

East Tennessee State University

Digital Commons @ East Tennessee State University

Staff Senate Agendas and Minutes

Agendas and Minutes

7-9-2007

2007 July 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/staff-senate-minutes>



Part of the [Higher Education Commons](#)

Recommended Citation

Staff Senate, East Tennessee State University, "2007 July 9 - Staff Senate Agenda and Minutes" (2007).

Staff Senate Agendas and Minutes. 123.

<https://dc.etsu.edu/staff-senate-minutes/123>

This Agendas and Minutes is brought to you for free and open access by the Agendas and Minutes at Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Staff Senate Agendas and Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact digilib@etsu.edu.

AGENDA

**Staff Senate Meeting
July 9, 2007
DP Culp, Forum
2:30 p.m.**

- 1. Call to Order**
- 2. New Advisor**
- 3. Approval of Minutes – June 11, 2007**
- 4. Treasurer's Report**
- 5. Committee Reports**
 - Staff Development and Evaluations
 - Staff Concerns and Grievances
 - Committee on Committees
 - Committee on Elections
 - Thanksgiving Food Committee
 - Picnic Committee
 - Blood Drive Committee
- 6. Old Business:**
 - Pro-rated Longevity Pay for Part-time Employees
 - Staff Senate Representative for Library
 - College Representatives
 - Future Staff Senate Tours
- 7. New Business**
- 8. Open Floor for New Agenda Items/Concerns**
- 9. Adjournment**

Next Meeting – August 13, 2007
DP Culp Center Forum

MINUTES

Staff Senate Meeting
DP Culp Center, Forum
July 9, 2007

PRESENT: Kim Blevins, Carolyn Bond, Amy Bower, Queen Brown Robert Calkins, Cindy Canter, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Charles Forester, Linda Greenwell, Angel Haire, Donna Lee, Diana McClay, Donna Murphy, Terry Nelson, Betty Ann Proffitt, Sherri Renfro, Wanda Richardson, David Robinson, Vanessa Stephens, Karen Sullivan, David Collins, John Sanders, and Pamela White.

ABSENT: Constance Alexander (excused), Lisa Blackburn (excused), Sharon Chandler (excused), Dilawar Grewal (excused), Betty Grice, Judy Oaks (excused), Debbie Parks (excused), Jamie Simmons, Kathy Smith (excused), Patricia Stafford (excused), Debbie Starnes, and Carla Warner (excused).

The meeting was called to order by President Sullivan at 2:30 p.m. President Sullivan explained that due to the reorganization on campus, Dr. Wilsie Bishop will no longer serve as advisor to Staff Senate. She introduced and welcomed Dr. David Collins, Vice President of the Department of Finance and Administration, as new Staff Senate advisor.

MINUTES: Senator Blevins made the motion to approve the minutes of June 11, 2007. Motion seconded by Senator Robinson. The minutes were approved without change.

TREASURER'S REPORT: Senator Bower reported that the Operating account stands at (-\$403.25) and the Foundation account is currently \$0.00.

COMMITTEE REPORTS:

- **Staff Development and Evaluations:** no report
- **Committee on Committees:** no report
- **Committee on Elections:** Senator Dills advised he will be meeting with committee members to begin preparations for upcoming Staff Senate elections.
- **Thanksgiving Food Committee:** no report
- **Picnic Committee:** no report
- **Blood Drive Committee:** no report

OLD BUSINESS:

1. Staff Concerns and Grievances:

- A. **Longevity Issue:** Senator Renfro reported that as charged the Staff Concerns and Grievances Committee met on June 27, 2007, to begin the compilation of the pertinent facts and information regarding longevity for long term, part-time employees in order to bring recommendations back to the July Staff Senate meeting for further discussion and resolution. Those serving on the committee were

acknowledged and thanked for their participation. She especially thanked Mr. John Sanders, Associate Vice President for the Department of Human Resources, who met with the committee as an informational/advisement resource in the matter, and acknowledged his viable guidance during the process. Senator Renfro distributed a synopsis of the June 27th meeting, which covered the following points:

- The Staff Concerns and Grievances Committee charge was reviewed as stated in the currently amended bylaws.
 - Senator Calkins restated his issue regarding longevity for part-time employees.
 - Related personnel policies were discussed.
- Much of the discussion centered on whether the matter is an issue for Staff Senate or whether it should be a personal issue of the affected employee(s).

The committee found that:

- ETSU policies are being administered fairly in regards to part-time employees.
- Policy change would require the matter to go to the Tennessee Board of Regents, and that the policy is actually a state legislated policy, which affects all state employees.
- There are 39 part-time employees at ETSU, and of those individuals, 12 have been elevated to 82% to receive longevity. There are only five part-time employees currently at 80% with an average length of employment of nine years.

Senator Renfro reported that the committee decided that the matter should go through the affected employee's department, as it is a budgetary issue and not a policy issue. She stated that the meeting concluded with the following motion by Senator Grewal and seconded by Senator Proffitt:

“As an effort of good faith, to show that we are concerned for emotional well being of the 39 part-time employees, I move that we recommend the following to Staff Senate:

Staff Senate shall make a formal request to the administration to commit one hour of their time to review the part-time longevity as it relates to the ETSU campus.”

After a lengthy discussion, President Sullivan called for a vote by show of hands regarding the resolution. Results: 1 in favor of the resolution
23 against the resolution

- B. Appeals Regarding Excessive Absences:** Senator Renfro indicated that the committee discussed and voted on two appeals from Senators with excessive absences, and whether or not to dismiss them from Staff Senate. Based on

reasons given to the Staff Concerns and Grievances Committee the results were as follows:

Reinstate – Corintha Duncan
Do not reinstate – Linda Lett

President Sullivan called for an open discussion regarding the matter. Motion to accept the Staff Concerns and Grievances Committee's recommendation was seconded by Senator Blevins. A vote was taken. Motion carried.

2. Staff Senate Representation: At the June Staff Senate meeting, Senator Bond requested that the Library be allowed to have a representative from that entity, since it was not connected with a school/college. In order to define or clarify entities that may be entitled to representation, and to prevent revisiting the matter in the future as there may be other schools/colleges established with the university after ratification of the amendment, Senator Dills distributed copies of the current revised Article III Membership, Section C. (as of amendment February 2004), as well as the following proposed change for Senators' consideration:

Article III Membership (*current verbiage*)

C. Representation

In addition to the thirty Staff Senators elected from EEOC non-faculty employment categories, eleven members shall be elected as follows: Each School/College will elect one representative with the exception of the Colleges of Arts & Sciences, Business & Technology, and Medicine, which will each elect two.

C. Representation (*proposed change*)

In addition to the thirty Staff Senators elected from EEOC non-faculty employment categories, each degree-granting School/College will elect one representative with the exception of the Colleges of Arts & Sciences, Business & Technology, and Medicine which will each elect two. Any degree-granting School/College established after ratification of this amendment shall be entitled to one representative.

Current Degree-Granting Colleges

Arts & Sciences (2)
Business & Technology (2)
Continuing Studies (1)
Education (1)
Graduate Studies (1)
Medicine (2)
Nursing (1)
Pharmacy (0)
Public & Allied Health (1)

Non-Degree-Granting Entities

Honors College
Library
Student Affairs

Discussion followed. Senator Duncan made the motion that the matter be remanded to the August Staff Senate meeting to allow Senators time to consider the proposed amendment, discuss and then vote on the matter at that time. Discussion followed. Motion seconded by Senator Greenwell. Motion approved.

- 3. Future Tours:** The Senate agreed that it would be beneficial to do at least one tour per semester, and perhaps visit the Gray Fossil site in the fall or spring. Other suggestions for future tours are welcomed, and may be forwarded to President Sullivan or Senator White.

NEW BUSINESS: None

OPEN FLOOR FOR NEW AGENDA ITEMS/CONCERNS:

- Dr. Collins spoke briefly regarding the following salary increases effective July 1, 2007:
 - A 3% increase will be distributed across-the-board to all unrestricted and restricted regular full and part-time employees.
 - The increase does not apply to adjunct faculty, temporary employees, medical school residents, graduate assistants, student workers or University School faculty.
 - All eligible persons employed as of June 30, 2007, will receive the 3% ATB increase.
 - Reclassifications, degree changes effective prior to or on July 1, 2007, are to be applied before the 3% ATB increase.
 - Matching amount for the 401(k) has been increased to a maximum of \$50 per month effective July 2, 2007.
 - Longevity payments remain at \$100 per year of creditable service up to a maximum of 30 years of service.
 - The university will be providing a salary pool for equity adjustments equivalent to 2% of total salaries. The 2% pool will not be applied across-the-board.

As there were no other agenda items to discuss, Senator Robinson made the motion for the meeting to adjourn. Motion seconded by Senator Nelson. Motion approved.

Respectively submitted,
Pamela White
Secretary

Bond, Carolyn Ann

From: Renfro, Sherri L.
Sent: Tuesday, June 19, 2007 12:53 PM
To: Bond, Carolyn Ann; Calkins, Robert J.; Canter, Cindy D.; Carroll, Jeanine Pruitt; Grewal, Dilawar S.; Proffitt, Betty A.; Stephens, Vanessa
Cc: Sullivan, Karen Lynn [adv]; Sanders, John A.
Subject: Staff Grievances and Concerns Meeting

Hello to all:

As you are all probably aware, our committee has been charged by President Sullivan to meet regarding the issue of "Longevity Pay for Part-Timers" (brought forth at the last Staff Senate meeting by Bob Calkins and Valarie Lyle).

- 1) I have scheduled a committee meeting for June 27th at 2:00 p.m. in the Human Resources Conference Room - Dossett Hall - Room 309. Please be there if at all possible, as this is the only time available for us to meet prior to the next senate meeting on July 9th. Vice President of HR, John Sanders will also be present and will hopefully be able to answer questions we may have as they relate to the HR policies.

VERY IMPORTANT:

To ensure that we have a succinct and productive discussion, I am asking that everyone read the policies listed below and **be prepared to discuss** them as they relate to this issue.

ETSU Policies: PPP-02, PPP-15, PPP-27 and PPP-61 which can be found:
<http://www.etsu.edu/humanres/ppp.htm>

TBR Policy: P-120 which can be found:
http://www.tbr.state.tn.us/policies_guidelines/personnel_guidelines/P-120.htm

I will prepare an outline for discussion, which I will sent to you later, to help keep us focused and on track during our discussion.

- 2) Following our discussion on Longevity, we will need to review and vote on some appeals from several senators who have had excessive absences. Hopefully, this portion of our meeting shouldn't last more than 10 – 15 minutes.

Please RSVP as soon as possible to let me know if you will be attending. And if you have any questions or concerns, feel free to contact me at 439-4247.

Regards,
Sherri

Sherri L. Renfro
Executive Aide
Art and Design
439-4247 phone
439-4393 fax

"Be a living expression of love and kindness that anyone who crosses your path might go away feeling better and happier." Mother Theresa

6/25/2007

**Staff Grievances and Concerns Committee
Staff Senate
June 27, 2007**

I. Call to Order and Introductions

II. Review of Committee Charge - Staff Senate Bylaws

III. Longevity Pay Issue

- 1) Bob Calkins to re-state his issue to committee.
- 2) Present summary of policies to committee members.
(See attachment A.)
- 3) Discuss personnel policies and determine if this issue applies to any existing policy.

*Is this staff senate issue or Human Resources issue?
- 4) Mr. Sanders to present any Human Resources data he might have to clarify this issue and position of senate committee.

IV. Appeals

- I. Discuss appeal from Corintha Duncan
- II. Discuss appeal from Linda Lett.
- III. Vote.

Longevity and Related Policies
Summary / Highlights

Guideline	TBR Policy #	ETSU Policy #
<p>Regular Part - Time Employees Defined as: <i>less than</i> working/37.5 hours/week Eligible for pro-rated benefits</p>	5:01	PPP -02
<p>Regular Part-Time Employees Eligible for longevity if working 1600 hours/per year</p>	P-120	PPP-15
<p>Support Staff Grievance for demotion, suspension or termination for cause</p> <p>DOES NOT APPLY</p>		PPP-61
<p>ETSU Employee grievance/Complaint Procedure for other than employment status -</p> <p><u>Grievance</u> - May only grieve certain matters (see policy)</p> <p><u>Complaint</u> - Personnel actions are not defined as complaints (ie, rates of pay, position re-classification, position termination, RIF)</p> <p>Policy does state that Non-Faculty Committee will hear grievances and complaints as they apply to policy guidelines. (Not Staff Senate.)</p>		PPP-27

Staff Grievances and Concerns Committee
Meeting Summary - June 27, 2007

- I. Reviewed Committee Charge as stated in the currently amended bylaws. The committee was encouraged as John Sanders re-iterated that Staff Senate does play a viable role in employee communication. We are a "conduit for change"; we act as an "advisory group to administration". We convey "the pulse of the employee base". We offer "an open forum to discuss issues and create dialogue." This information is then used by administration to effect changes as needed.
- II. Bob Calkins re-stated his issue regarding longevity for part time employees to the committee.
- III. Committee discussed all related Personnel Policies. (See attachment A.)
 - A. Clarified definition of part-time employees - TBR and ETSU policies.
 - B. Determined that longevity is not a support staff grievance, as stated in ETSU policy, PPP-61.
 - C. Discussed grievances versus complaints as stated in ETSU policy PPP-27.
 - D. Much discussion centered around whether this was an issue for the Staff Senate or whether this should be a personal issue of the employee(s) affected.
 1. It appears that policies are being administered fairly in regards to part-time employees at ETSU.
 2. A policy change would require going to TBR. However, this TBR policy is actually a state legislated policy. Affects all state employees.
 3. Only 39 part-timers at ETSU. Of the 39, 12 have been elevated to 82% to get the longevity benefit. Only 5 part-timers currently at 80% with an average length of employment of 9 years.
 4. John Sanders emailed TBR to question the why the cut off was 82%. Received a short reply stating how to calculate the formula.
 5. Assumptions were made by the committee that the state's policy was written based on budgetary/population making the cut off 1600 hours/82%.

6. The committee felt that the issue presented by Mr. Calkins and Ms. Lyle really needed to go through the affected part timer's department. The committee felt it is a financial or budgetary issue, not a policy issue. John Sanders made the point that when we make exceptions to policies, it is typically because the employee has ***no other options***. In this case, the employees have the option to go through their department/college/ or HR to request a change in status. There are policy provisions for taking this action.

IV. The meeting was concluded with a **motion** by Dr. Dilawar Grewal, as follows:

"As an effort of good faith, to show that we are concerned for the emotional well being of the 39 part time employees, I move that we recommend the following to Staff Senate:

Staff Senate shall make a formal request to the administration to commit one hour of their time to review the part time longevity as it relates to the ETSU campus."

Motion was seconded by Betty Ann Proffitt.

**The committee would also like to discuss today, whether the Staff Senate should contact the 39 part time employees regarding this issue prior to addressing the administration.

Longevity and Related Policies Summary / Highlights

Guideline	TBR Policy #	ETSU Policy #
Regular Part - Time Employees Defined as: working less than 37.5 hours/week Eligible for pro-rated benefits	5:01	PPP -02
Regular Part-Time Employees Eligible for longevity if working 1600 hours/per year	P-120	PPP-15
Support Staff Grievance for demotion, suspension or termination for cause . DOES NOT APPLY		PPP-61
ETSU Employee grievance/Complaint Procedure for other than employment status - <u>Grievance</u> - May only grieve certain matters (see policy) <u>Complaint</u> - Personnel actions are not defined as complaints (ie, rates of pay, position re-classification, position termination, RIF) Policy does state that Non-Faculty Committee will hear grievances and complaints as they apply to policy guidelines. (Not Staff Senate.)		PPP-27

Current revised Article III Membership, Section C. (As of amendment Feb. 2004)

Article III Membership

C. Representation

In addition to the thirty Staff Senators elected from EEOC non-faculty employment categories, eleven members shall be elected as follows: Each School/College will elect one representative with the exception of the Colleges of Arts & Sciences, Business & Technology, and Medicine which will each elect two.

Proposed change:

C. Representation

In addition to the thirty Staff Senators elected from EEOC non-faculty employment categories, each degree-granting School/College will elect one representative with the exception of the Colleges of Arts & Sciences, Business & Technology, and Medicine which will each elect two. Any degree-granting School/College established after ratification of this amendment shall be entitled to one representative.

Current Degree-Granting Colleges

Arts & Sciences (2)
Business & Technology (2)
Continuing Studies (1)
Education (1)
Graduate Studies (1)
Medicine (2)
Nursing (1)
Pharmacy (0)
Public & Allied Health (1)

Non-Degree-Granting Entities

Honors College
Library
Student Affairs

EAST TENNESSEE STATE UNIVERSITY
SECTION: PPP-15
SUBJECT: Longevity Pay

I. Introduction

II. Eligibility

III. Compensation

IV. Longevity Service Credit

V. Changes in Employment Status

VI. Faculty

VII. Leave of Absence

VIII. Termination of Employment

IX. Retirement

X. Exceptions

I. Introduction

The 89th General Assembly of the State of Tennessee adopted a longevity pay plan to reward State employees for extended service to the State. The plan became effective on July 1, 1979 and was amended July 1, 1980 to include faculty members of the State's public higher education institutions, and was further amended on July 1, 1994 to include regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year. In addition, effective July 1, 1995, regular full-time employees with 36 months of full-time service became eligible to receive longevity credit for prior part-time service that is equivalent to not less than 5 years of full-time service. Its continuation each year is subject to positive action by the State Legislature.

Top of Page

II. Eligibility

Upon completion of 36 months of service, all regular full-time faculty, clerical and support staff, administrative/professional employees, and modified fiscal year (MODFY) employees are eligible for longevity payments. In addition, all regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year and have 36 months of service are also eligible for longevity payments. (Refer to Section IV, B for additional information regarding credit for part-time service.) The 36 months of qualifying service must be in an eligible status as defined below. For purposes of creditable service for longevity payments, the service base of employees in faculty, MODFY, or eligible regular part-time appointments shall be considered to be a full 12 months.

[Top of Page](#)

III. Compensation

Eligible employees shall receive longevity pay at an established rate for each year of creditable service up to the maximum provided by law. The rate per year of service is established annually by the Legislature. For employees who completed 15 years of creditable service prior to July 1, 1984, September 1 shall be their longevity anniversary date. Payments will be made in the institution's payroll corresponding with September anniversaries. All other employees who have three years or more of creditable service shall receive their longevity payments in conjunction with their longevity anniversary date and in accordance with institutional payroll procedures.

Calculation of longevity pay is based on an employee's total years of eligible full-time service and eligible part-time service and the rate of pay in effect for the fiscal year in which the payment is made. Shown on the following table are the rates of pay per year of eligible service, the maximum years of service for which payment would be made, and the maximum payment made to any individual during each of the years since the longevity pay program began.

<u>Fiscal Year</u>	<u>Rate of Pay Per Year of Service</u>	<u>Maximum Years Paid</u>	<u>Maximum Payment</u>
1979-80	\$ 30	15	\$ 450
*1980-81	60	15	900
1981-82	75	15	1,125
1982-83	75	15	1,125
1983-84	75	15	1,125
1984-85	75	16	1,200
1985-86	85	17	1,445
1986-87	90	18	1,620
1987-88	95	19	1,805
1988-89 and after	100	20	2,000
1989-90	100	21	2,100

1990-91	100	22	2,200
1991-92	100	22	2,200
1992-93	100	22	2,200
1993-94	100	24	2,400
1994-95	100	25	2,500
1995-96	100	25	2,500
1996-97	100	25	2,500
1998-99	100	25	2,500
1999-2000	100	25	2,500
2000-2001	100	25	2,500
2001-2002	100	25	2,500
2002-2003	100	25	2,500
2003-2004	100	25	2,500
2004-2005	100	25	2,500
2005-2006	100	25	2,500
2006-2007	100	30	3,000

*Faculty members were included in the longevity plan effective July 1, 1980. During fiscal year 1980-81 faculty received \$45 per year of eligible service up to a maximum of 15 years or \$675. This special rate for faculty was provided for this one year because faculty improvement funds were provided in lieu of longevity pay during fiscal year 1979-1980.

The following describes longevity provisions for non-exempt employees under the Fair Labor Standards Act (FLSA). The method of paying overtime on longevity became effective with the coverage of non-exempt State employees by the FLSA (workweek of April 15, 1986) and applies only to that portion of the employee's longevity work year after that date. The value of longevity pay is not included in the week-to-week calculation of regular hourly rate for overtime payment purposes. But, when longevity pay is given, 1/2 the hourly equivalent rate of the longevity payment is due for all premium overtime hours earned during the prior year of service for which the longevity payment is made. For example, a non-exempt employee worked 2150 hours during the year including 100 hours of premium overtime and received \$750 longevity payment. The overtime due on the payment would be \$750 divided by 2150 hours = \$.348 hourly equivalent time 1/2 = \$.174 per hour times 100 premium hours = \$17.40 additional overtime longevity payment.

Longevity pay is subject to Federal Withholding Tax and Social Security Taxes. Effective January 1, 2004, the university uses Option B as provided in IRS Circular E-Supplemental Wages to determine the Federal Withholding Tax. The Social Security Taxes are assessed at the prevailing rate. The gross dollar value of the longevity payments is considered as covered salary for purposes of calculating retirement benefits.

[Top of Page](#)

IV. Longevity Service Credit

A. Adjusted Longevity Anniversary Date

The adjusted longevity anniversary date shall be that date on which 36 months of creditable regular State service is completed.

A longevity anniversary date is established for all employees who are eligible or potentially eligible to participate in the program. At the time of initial employment, the employee's longevity anniversary date is established utilizing all periods of prior eligible service with the State or one of its agencies or an institution within the Tennessee Board of Regents or the University of Tennessee systems. If the employee does not indicate prior service, the longevity anniversary date is the same as the initial employment date.

B. Eligible Service

The following types of service are considered eligible service when establishing an individual's adjusted longevity anniversary date:

1. All regular full-time service with the Tennessee Board of Regents, University of Tennessee or Tennessee Government to include agencies, offices, departments or other subdivisions of the Executive, Judicial, or Legislative branches.

Effective July 1, 1995, all regular full-time service of 36 months and prior regular part-time service that is the equivalent of 5 years of regular full-time service with any of the organizations listed above. Credit for such prior part-time service is prospective only.

2. All regular part-time service in which the employee was scheduled to work 1600 or more hours in a fiscal year with any of the organizations listed above.
3. Periods in which regular part-time employees work additional hours, resulting in a fiscal year work schedule of 1600 or more hours. (See IV.B.11.)

Example: On July 1st, an employee was appointed as a regular part-time employee at 50% time. On September 1st, he was asked to work 100% time until another person could be hired. By June 30th of that fiscal year, he had actually worked more than 1600 hours. On July 1st, he changed to full-time on a regular basis; and he received longevity credit for the prior fiscal year. (See Section IV.B.12.)

4. Eligible temporary service with any of the organizations listed in 1

above, which immediately precedes the regular full-time service.

Effective July 1, 1995, eligible temporary service includes all part-time temporary service that is the equivalent of 5 years of full-time service which immediately precedes regular full-time service. Credit for eligible part-time service will be given when 36 months of regular full-time service has been rendered and will be prospective only.

5. Periods during which the employee is in an approved paid leave status.
6. Periods during which a normally eligible employee is working a temporarily reduced work schedule of not less than 50% of full-time and for a period not to exceed six months.
7. Periods during which the employee is on leave of absence without pay and is receiving compensation from the State Board of Claims for an on-the-job injury or illness.
8. Any employee otherwise eligible who is on military leave.
9. Periods during which an employee is on an approved grant-in-aid.
10. Periods during terminal leave status.
11. Employees currently eligible for longevity pay who have prior part-time service consisting of at least 1600 hours annual schedule shall receive longevity credit for each month of such part-time service in which the employee was scheduled to work a full month and actually worked one-tenth of one hour more than half the schedule. This provision became effective July 1, 1987.

Effective July 1, 1995, eligible employees shall receive credit but not retroactive longevity payments. In other words, the employee who changes status as described in this section shall receive credit for the time worked, but will not receive longevity payments for credited time until the next fiscal year when the prior part-time service is calculated into the longevity payment.

12. Regular employees may receive longevity credit for adjunct faculty service if the following conditions apply:
 - a. The employee's work schedule for the fiscal year consisted of the equivalent of 1600 or more hours. Effective July 1, 1999, equivalent hours shall be calculated for each semester/quarter and then added together to obtain the total equivalent hours for the fiscal year. (The following formula will be used to determine the equivalent hours: semester/quarter hours taught x 2.5 x number of weeks in semester/quarter = clock hours.)

Example: Employee taught 9.0 hours the second session of Summer 1997, 15.0 hours Fall Semester 1997, 15.0 hours Spring Semester 1998, and 6.0 the first session of Summer 1998.

Summer 1997 (2 nd Session)	$9 \times 2.5 \times 6 =$	135.0
Fall 1997	$15 \times 2.5 \times 17 =$	637.5
Spring 1998	$15 \times 2.5 \times 17 =$	637.5
Summer 1998 (1st Session)	$6 \times 2.5 \times 6 =$	90.0
Total hours for 1997-98 FY		1,500.0

This employee's work schedule would not satisfy the 1600 or more hours criteria for the fiscal year.

- b. The adjunct faculty service immediately preceded eligible regular service.

Eligible employees included in paragraphs 3, 4, and 7 above shall receive their longevity payment as normally scheduled. Eligible employees covered by paragraphs 5 and 6 shall receive their longevity payment upon returning to an active payroll status with the institution.

C. Ineligible Service

The following types of service are not considered as eligible service when establishing an individual's longevity anniversary date:

1. Part-time service (except as specified in Sections I, II and IV, B.9) or service as a student employee.
2. Temporary service unless such service is full-time and immediately precedes regular full-time service.
3. Service with elementary or secondary (K-12) public schools.
4. Periods during which the employee is on leave of absence without pay except when the employee is on approved leave of absence without pay due to an on-the-job injury or illness and where the employee is receiving benefit payments from the State (as in item B.5. above).
5. Services rendered in addition to the employee's regular duties, including the services of faculty for teaching summer school do not qualify as eligible service. Although such periods of service may immediately

precede regular full-time service, they cannot be counted as eligible service in establishing the employee's adjusted longevity anniversary date. Exception: Such service is included only if it is combined with other regular or adjunct service in the same fiscal year to determine the employee's eligibility for an adjustment under Section V.B.3, or IV.B.12.

D. Rehiring Previous Employees

When employing individuals with prior State service, the employee's adjusted longevity date will be established utilizing all eligible prior service. The adjusted longevity date will be used to initiate payments for current and subsequent fiscal years.

E. Transfers

Employees who transfer from one State agency to another without a break in service are eligible for longevity compensation in accordance with their adjusted anniversary month.

Top of Page

V. Changes in Employment Status

- A. Employees who change from regular part-time service of less than 1600 hours in a fiscal year, temporary or student status to regular full-time status or eligible regular part-time status become eligible to participate in the longevity pay plan.
- B. Employees who change from regular full-time or eligible regular part-time positions to regular part-time service of less than 1600 hours in a fiscal year and are in the regular part-time status of less than 1600 hours at the time of their longevity anniversary date will not be eligible for longevity payments.
- C. Eligible employees on an academic year pay base changing to a fiscal year pay base shall be eligible to continue receiving longevity payments and shall receive no change in service credit as a result of the transfer.
- D. Eligible employees on a fiscal year pay base changing to an academic year pay base shall be eligible to continue receiving longevity payments and shall receive no change in service credit as a result of the transfer.

Top of Page

VI. Faculty

- A. Eligible faculty (other than those in Section III, Paragraph 1) whose anniversary date is the beginning of the academic year shall receive their longevity payment in the last monthly payroll for the contract period.
- B. Eligible faculty members (other than those addressed in Section III, Paragraph 1) whose anniversary date is other than the beginning of the academic year shall receive their longevity payment when the anniversary date occurs in the regular scheduled payroll cycle for that date.

[Top of Page](#)

VII. Leave of Absence

All employees who are on leave of absence without pay are entitled to longevity payment on their adjusted longevity anniversary date upon return from said unpaid leave.

[Top of Page](#)

VIII. Termination of Employment

The following longevity pay regulations apply to persons who terminate their employment for any reason other than retirement.

- A. If a terminating employee has completed an additional year of creditable service for longevity payment purposes, then the longevity payment shall be made. However, no pro-rata payment will be made for a partial year's service.
- B. Terminating faculty whose anniversary date is the beginning of the academic year and who are otherwise eligible, shall receive their longevity payment in the final month's payroll for the year's service provided that the entire academic year was served.

[Top of Page](#)

IX. Retirement

Eligible retiring employees may receive their longevity pay if the longevity anniversary date occurs during their terminal leave period. All retiring employees are eligible for longevity pay following the completion of one year of creditable service. Faculty who retire after completing their responsibilities for the academic

year are eligible for longevity pay in the final payroll for the academic year.

Due to the cost-of-living adjustment for retirement purposes, a 12-month employee with his/her longevity anniversary month as July, who plans to retire prior to June 30 must be in active pay status on June 29 in order to be eligible for longevity pay.

[Top of Page](#)

X. Exceptions

Exceptions to the provisions of these regulations may be recommended by the University President for the Chancellor's approval.

[Top of Page](#)

Source: Tennessee Board of Regents Personnel Guideline No. P-120.

TBR Guideline P-120
Subject: Longevity Pay

I. Introduction

The 89th General Assembly of the State of Tennessee adopted a longevity pay plan to reward State employees for extended service to the State. The plan became effective on July 1, 1979, was amended July 1, 1980 to include faculty members of the State's public higher education institutions, and was further amended on July 1, 1994 to include regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year. In addition, effective July 1, 1995, regular full-time employees with 36 months of full-time service became eligible to receive longevity credit for prior part-time service that is equivalent to not less than 5 years of full-time service. Its continuation each year is subject to positive action by the State Legislature.

II. Eligibility

Upon completion of 36 months of service, all regular full-time and faculty, clerical and support staff, administrative/professional employees, and modified fiscal year (MODFY) employees are eligible for longevity payments. In addition, all regular part-time employees who are scheduled to work 1600 or more hours (82.1 percent time) in a fiscal year and have 36 months of service are also eligible for longevity payments. (Refer to Section IV, B for additional information regarding credit for part-time service.) The 36 months of qualifying service must be in an eligible status as defined below. For purposes of creditable service for longevity payments, the service base of employees in faculty, MODFY, or eligible regular part-time appointments shall be considered to be a full 12 months.

III. Compensation

Eligible employees shall receive longevity pay at an established rate for each year of creditable service up to the maximum provided by law. The rate per year of service is established annually by the Legislature. For employees who completed 15 years of creditable service prior to July 1, 1984, September 1 shall be their longevity anniversary date. Payments will be made in the institution's payroll corresponding with September anniversaries. All other employees who have three years or more of creditable service shall receive their longevity payments in conjunction with their longevity anniversary date and in accordance with institutional payroll procedures. Calculation of longevity pay is based on an employee's total years of eligible full-time service and eligible part-time service and the rate of pay in effect for the fiscal year in which the payment is made. Shown on the following table are the rates of pay per year of eligible service, the maximum years of service for which payment would be made, and the maximum payment made to any individual during each of the years since the longevity pay program began.

Rate of Pay Per Maximum

Fiscal Year Approved	Rate of Pay Per Year of Service	Maximum Years Paid	Maximum Payn
1979-1980	\$30	15	\$450
*1980-1981	\$60	15	\$900
1981-1982	\$75	15	\$1,125
1982-1983	\$75	15	\$1,125
1983-1984	\$75	15	\$1,125

1984-1985	\$75	16	\$1,200
1985-1986	\$85	17	\$1,445
1986-1987	\$90	18	\$1,620
1987-1988	\$95	19	\$1,805
1988-1989 and after	\$100	20	\$2,000
1989-1990	\$100	21	\$2,100
1990-1991	\$100	22	\$2,200
1991-1992	\$100	22	\$2,200
1992-1993	\$100	22	\$2,200
1993-1994	\$100	24	\$2,400
1994-1995	\$100	25	\$2,500
2006-2007	\$100	30	\$3,000

*Faculty members were included in the longevity pay plan effective July 1, 1980. During fiscal year 1980-81 faculty received \$45 per year of eligible service up to a maximum of 15 years or \$675. This special rate for faculty was provided for this one year because faculty improvement funds were provided in lieu of longevity pay during fiscal year 1979-80.

The following describes longevity provisions for non-exempt employees under the FLSA. The method of paying overtime on longevity became effective with the coverage of non-exempt state employees by the Fair Labor Standards Act (workweek of April 15, 1986) and applies only to that portion of the employee's longevity work year after that date. The value of longevity pay is not included in the week-to-week calculation of regular hourly rate for overtime payment purposes. But, when longevity pay is given, ½ the hourly equivalent rate of the longevity payment is due for all premium overtime hours earned during the prior year of service for which the longevity payment is made. For example, a non-exempt employee worked 2150 hours during the year including 100 hours of premium overtime and received \$750 longevity payment. The overtime due on the payment would be \$750 divided by 2150 hours = \$.348 hourly equivalent time ½ = \$.174 per hour times 100 premium hours = \$17.40 additional overtime longevity payment.

Longevity pay is subject to Federal Withholding Tax and Social Security taxes. Effective January 1, 2004, institutions may select either Option A or Option B as provided in IRS Circular E - Supplemental Wages to determine the Federal Withholding Tax. The Social Security Tax is assessed at the prevailing rate. The gross dollar value of the longevity payment is considered as covered salary for purposes of calculating retirement benefits.

IV. Longevity Service Credit

A. Adjusted Longevity Anniversary Date

The adjusted longevity anniversary date shall be that date on which 36 months of creditable regular state service is completed.

A longevity anniversary date is established for all employees who are eligible or potentially

eligible to participate in the program. At the time of initial employment, the employee's longevity anniversary date is established utilizing all periods of prior eligible service with the State or one of its agencies or an institution within the Tennessee Board of Regents or the University of Tennessee systems. If the employee does not indicate prior service, the longevity anniversary date is the same as the initial employment date.

B. Eligible Service

The following types of service are considered eligible service when establishing an individual's adjusted longevity anniversary date:

1. All regular full-time service with the Tennessee Board of Regents, University of Tennessee or Tennessee Government to include agencies, offices, departments or other subdivisions of the Executive, Judicial, or Legislative branches.

Effective July 1, 1995, all regular full-time service of 36 months and prior regular part-time service that is the equivalent of 5 years of regular full-time service with any of the organizations listed above. Credit for such prior part-time service is prospective only.

2. All regular part-time service in which the employee was scheduled to work 1600 or more hours in a fiscal year with any of the organizations listed above.

3. Periods in which regular part-time employees work additional hours, resulting in a fiscal year work schedule of 1600 or more hours. (See IV.B.11.)

Example: On July 1st, an employee was appointed as a regular part-time employee at 50% time.

On September 1st, he was asked to work 100% time until another person could be hired. By June 30th of that fiscal year, he had actually worked more than 1600 hours. On July 1st, he changed to full-time on a regular basis; and he received longevity credit for the prior fiscal year. (See Section IV.B.12.)

4. Eligible temporary service with any of the organizations listed in 1 above, which immediately precedes the regular full-time service.

Effective July 1, 1995, eligible temporary service includes all part-time temporary service that is the equivalent of 5 years of full-time service which immediately precedes regular full-time service. Credit for eligible part-time service will be given when 36 months of regular full-time service has been rendered and will be prospective only.

5. Periods during which the employee is in an approved paid leave status.

6. Periods during which a normally eligible employee is working a temporarily reduced work schedule of not less than 50% of full-time and for a period not to exceed six months.

7. Periods during which the employee is on leave of absence without pay and is receiving compensation from the State Board of Claims for an on-the-job injury or illness.

8. Any employee otherwise eligible who is on military leave.

9. Periods during which an employee is on an approved grant-in-aid.

10. Periods during terminal leave status.

11. Employees currently eligible for longevity pay who have prior part-time service consisting of at least a 1600 hours annual schedule shall receive longevity credit for each month of such part-time service in which the employee was scheduled to work a full month and actually worked one-tenth of one hour more than half the schedule. This provision became effective July 1, 1987.

Effective July 1, 1995, eligible employees shall receive credit but not retroactive longevity payments. In other words, the employee who changes status as described in this section shall receive credit for the time worked, but will not receive longevity payments for credited time until the next fiscal year when the prior part-time service is calculated into the longevity payment.

12. Regular employees may receive longevity credit for adjunct faculty service if the following conditions apply:

(1) The employee's work schedule for the fiscal year consisted of the equivalent of 1600 or more

hours. Effective July 1, 1999, equivalent hours shall be calculated for each semester/quarter and then added together to obtain the total equivalent hours for the fiscal year. (The following formula will be used to determine the equivalent hours: semester/quarter hours taught x 2.5 x number of weeks in semester/quarter = clock hours)

Example: Employee taught 9.0 hours the second session of Summer 1997, 15.0 hours Fall Semester 1997, 15.0 hours Spring Semester 1998, and 6.0 the first session of Summer 1998.

Summer 1997 (2nd Session) $9 \times 2.5 \times 6 = 135.0$

Fall 1997 $15 \times 2.5 \times 17 = 637.5$

Spring 1998 $15 \times 2.5 \times 17 = 637.5$

Summer 1998 (1st Session) $6 \times 2.5 \times 6 = 90.0$

Total hours for 1997-98 FY 1500.0 This employee's work schedule would *not* satisfy the 1600 or more hours criteria for the fiscal year.

(2) The adjunct faculty service immediately preceded eligible regular service.

Eligible employees included in paragraphs 3, 4, and 7 above shall receive their longevity payment as normally scheduled. Eligible employees covered by paragraphs 5 and 6 shall receive their longevity payment upon returning to an active payroll status with the institution.

C. Ineligible Service

The following types of service are not considered as eligible service when establishing an individual's longevity anniversary date:

1. Part-time service (except as specified in Sections I, II and IV, B.9) or service as a student employee.
2. Temporary service unless such service is full-time and immediately precedes regular full-time service.
3. Service with elementary or secondary (K-12) public schools.
4. Periods during which the employee is on leave of absence without pay except when the employee is on approved leave of absence without pay due to an on-the-job injury or illness and where the employee is receiving benefit payments from the State (as in item B.5. above).
5. Services rendered in addition to the employee's regular duties, including the services of faculty for teaching summer school do not qualify as eligible service. Although such periods of service may immediately precede regular full-time service, they cannot be counted as eligible service in establishing the employee's adjusted longevity anniversary date. Exception: Such Service is included only if it is combined with other regular or adjunct service in the same fiscal year to determine the employee's eligibility for an adjustment under Section V.B.3., or IV.B.12.

D. Rehiring Previous Employees

When employing individuals with prior State service, the employee's adjusted longevity date will be established utilizing all eligible prior service. The adjusted longevity date will be used to initiate payments for current and subsequent fiscal years.

E. Transfers

Employees who transfer from one State agency to another without a break in service are eligible for longevity compensation in accordance with their adjusted anniversary month.

V. Changes in Employment Status

A. Employees who change from regular part-time service of less than 1600 hours in a fiscal year, temporary or student status to regular full-time status or eligible regular part-time status become eligible to participate in the longevity pay plan.

B. Employees who change from regular full-time or eligible part-time positions to regular part-time service of less than 1600 hours in a fiscal year and are in the regular part-time status of less than 1600 hours at the time of their longevity anniversary date will not be eligible for longevity payments.

C. Eligible employees on an academic year pay base changing to a fiscal year pay base shall be eligible to continue receiving longevity payments and shall receive no change in service credit as a result of the transfer.

D. Eligible employees on a fiscal year pay base changing to an academic year pay base shall be eligible to continue receiving longevity payments and shall receive no change in service credit as a result of the transfer.

VI. Faculty

A. Eligible faculty (other than those in section III, paragraph 1) whose anniversary date is the beginning of the academic year shall receive their longevity payment in the last monthly payroll for the contract period.

B. Eligible faculty members (other than those addressed in section III, paragraph 1) whose anniversary date is other than the beginning of the academic year shall receive their longevity payment when the anniversary date occurs in the regular scheduled payroll cycle for that date.

VII. Leave of Absence

All employees who are on leave of absence without pay are entitled to longevity payment on their adjusted longevity anniversary date upon return from said unpaid leave.

VIII. Termination of Employment

The following longevity pay regulations apply to persons who terminate their employment for any reason other than retirement.

A. If a terminating employee has completed an additional year of creditable service for longevity payment purposes, then the longevity payment shall be made. However, no pro-rata payment will be made for a partial year's service.

B. Terminating faculty whose anniversary date is the beginning of the academic year and who are otherwise eligible, shall receive their longevity payment in the final month's payroll for the year's service provided that the entire academic year was served.

IX. Retirement

Eligible retiring employees may receive their longevity pay if the longevity anniversary date occurs during their terminal leave period. All retiring employees are eligible for longevity pay following the completion of one year of creditable service. Faculty who retire after completing their responsibilities for the academic year are eligible for longevity pay in their final payroll for the academic year.

Due to the cost-of-living adjustment for retirement purposes, a 12-month employee with his/her longevity anniversary date as July 1, who plans to retire prior to June 30 must be in active pay status on June 29 in order to be eligible for longevity pay.

X. Exceptions to the provisions of these regulations may be recommended by the President for the Chancellor's approval.

Source: November 1, 1988 presidents meeting; May 15, 1990 presidents meeting; November 9, 1993 presidents meeting; November 9, 1994 presidents meeting; May 8, 1995; presidents meeting; August 8, 1995; presidents meeting, November 4, 1998; presidents meeting November 3, 1999; president meeting May 9, 2000; Presidents' Meeting November 5, 2003; President's Meeting November 8, 2006

Carolyn Bond

**STAFF SENATE
2007 PICNIC EXPENSES**

<u>Vendor</u>	<u>Item</u>	<u>Cost</u>
ARAMark	Food	\$ 3,770.00
East Tenn Rent-Alls	Tents	1,150.00
Quality Trophy	Staff Award Plaques	243.95
Oriental Trading	Picnic Decorations	120.49
University Press	Flyers	60.25
TOTAL		\$ 5,344.69

Carolyn Bond



MEMORANDUM

TO: Honorable Dr. Paul Stanton, President
East Tennessee State University

FROM: Trillis McKee, Staff Senate Treasurer
Campus Box 70671, ext. 97532

SUBJECT: Staff Senate Budget Accounts Report

DATE: June 26, 2006

Attached are the year-ending Budget Summary Sheets for Staff Senate Accounts 2-60800 Agency Donation 0-80842, and Foundation 9-91480. Below is a brief description of account activity.

Account 2-60800

East Tennessee Rent-All was paid \$1,025 for rental of the Picnic Tents
Quality Trophy \$243.95 for Staff Awards Plaques
Oriental Trading \$103.40 for Picnic Decorations
University Press \$112 for Picnic invitations mailed to all Physical Plant employees
ARAFood \$1,067 for Picnic

Agency Donation Account 0-80842

Total monetary donations collected in November 2005 for Thanksgiving Baskets, to include Food City Gift Cards, was a grand total of **\$3,021.00**
Total collected from staff equaled \$996 [290 individuals]. This money supplemented cost to ARAFood. Total paid to ARAFood from this account was \$1,255.40

Staff Awards Foundation Account 9-91480

Seven individuals were recognized this year so that the account ends with a zero balance.

Other notable items:

The annual Red Cross Blood Drive sponsored by Staff Senate [May 11, 2006] was a success.

All the nice door prizes for the Staff Senate picnic were provided by outside donors.

Respectfully Submitted: _____