

CSAC

Chancellor's Staff Advisory Committee

Volume 1 Issue 1

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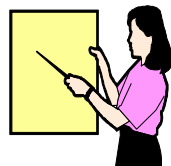
It's Your Voice

The Chancellor's Staff Advisory Committee (CSAC) was formed to constructively address the concerns of UNCA employees, hear university-wide suggestions on making UNCA a better place to work, and submit recommendations to the chancellor. For CSAC to make a difference, we need your input. This newsletter contains a list of topics that were submitted to the committee. We are asking that you indicate those issues which you feel should receive the most immediate attention. Also, please contact your representative if you have questions or concerns that you would like CSAC to address. CSAC is your voice, use it! Additional information on CSAC, as well as a list of members and the areas they represent, is available on the website: www.unca.edu/csac/.



Things We've Learned

Promotions - If a current state employee applies, and is qualified for another state position of a higher level and has substantially equal qualifications as those of the highest ranking applicant, who is not a state employee, the state employee should receive the job offer. *Career Status* means that a) the employee is in a permanent position appointment and b) has been continually employed by the State of North Carolina in a position subject to the State Personnel Act for the immediate 24 preceding months. *Salary Increase*



Options are 1) salary increase of 5% or 2) salary increase to the minimum of new pay grade or 3) 5% increase per grade.

Re-classifications - The department must complete a position description, request for reclassification study, and organizational chart. Human Resources analyst conducts a review, interviews the employee and supervisor, prepares analyst notes, and makes a recommendation, which is forwarded to the Human Resources director. The results are communicated to the Chancellor's Council. When funding is available, the information is sent to the Office of State Personnel for review. In order for a position to be approved for reclassification, there must be a substantial change in job duties; usually, the duties must have increased/changed by at least 50 percent.

Faculty and Staff Salary Increases - Staff increases are determined annually by the North Carolina General Assembly for SPA employees. Salary increases for positions exempt from the personnel act (EPA) are determined by the board of Governors, but they are generally similar to those for SPA employees.

Child Involvement Leave - Child involvement leave may be used by employees who do not have children. However, it must be used to perform volunteer work approved by a teacher, school administrator or program director.



Quick Fact - All CSAC meetings are open and occur the third Thursday of each month at 1:30 p.m. in Highsmith 37.



What We're Doing Now



The most immediate task occupying our attention is to generate a recommendation to the Chancellor and the Chancellor's Council regarding the In-Range Salary Adjustment Study.

Research by Human Resources shows that over 90 percent of the staff on our campus are below their appropriate salary level based on years of experience and education. Although the study presents very discouraging data, CSAC views this as an opportunity for input into a decision-making process which will effect all staff employees. We see it also as an opportunity for the administration to demonstrate, in a very positive and concrete way, that staff contributions to the life of the university are recognized and valued.

We are working with the Development Office to secure discounts from local merchants for UNCA employees; researching the possibility of revising the time sheets; and researching options for paying for parking decals and for redefining "open parking."

We are attempting to address all the issues you gave us last spring. We have found that the topics of primary importance, i.e., salary increases, promotions, parking, morale and benefits, have layers of rules and complicating issues, creating a slower than anticipated process. It is essential, therefore, that we have your input about what you consider most important. **WE NEED TO HEAR FROM ALL OF YOU!** Please take time to rate your priorities on the following list.



What Next?

Listed below are some questions you have asked. Please let us know which questions are most important to you by sending email to shoneycutt@unca.edu with the numbers of the five items to you. Be sure



of the questions asked. which are most important to you with the most important to rank the items

with the most important one being first, the second most important next, etc. Example: your email should look like 5, 19, 3, 7, 1 if you feel these items are the most important.

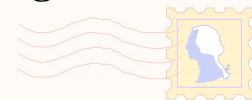
If you don't have email, send your vote by campus mail to: Steve Honeycutt, Phillips Hall

Deadline: Friday, 10/30/98

1. Staff Training - new and continuing
2. Communication
3. Position Re-Classifications
4. Job Postings
5. Upgrades
6. In-Range Salary Adjustments
7. Promotional Opportunities
8. One-Time Bonuses
9. Revising Time Sheets
10. Staff Mentoring Program
11. Department of the Quarter
12. Staff Evaluations of Supervisors and Administration
13. Staff be able to go to the Health Center
14. Discounts for UNCA at Local Merchants
15. Personal or Petty Leave
16. Floating Holiday
17. Leave Balances Printed on Payroll Deposit Slip
18. Release Time for Fitness Pursuits
19. Staff Participation in Long-Range Planning
20. Child Care



Contacting CSAC



Questions can be sent to CSAC in care of your representative or send email to: shoneycutt@unca.edu