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the Personnel Couch

Prepared monthly by FIU Personnel Department.
An internal communication on FIU Personnel
matters, policies, procedure and benefit
information. Suggestions on content may be
sent to the Personnel Department, PC 220,
Extension 2576.

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PROPOSED RESTRUCTURING OF A&P AND USPS CLASSIFICATION PLANS

The Board of Regents, Office of Human Resources (BOR/OHR) is in the process of implementing a restructuring of the existing A&P and USPS Classification plans. This restructuring will consolidate existing classes as well as transfer some classes between the two classification plans. A summary of the report prepared by BOR/OHR is being provided for your general information. As the proposals are finalized and the new class specifications are drafted, further information regarding these changes will be shared.

Overview

From 1969 until 1986, the BOR was responsible for establishing and maintaining personnel programs for all Faculty and Administrative and Professional employees. During this period, the personnel system for the Career Service employees in the State University System was administered by the Governor's Department of Administration.

On July 1, 1986, the Legislature granted the BOR responsibility for establishing and maintaining personnel programs for the Career Service employees who were being transferred to the University Support Personnel System (USPS). The purpose of this transfer was to enable the State University System to manage its support staff in a manner more consistent with the priorities and needs of the System and Higher Education in Florida.

At the time of transfer, a decision was made to continue the existing classification plan and classification methodology until the SUS evaluated the relationship of this new USPS group to current A&P and Faculty classification plans. Some of the problems identified by the university community and addressed in the study included overlap and duplication of classes across classification plans, proliferation of classes within the USPS plan, and inappropriate and misleading class titles.

The initial review of the A&P and USPS classification plans has been completed and recommendations were presented to the Interinstitutional Personnel Committee (IIPC) in December 1987. IIPC asked the Council for Administrative and Financial Affairs (CAFA) to review and approve the recommended changes to the classification structure and to support the efforts necessary to implement them. CAFA members approved the general recommendations at their February 13, 1988 meeting.

Committee Recommendations

Overall, the committee recommended that both the A&P and USPS classification plans be retained to encompass the following broad job categories:

- | | | |
|------|---|---|
| A&P | - | Administration, Professions, Professional Management |
| USPS | - | Scientific/Medical/Social Services, Technical, Program Support, Office/Clerical, Crafts/Trades, Semi-Skilled, Unskilled |

Each current A&P and USPS classification has been assigned to one of these categories. Classes which have misleading or inaccurate titles, or titles which are inappropriate to higher education will be assigned new titles. Duplicate classes will be consolidated. The current A&P classification plan will be broadened to include all professional managerial classes, some of which are currently classified in the USPS classification plan. The number of current A&P/USPS classes will be reduced from 910 to approximately 604; a 35% reduction.

A goal of the classification restructuring project is to implement a classification structure that will facilitate the development of personnel policies that more easily and justifiably differentiate among the various redefined components of the classification and pay plans based upon the common employment factors within the classification groupings.

Implementation Issues

Although both IIPC and CAFA endorsed the recommendations to restructure the classification plan, several concerns were raised regarding the potential impact of these changes. The concerns included employee promotional opportunities (career ladders), collective bargaining unit designation, and Fair Labor Standards Act designation (issues regarding overtime pay).

As a result, a subcommittee was established to review the restructuring recommendations in-depth to resolve any problems or concerns, and to prepare a final recommendation for class restructuring for submission to the BOR and the Legislature. The following provides a brief outline of the subcommittee's deliberations.

- A. Employee Promotional Opportunities (Career Ladders) - A review of the majority of class consolidations indicated that the proposed restructuring of A&P/USPS classes does not have a significant detrimental effect on an individual seeking promotional opportunities.
- B. Changes to Collective Bargaining Unit (CBU) Designations - A review of the changes to the CBU designations indicated that the recommended changes had no significant detrimental effect on any one bargaining unit. Over the next few months, staff in the BOR/OHR will be meeting with representatives of AFSCME, FNA and UFF to review the proposed changes to CBU designations.
- C. Fair Labor Standards Act (FLSA) designations - The recommendations to change the FLSA designation of classes proposed for consolidation have been reviewed in light of FLSA requirements and are defensible.

Implementation Plan

The following schedule has been developed to facilitate implementation of the restructured classification plan within the SUS.

November 1988 - March 1989

- a. Begin writing class specifications based upon established schedule.
- b. Revise the restructure recommendations, as necessary, based upon recommendations made by the University Personnel Offices in consideration of their review of draft class specifications.

May - June 1989

- a. Complete revisions to class specifications and consider reassignment of individual positions to new or revised class, as appropriate.
- b. Consider recommendations of the SUS Pay Committee regarding revised Pay Grade structure.

July 1989

- a. Distribute final class specifications to universities.
- b. Communicate the new plan and its effect on individual positions/classes to employees.
- c. Finalize designation of individual positions to new or revised classes for assignment effective October 1, 1989.

October 1989

Implement new classification structure.

Cost to Implement Restructure Recommendations

The estimated cost to implement the recommendations to restructure the classification plan is approximately \$1,451,400* in additional salary rate. This additional salary rate is necessary to ensure that employees are at the minimum of the pay grade for the class to which they will be assigned upon implementation of the new classification structure.

(NOTE: This plan will not result in promotional increases nor will it result in a reduction in pay.)

* This figure does not include benefits costs, which at approximately 21% of salary will bring the implementation cost to approximately \$1,750,000.

The proposed restructuring of the classification plans represent a significant change to the SUS Personnel Program. As the information provided in this article indicates, a considerable amount of work has been devoted to this project. We are reaching the stage in which many of our departments will be asked to review the draft specifications and to provide recommendations and comments, based upon the kinds of duties and responsibilities assigned to positions at the University. According to the implementation schedule, the turn-around time will be limited. We are sensitive to the workload this will place on departments and appreciate your continued assistance as we proceed toward implementation of the new classification structure.

UNIVERSITY AND STATE EMPLOYEE FEE WAIVERS

University and State employees may enroll for classes using the fee waiver according to the following schedule:

	<u>Registration and Fee Payment Dates</u>
Session A or C	May 10 through May 19
Session B	June 28 through July 7

Employees planning to use the fee waiver for classes in more than one Session, must reflect those classes and alternate choices on the same fee waiver form.

Employees planning to use the fee waiver for a class in Sessions A or C and Session B, must complete one fee waiver form for use when registering on the respective Employee Registration Days. For classes taken in Session B, the employee must present their copy of the approved fee waiver at the time of registration and to the Cashier's Office, with their payment.

The fee waiver may be used for up to six (6) credit hours during the Summer Term, regardless of whether the courses are taken in Session A, B or C.

Students must present the approved fee waiver form at the time of registration. Courses obtained during early or regular registration are not eligible for the tuition waiver. A course over-ride card will not be accepted with the tuition waiver. The approved fee waiver form must be presented and applicable fees must be paid at the Cashier's Office by the last day to pay fees as published in the Schedule of Classes. Tuition will be waived only for courses approved on the waiver form, therefore, approval for alternate courses may be necessary. The tuition waiver does not apply to audit, thesis, dissertations, independent study or closed courses. The hours of operation for Registration and Records and the Cashier's Office is published in the Schedule of Classes.

MOBILE MULTIPHASIC HEALTH SCREENING FOR EMPLOYEES COVERED UNDER THE STATE HEALTH INSURANCE PROGRAM

The Florida Department of Administration has awarded the mobile health screening contract to Health Examinetics Inc. Scheduling procedures will be similar to those in the past and testing will begin soon. We will let you know what to expect.

CONDOLENCES

We extend belated condolences to the family, friends and colleagues of:

Ms. Carolyn Washington
Library Technical Assistant
University Park Library.

Ms. Washington received a Bachelor of Science degree from FIU in 1974, and was employed with FIU for 17 years. Ms. Washington passed away on Feb. 18, 1989.

FIU's ANNUAL FACULTY-STAFF PICNIC

Mark your calendar now for BIG, FAMILY FUN!! Saturday, June 3, 1989; 12:00 p.m. - 5:00 p.m. (RAIN OR SHINE!); West Side of University Park Campus, near the tennis courts.

Plan, now, for GOOD FOOD!, CAKE WALK, DOOR PRIZE drawing every hour, potato race, egg toss, and many more fun games.

Advance Tickets: \$3.00 Adult
 \$1.00 Children 6-12 years
 Free Children 5 and under

At the Door: \$4.00 Adult
 \$1.50 Children 6-12 years
 Free Children 5 and under

For tickets and other information, call members of the USPS Senate:
NMC: Christine, 940-5573 or Tony, 940-5800; University Park: Betty, 554-2522
or Karen, 554-3414.

JOIN YOUR COLLEAGUES, YOUR FRIENDS AND THEIR FAMILIES AT THIS ANNUAL GALA!!

YOU COULD MISS A PAYCHECK

Time cards must be submitted to the Payroll Office by the deadline set for each payroll period. Time cards received late will be processed with the next payroll; so to avoid missing a paycheck, submit your time card on time.

Unless you are given an earlier date by the Payroll Office (due to holidays, etc.), time cards are due as follows:

- (1) USPS cards are due in Payroll on the Thursday before payday. The submission date is printed in the upper right hand corner of your time card.
- (2) OPS and College Work Study cards are due in Payroll on the last Tuesday shown on your timecard.

Further, a time card schedule has been distributed to each department. If you need an additional copy of the schedule, ask Payroll at 554-2191.