the hourly wage falls below the new minimums.

Feel free to contact Ami Hollis at 330-672-8380 or ahollis@kent.edu for more information.

#### **Updated Policies Regarding Staff Compensation**

Changes have been made to the administrative policies regarding procedures for the compensation of administrative and salaried employees (6-08.1) and procedures regarding the classification plan for unrepresented classified employees (6-07.3).

The changes pertain to situations where it is determined that a classified or unclassified employee is performing work outside of their job classification. When this occurs, each university division head will have the authority to maintain the increased level of work — and corresponding increase in salary — permanently, or return the employee to his/her previous duties and salary level. In the latter case, the employee must be properly compensated for the work that was done outside of their job classification.

The changes were made to simplify the current process for determining if an employee is working outside of their job classification. The policies will be updated in the Policy Register later this month, and the changes will become effective on **Jan. 1, 2011**.

Questions should be directed to the HR Compensation unit at 330-672-2100.

#### **General Counsel Wants to Hear From You**

The Office of General Counsel (formerly University Counsel) is asking faculty and staff to complete a brief survey about the role and function of the office. The survey is part of an assessment of the legal department that is being conducted by external consultants.

The purpose of the assessment is to analyze the effectiveness of the legal services, professional advice and assistance that the attorneys and support staff provide to employees.

Faculty and staff who have previously used the services of the Office of the General Counsel or attended one of its legal seminars are asked to take the online survey, which will be available beginning **Nov. 8** in the My HR tab of FlashLine.

#### **HR Updates**

Please be aware of the following updates from Human Resources:

# Open Enrollment

The annual Open Enrollment period for eligible faculty and staff to select medical, vision, dental insurance and other benefits-related options for 2011 ends on Monday, **Nov. 8** at 6 p.m. The booklet detailing the benefits selections is available online at www.kent.edu/hr/benefits/open-enrollment.cfm. On that website, you will also find many other resources and the link to the secure, online enrollment site.

Please remind your staff that the Benefits Office is asking all employees to review and make necessary changes to beneficiary information for any insurance plans they may have through the university. In some instances employees have not reviewed this information for several years and it may no longer be current.

Questions about health care benefits for 2011 should be directed to the Benefits Office Hotline at 330-672-MyHR (6947) or benefits@kent.edu.

#### Institute for Excellence

The deadline to apply for the Institute for Excellence has been extended to **Nov. 15**. The Institute for Excellence is a yearlong program designed to create and promote a culture of excellence for two groups of employees: administrators and individual contributors. The latter group is those employees who are not in a managerial role but who have demonstrated the ability to contribute and lead change.

Please consider faculty and staff in your unit who you feel would benefit from this program and encourage them to apply. More information, and the online application, is available at the Institute for Excellence <u>website</u>.

#### Human Resources Knowledge Sharing at Regional Campuses

Representatives from the various Human Resources units are visiting the Regional Campuses this fall, in a series of Human Resources Knowledge Sharing sessions. The sessions provide an informal way for employees to share their interests and concerns with the Human Resources team. There will also be a brief presentation on the recent study that shows the economic impact that each campus has on the local community. Faculty and staff will be notified when the Human Resources team will be at their respective campus. No appointment is necessary; you can just stop by and get

answers to your Human Resources questions or concerns. You can view the fall schedule of Human Resources Knowledge Sharing sessions <u>here</u>.

### Save the Date for Veterans Day Observance

Kent State will hold its annual Veterans Day observance on Wednesday, **Nov. 10**, at 4 p.m. on Risman Plaza. The outdoor program will include a flag-raising ceremony conducted by a joint color guard from the Army and Air Force ROTC programs and remarks from President **Lester A. Lefton** and **Rachel Anderson**, director of the Center for Adult and Veteran Services. A reception in the Kiva lobby will follow the brief program.

The university community and residents of the city of Kent and surrounding communities are invited to attend and show your appreciation for those who have served or are currently serving in a branch of the military. A special invitation is extended to faculty and staff who are in the military or have family members in the military, and community members who are veterans. Veterans in attendance will receive a certificate of appreciation and a Kent State Centennial memento.

Managers and supervisors are asked to arrange departmental coverage during this time so employees who wish to attend may do so. Reservations are requested and can be made by contacting Joshua Rider at 330-672-0510 or <a href="mailto:rider@kent.edu">rider@kent.edu</a> by **Nov. 8**.

#### **New Location for Academic Personnel**

The Office of Academic Personnel, in the Office of the Provost, has moved to a new location. The office is no longer located in the Executive Suite of the Library; the new location is 225 South Willow Street.

University Mail Services will deliver to the new location, and the phone numbers for staff members remain the same. In addition, you are asked to continue to use fax number 330-672-2644 until further notice.

#### **Lunch and Learn**

The noontime seminars about the use of mail and best practices will continue in November and December. Sponsored by University Mail Services, the next one-hour session will be held on **Nov. 10** at noon, in Room 309 of the Kent Student Center. The topic is Using USPS Package Services and will address proper package addressing and labeling, shipping first class packages, parcel packages, priority and express mailing. The December program will be held on Dec. 1 at the same time and location, and the topic will be Successfully Utilizing Mail. This will deal with presorted, automated and business reply mail.

The seminars are open to all faculty and staff, and you are invited to bring your lunch. Please RSVP to **Steve Finley**, at <a href="mailto:sfinley7@kent.edu">sfinley7@kent.edu</a>, at least three days prior to the seminar.

#### **Dates to Remember:**

Native American Indian Heritage Month

- Nov. 1 All Saints Day
- Nov. 2 General Election Day
- Nov. 5 Diwali: Hindu observance
- Nov. 7 Daylight Savings Time ends (turn clocks back one hour)
- Nov. 9 World Freedom Day
- Nov. 10 Kent State Veterans Day Observance, 4 p.m., Risman Plaza
- Nov. 11 Veterans Day (university closed)
- Nov. 13-18 The Hajj: Islamic observance
- Nov. 25 Thanksgiving (university closed Nov. 25 and 26)

# Save the Date:

**Jan. 27, 2011**, Ninth Annual Martin Luther King Jr. Celebration, Kent Student Center Ballroom, 2:15 p.m. — keynote address by Kweisi Mfume, diversity advocate and former NAACP president

#### **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 <a href="mailto:managersfeedback@kent.edu">managersfeedback@kent.edu</a>. We look forward to hearing from you.

For information about events and programs for university employees, please check out the Faculty and Staff <u>calendar</u> and share the information with your staff.