

original

CIVIL SERVICE COMMITTEE

JOB MANUAL

1990-91

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Civil Service Committee
Committee Assignments
October 1990 - September 1991

Chair	Mary Trandem
Vice Chair	Jean Goldsberry
Secretary	Pamela Wilson
Treasurer	Anne Caton
Coordinators	
Public Relations	Barbara Weiler
Appeals & Grievances	Nancy Hugg Wilson
Staff Development Fund	Julius Jones
Rules	Karen Prince
Senate & Assembly Comm	Carol Ostrow

CIVIL SERVICE COMMITTEE CHAIR

JOB DESCRIPTION

1. The main function of the Chair is to set the agenda for and to conduct the monthly meetings. Meetings are held the fourth Thursday of every month unless this date conflicts with a University holiday. Meetings should be started on time and conducted in a professional manner. The Chair acknowledges when people are to speak during the meeting. Generally comments from visitors are allowed. Preparing for the meetings include but are not limited to the following:

- a. Prepare the agenda (see attachment I)
- b. Contact people who are making special presentations at the meeting
- c. Reserve rooms for the monthly meetings. (Rooms are reserved by the new Chair in the Fall for the following calendar year.) Once during the year the meeting is held on a coordinate campus, twice on the St. Paul campus and two to three times a year the President attends the regular monthly meeting.

2. The Chair selects the officers and the coordinators for the new year. Members rotate off the Committee in September. Currently the schedule is a 4, 3, 2, rotation. If a member is unable to complete their term, a new member is selected by the President's Office to complete the term. (This new member does not serve a three year term.) The Vice Chair from the previous year becomes the new chair. In September the new chair selects a Vice Chair (this person generally has been on the Committee for a year but doesn't necessarily have to be), Treasurer, Secretary and coordinators for the following subcommittees:

- Public Relations
- Staff Development Fund
- Senate and Assembly Committees
- Rules
- Appeals and Grievances

These positions are fully described in this manual. Officers and coordinators serve until the following September.

The outgoing members are recognized at the September meeting of the Board of Regents. At that time the new Chair introduces the new members of the Committee to the Board of Regents.

3. The Chair, sometimes accompanied by the Vice Chair, meets regularly with the following people:

- Director of Personnel (contact his secretary to arrange)
- Senior Vice President of Finance and Operations (contact his secretary to arrange)

They may also meet with the President as the need arises.

4. The Chair appoints a member of the Committee to serve as chair

in third step grievances against the Personnel Department.

5. There are a number of housekeeping duties to be handled in the Fall when the new Chair takes office.
 - a. Send a list of the new Committee members to the following:
Board of Regents Office
President's Office
Director of Personnel
 - b. Meet with the new members of the Committee prior to the September meeting to discuss with them the purpose of the Committee and the various officer and coordinator positions. (This will help the chair select the appropriate people for each position.)
 - c. Contact the Personnel Department to have the name changed on the orientation letter that goes out to new civil service employees to the University.
6. The Chair maintains a list of civil service employees who volunteer to serve on various committees and task forces that may be convened by various administrative offices at the University. The Chair should be aware of when these committees are formed and make sure civil service members are appointed. If the Chair is not contacted to submit names, they should take the initiative to contact the office of set up the committee and ask to have a civil service member appointed. (see attachment II)
7. Perhaps the most time consuming and yet important job performed by the Chair is to discuss issues with civil service employees either over the phone or in person. The Chair should be extremely knowledgeable about civil service rules and personnel policies. Part of this comes from serving on the committee for two years. But it is the responsibility of the Chair to read the rules and all personnel policies thoroughly. They should also become familiar with the appropriate personnel employees to refer to.

CIVIL SERVICE COMMITTEE VICE CHAIR

JOB DESCRIPTION

1. The main function of the Vice Chair is to conduct the monthly meetings in the absence of the Chair.
2. The Vice Chair maintains a list of the chairs of the Civil Service Staff Associations and schedules and sets the agendas for quarterly meetings with these chairs. These meetings generally take place in November, February and May and August.
3. Often the Chair will ask the Vice Chair to prepare letters or reports to be sent on behalf of the Committee.

CIVIL SERVICE COMMITTEE SECRETARY

JOB DESCRIPTION

Record minutes at all Civil Service committee meetings.

Maintain mailing list.

Mail out committee minutes.

CIVIL SERVICE COMMITTEE TREASURER

JOB DESCRIPTION

1. Obtain all copies of documents processed against Civil Service budgets.
2. Prior to each monthly meeting, reconcile documents processed during the month to the General Ledger and prepare the monthly Treasurer's report.
3. Prepare corrections for documents. Corrections will be necessary for wrong budget numbers, charges to deficit accounts, etc. Documents should then be sent to Marilee Ward for approval and processing.
4. When necessary, prepare reports to request additional funding from the President. This is normally done by obtaining input from all members of the Committee with regard to any expenditures that might be necessary for the remainder of the fiscal year.
5. Based on input from the Committee prepare a budget request for the next fiscal year.

**CIVIL SERVICE COMMITTEE
SENATE AND ASSEMBLY COMMITTEE**

JOB DESCRIPTION

Date: Sunday, November 17, 1991

To: Pam Wilson

From: Carol Ostrow

DUTIES FOR COORDINATOR SENATE AND ASSEMBLY COMMITTEES

At present we have representation on eight Senate Committees and three Non-Senate Committees. We have just recently been asked to select a representative for the Board of Student Publications. Their focus is on Student Literary Publications, eg. the Daily.

1. Hold a Recognition Reception in November, December, or January.

Present a gift (Minnesota Keychain has been well accepted) to to members who have completed their term of service.

Those invited: Members of; Civil Service Committee
All Senate and Assembly Committees
Non-Senate and Assembly Committees
Personnel who work with Civil Service
Committee

2. Keep abreast of terminations and openings on all committees as they occur.
3. Advertise in BRIEF for open positions.
4. Collect applications, Screen them, Make recommendation to Civil Service Committee on applicants.
5. Send letter to President, cc to Martha Kvanbeck, on individual selection for each committee on all open positions.
6. Notify individuals who have been selected for Non-Senate Committees.
7. Martha Kvanbeck notifies individuals for Senate Committees.

cc: Jean Goldsberry
Martha Kvanbeck

**CIVIL SERVICE COMMITTEE
PUBLIC RELATIONS COORDINATOR**

JOB DESCRIPTION

1. Advertise for meetings and special events.

A "Brief"

Contact Maureen Smith, Editor of "Brief," University Relations Office. Information needs to be to her in writing the Friday before publication. Brief is published every Wednesday during the academic year and every other Wednesday in the summer. Since some staff don't get their Brief until Thursdays, important meeting announcements could be published a week prior to the meeting. Maureen tries to put newsworthy civil service information in the Brief. If there are items of major interest, contact her.

**CONTACT: Maureen Smith, 624-2802, 6 Morrill Hall
FAX: 624-6369**

B. Coordinate Campuses

Most campuses have a newsletter that civil service announcements could be published in at no cost. Contact the following people on coordinate campuses.

**Barb Weiler, Crookston, (218) 281-6510 X433
Lucy Kragness, Duluth, (218) 726-7110
Ronald Pollworth, Morris, (612) 589-2211 X6053
Tom Yuzer, Waseca, (507) 835-1000 X263**

C. Minnesota Daily

Ads can be placed in the Twin Cities student newspaper, the Minnesota Daily. The Civil Service Committee has a contract with the Daily for advertising. The chair signs the contract. Ads are placed in the business section of the paper and need to be phoned in at least two business days before publication. Generally, use box ads for announcements. Most are 2" x 2" columns. It costs more to place ads on page 2 or 3 of the paper. The bigger the ad, the more it costs.

Contact: Shannon Bailey, 627-4099, FAX: 627-4159

Bills should be forwarded to the committee's treasurer for payment.

2. Mailing Systems

A. Employee Labels

AIS maintains a list of all employees. Correct job run for labels is **PFPG209**. This includes current civil service employees, non-Mayo, non-bargaining unit, hourly employees, no P & A or Academic, no deceased or terminated at department address - need street address for non-Twin Cities campus mail addresses. Order Chesshire labels. They are less expensive and work just as well as pressure sensitive. AIS should deliver labels to Addressing and Mailing. Allow 7 calendar days for AIS labels to be completed. Ask to have a final count of labels to be given to you.

Contact: Jack Shae, AIS, 625-8885; Patsy McGlynn, 624-3336

B. Mailing Services

Also order labels from Addressing and Mailing for Dean, Director, Department Head list. Call Addressing and Mailing and tell them when AIS labels will be coming and when to expect mailing materials from Duplicating or Printing. Allow five days from time the information arrives to be labelled, folded, sorted, delivered to campus or U.S. mail. Addressing and Mailing can mail to coordinate campuses in bulk to their central mail location. Twin Cities campus mail envelopes will be delivered for distribution by campus mail.

Contact: Neil Grass or Sheila, 626-0222

C. Campus Mail

Allow 2 days for delivery of materials through Campus Mail. Always use complete return address on newsletter to include U.S. and departmental return address.

Contact: Grant Tragethon, Twin Cities, 625-6560

D. U.S. Mail

U.S. mail should be metered by Addressing and Mailing and delivered to the post office.

3. In-Touch Newsletter

A. Duplicating

Typesetting is done on a first come, first serve basis through Duplicating. Allow 3 days for proof to be completed. Send material to Becky Kassler, Duplicating, for typesetting. Proofs are sent back to the Coordinator to correct errors. Allow 5 days to print and deliver to Addressing and Mailing after final proof has been approved. Call Ann for scheduling information at 625-3058.

**Contact: Becky Kassler, S-166 Kolthoff, 625-0197 (Typesetting)
Ann, 625-3058 (Scheduling)**

B. Printing Services

The University Printing Department is more cost effective if the newsletter is eight pages or more. They can use Page Maker to layout copy. They accept information on diskettes. Typesetting entire newsletter can be very costly. I used Word Perfect which worked well. Contact Graphic Design if you have another word processing package.

Contact: Nancy Buck, Graphic Design, 625-9500

4. Athletic Tickets

A. Tickets

Twins will reserve a block of tickets. You can get tickets at group rate for only certain days. Tickets in upper level are between \$7 - \$8. Public relations coordinator and committee chair should be the only persons to cancel reservation. Give the two authorized names to the Twins Office. Pick up and pay for tickets before the event for distribution to all participants.

Contact: Mark Frazier, 375-7452

B. Date

Saturday or Sunday are better days for the event so that out state employees can drive in to the Twin Cities. Tickets are more expensive on the weekend.

C. Advertising

Get information to employees through a Daily ad, Brief, coordinate campus newsletters, and In-Touch. All tickets are on a first come, first serve basis. When block of tickets are gone, no more will be ordered. Try to keep departments together in blocks. Clearly state deadlines for tickets. No money, no ticket.

D. Accounting

A separate bank account at the State Capital Credit Union is set up for depositing money. Checks should be deposited as soon as it arrives. Request self-addressed stamped envelope from those ordering tickets. All tickets are returned by U.S. mail before the event. Charge only for the actual cost of the tickets. No money is retained by the Civil Service Committee.

E. Announcement

Date

Cost

Deadline

Number of Tickets

Name, Phone, Department and Address

Self-Addressed, stamped envelope for return of tickets

Questions, call _____

F. Gopher Tickets

Sponsor of civil service day for Gopher athletics.

Contact: Kim Frisch, Men's Athletics, 625-4559

5. Appreciation Certificates

Appreciation certificates are given to all outgoing members of the Civil Service Committee. Certificates are printed by Graphic Design, signed by the President and the incoming Chair of the Civil Service Committee, put in wooden plaque, and presented at Regents meeting by Roger Forrester and/or President Hasselmo. Photographs could be taken at presentation. Contact Roger Forrester when plaques are ready and have him place this on the Regents agenda (usually September or October.) This is usually coordinated with the incoming members presentation at the same Regents meeting.

**CIVIL SERVICE COMMITTEE
APPEALS AND GRIEVANCE COORDINATOR**

JOB DESCRIPTION

Grievance:

Grievance procedures are outlined in the Civil Service Rules (Rule 14).

Each fall the G & A coordinator contacts individuals who have agreed to serve on the Grievance Review Board to determine if they wish to continue to be available for the new year (copy of list, Attachment A). Once the list has been updated, a Grievance Review Board Orientation workshop is scheduled. Roger Forrester (Director, Civil Service Personnel) will assign a member of his staff to conduct the session. Members of the Civil Service Committee and the Review Board members should be invited to attend. A letter is sent to all Board members outlining procedures (copy of letter, Attachment B).

Appeals:

Job Evaluation Questionnaires and Periodic Surveys appeal procedures are covered in the Civil Service Rules (Rule 4, sections 2 and 3).

Upon receipt of a notice of intent to appeal, the coordinator (sample letter, Attachment C) contacts the employee indicating the materials needed to complete the appeal file. These items are:

1. Copy of the scored JEQ.
- 2.. Notification from personnel conveying the result of the scoring and classification determination (note: appeal intent letter from employee must be dated within 10 working days of the notification from personnel.)
3. University of Minnesota official description of present job classification.
4. University of Minnesota official description of requested classification.
5. Organization chart for department (or sub-unit if the department is large.)

If Sheila Williams has not been notified of the intent to appeal, a copy of the employee's letter should be sent to her.

When the file is complete, a review panel must be set-up. The panel should consist of three members of the Civil Service Committee (one will serve as panel chair,) a representative of Personnel (generally Ms. Sheila Williams), the employee and the supervisor or other individual whose responses were used in scoring the JEQ. Prior to the hearing, both the employee and the supervisor should receive a letter outlining the purpose of the appeal hearing and how the hearing will be conducted (sample letter, Attachment D). The panel will review questions which are in dispute, determine the response they feel best reflects the duties of the position and submit the results to Personnel for rescoring. The chair of the panel will notify the employee of the results of the review (sample letter, Attachment E). If the rescoring results in reclassification, personnel will notify the employee. If the rescoring results in no reclassification, the panel chair will notify the employee (sample letter, Attachment F).

The coordinator will also give a report at the regularly scheduled Civil Service Committee meeting. The report should include the names of persons appealing, date of receipt of the letter of intent to appeal and current status of appeal.

Each fall the G & A coordinator will contact Sheila Williams to set up a JEQ training session for all new Civil Service Committee members.

November 1990

Term of Appointment
11/1/90 - 10/31/91

**Civil Service
Grievance Review Board
1990 - 1991**

(-) Indicates the person has volunteered to serve on outstate grievances.

BARBARA BARTHOLOMEW (-)
Administrative Secretary
Physical Medicine & Rehabilitation Pgms.
in Occupational & Physical Therapy
Box 388 UMHC
Minneapolis Campus - Phone #626-5887

Barbara Bartholomew has been employed at the University for 23 years. In 1988 she completed a 3 year term on the Civil Service Committee, and during her third year served as Chair of the committee. In 1989 she served as Chair of the Civil Service Search Committee.

BONITA BARTHOLOMEW (-)
Administrator
Institute of Human Genetics
Box 206 UMHC
Mpls Campus - Phone #624-3110

Bonita Bartholomew has worked for the University for 15 years beginning as a clerk in the School of Dentistry. She received many promotions and was an accountant in the School of Dentistry before assuming her new responsibilities as Assistant Administrator in the Institute. Bonita was a member of the Civil Service Committee and has served on the Civil Service Search Committee.

VIRGINIA R. BECKETT (-)
Accounts Supervisor
School of Fine Arts. Humanities 212
10 University Drive
Duluth, MN 55812 - Phone #(218) 726-7261

Virginia (Jenny) Beckett is an accounts supervisor in the School of Fine Arts on the Duluth Campus and has worked at the University for 6 years.

ROBIN BERG
Senior Accounts Assistant
Medical School, Otolaryngology
Medical Research East
2630 University Avenue SE
Minneapolis Campus - Phone #627-4692

Robin Berg started at the University in September 1987 and has been in the Department of Otolaryngology since that time.

RICHARD CARLSON (-)
Sr. Farm Animal Technician
West Central Experiment Station
Morris, MN 56287 - Phone #612-589-2904

Richard Carlson has been employed at the University for 17 years. He was at the Rosemount Exp. Station 1-1/2 years, then transferred to the WECS at Morris. He has served as President of the Ag Exp. Station Civil Service Committee and as a representative to the Civil Service Consultative Committee.

NANCY CARRIAR
Sr. Civil Service Librarian
220L
UMD Library
University of MN - Duluth - Phone #218-726-8571

Nancy Carriar began at the University as a Library Associate 11 years ago, and was promoted to Sr. CS Librarian. Nancy served on the Civil Service Committee from 1981-84 and again from 1986-89.

MARK COX
Executive Assistant
School of Dentistry
8-440 Moos Tower
Minneapolis Campus - Phone #625-3285

Mark Cox has been in the School of Dentistry since 1980, and prior to 1980 he worked in the Business Office. He has served on the Grievance Review Board for several years.

KAREN DALAGER
Associate Administrator
University Counseling Services
200 Eddy Hall
Minneapolis Campus - Phone #624-6534

Karen Dalager has worked for the University for over 11 years. She started in Continuing Education and Extension as an Account Specialist and was reclassified to Sr. Accounts Specialist. She then moved to the Dept. of Urologic Surgery and is now the Associate Administrator for University Counseling Services.

LINDA de BOEF (-)
Associate Administrator
Health Services Administration
School of Public Health, Box 197 Mayo
Minneapolis Campus - Phone #626-6612

Linda de Boef is currently the Associate Administrator in Health Services Administration, and has worked in the Division since 1983. She has also worked in the College of Pharmacy and CEE. Linda currently served on the University Assembly sub-committee on International Students.

JO DEMENGE
Executive Assistant
Shops Annex Room 220-D
Minneapolis Campus - Phone #626-1799

Jo Demenge is the Executive Assistant in Physical Plant Operations, Custodial Division. She has worked in Physical Plant for 8-1/2 years, beginning as a Senior Secretary.

TOM EGGENBERGER
Principal Auditor
Department of Audits
290 Admn. Services Center, 1919 University Avenue
Minneapolis Campus - Phone #625-9561

Tom Eggenberger has worked at the University since September 1978. He is a Principal Auditor for the Department of Audits.

NORMA ESSEX
Principal Secretary
Cold Climate Research Ctr.
330 Wulling Hall
Minneapolis Campus - Phone #626-7419

Norma Essex worked in the Department of Fisheries & Wildlife for the past 8 years and recently transferred to the Cold Climate Research Center. Prior to working in Fisheries & Wildlife, she worked for 3 years in the Dept. of Agricultural & Applied Economics.

BETSY HANDLSON
Executive Secretary
Composition & Communication Program
CLA
209 Lind Hall
Minneapolis Campus - Phone #625-2888

Betsy Handlson began at the University of Minnesota in 1976 in General College and has also worked in IT and CLA. She has been in her current position for 5-1/2 years. She is presently the Vice Pres. of the CLA Staff Association and has served as a personal representative to a person filing a grievance.

DENNIS HILL (-)
Office Specialist
Students Accounts Receivable
20 Fraser Hall
Minneapolis Campus - Phone #625-6074

Dennis Hill has worked at the University for 11 years. He was a member of the Civil Service Committee and served as its public relations coordinator. Dennis chaired the Civil Service Personnel Advisory Committee on Supervision.

ZOLA HOEY
Principal Accountant
HHH Institute of Public Affairs
301 HHH Center - Phone #625-0750

Zola Hoey works in the HHH Institute as the budget officer. Before coming to the University in 1978, she was a business education instructor in the Robbinsdale School District. Zola was a member of the Civil Service Personnel Advisory Committee on Employment.

E. GRACE HOKANSEN
Principal Accountant
Chemistry
Minneapolis Campus - Phone #624-3500

Grace Hokansen has worked at the University for 23 years. She began working in Employee Benefits in 1967 then in 1972 she transferred to Chemistry. She has served on the Advisory Committee of CUFS. She currently serves on the Administrative Committee in Chemistry.

ANNE HOVDE
Library Assistant III
Library and Learning Resources
10 University Drive
Duluth, MN 55812 - Phone #(218) 726-8105

Anne Hovde has worked at the University for a total of 8 years. She has served on the Personnel Committee as part of the Library Staff Association and served for 2 years on the Library Policy Committee.

JAMIL JABR (-)
Administrator
MWNC
135 B Classroom Office Bldg.
St. Paul Campus - Phone #624-7766

Jamil Jabr has worked at the University for over 10 years. He started as an accounts specialist in the Payroll Department. He transferred to the Computer Services area where he is involved in the administration of the campus micro computer facilities.

ED JAMES
Applications Programmer
Admn. Information Services
1919 University Avenue - 3rd Floor
St. Paul Campus - Phone #624-9306

Ed James is an Applications Programmer and has worked at the University for 5-1/2 years in the Administrative Information Services office.

JANE KILL*
Secretary
Student Counseling Service 235 Behmler Hall
Morris, MN 56267 - P(hone #589-2211, ext. 6061
(*Morris campus grievances only)

Jane Kill has worked at UM Morris for 8 years. She coordinates and maintains the mechanics of other academic advising support services on the UMM campus.

PATRICIA KINDY (*)
Accounting Supervisor
Medical School Administration
3-1525 Owre - Box 293 UMHC
Minneapolis Campus - Phone #626-6655

Pat Kindy has worked at the University for a total of 23 years and her tenure has been in the Dean's office of the Medical School where she presently supervises 2.5 employees. She served on the U of M Civil Service Committee and was Chair of the committee from 1988-89.

JERRY L. LANGLEY
Executive Secretary
East Asian Studies
113 Folwell Hall
Minneapolis Campus - Phone #624-0007

Jerry Langley began working at the University in 1961 in the Personnel Department then transferred to Clinical Psychology then to Communication Disorders. In May of 1983 she transferred to East Asian Studies where she is currently the Executive Secretary. Jerry has been active in CLA's Staff Association since 1978 and has served as Chair of the Committee. She is currently on a committee for longevity awards and the CLA Consultative Committee and is the Civil Service Representative on the Dean's Consultative Committee in CLA.

JERRY LARSON (-)
Computer Operations Manager
Academic Computing Services
14 Folwell Hall
Minneapolis Campus - Phone #625-7850

Jerry Larson has worked at ACSS (formerly UCC) for 21 years (5 years part-time, 16 years full-time). He supervises both part-time and full-time employees. Jerry has served on numerous University committees, including the Civil Service committee.

MARY JANE LEWIS (-)
Executive Secretary
Department of Chemistry
115 Smith Hall
Minneapolis Campus - Phone #624-0026

Mary Jane Lewis has worked in the Department of Chemistry for 16 years. She supervises student employees and teaching assistants and has much student contact.

JOANNE LINE
Administrator
Library and Learning Resources
10 University Drive
Duluth, MN 55812 - Phone #218/726-8102

Joanne Line has worked at the University for approximately 21 years. She started out as a Secretary and is now an Administrator in Library and Learning Resources. Joanne is an MBA candidate.

BRUCE MCKEE

Sr. Media Resources Producer

AV Production

1000 University Drive SW

Univ. of MN - Waseca, 56093 - Phone #507/835-1000

Bruce McKee worked on the Twin Cities campus for 2 years prior to transferring to the Waseca campus where he has worked for 13 years. He served as President of the Waseca Civil Service Staff Association in 1986. He also served on the University of Minnesota Civil Service Committee from 1986-89.

SHARON McMURROUGH

Financial Aid Officer

Student Support services

Duluth, MN 55812 - Phone #218/726-8786

Sharon McMurrough has worked at the University for the last 11 years. She began as a Secretary in the Financial Aid office. In the past she served on the pay equity evaluation committee in SSS.

DUANE W. NELSON

Senior Accounts Specialist

Medical School Administration

Box 293 UMHC

Minneapolis Campus - Phone #626-3142

Duane Nelson has worked at the University for 6-1/2 years. Prior to working in the Medical School he was an Office Assistant in Lab Medicine & Pathology.

MARY OGREN

Accountant

Continuing Education

403 Darland Admn. Bldg.

10 University Drive

Duluth Campus - Phone #(218) 726-8113

Mary Ogren began working at the University in November of 1969 as a Secretary in the Chancellor's Office at UMD for 5 years then transferred to Student Affairs as an Accounts Specialist and she worked in Office of Research Administration. She then worked on the Minneapolis Campus. In August of 1988 she transferred back to the Duluth campus to work in CE.

CAROL OSTROW (-)
Administrator
Telecommunications
40 Telecommunications Bldg.
90 Church Street
Minneapolis Campus - Phone #625-2000

Carol Ostrow has worked at the University for 21 years. She is Assistant to the Director of Telecommunications. Carol served on the Civil Service Committee as vice chair for a three-year term and has served on all of the Senate and Assembly Committees with the exception of Parking & Transportation. Carol is also on the Conflict & Change Committee and does mediation for faculty, staff and students.

SUE PAGE
Principal Student Personnel Worker
Chemistry Advising Office
137 Smith Hall
Minneapolis Campus - Phone #626-7444

Sue Page, Prin. Student Personnel Worker in the Chemistry Department, has worked at the University for 5-1/2 years. She currently served on the Chemistry Civil Service Committee.

LAURIE PATTERSON (-)
Associate Administrator
English
207 D Lind Hall
Minneapolis Campus - Phone #625-8539

Laurie Patterson has worked at the University for 7 years, beginning in the School of Management and then in GCLIT which is now CLA. She is currently on the CLA Staff Association.

JUNE PERKINS (-)
Senior Student Personnel Worker
Student Organization Development Center
340 Coffman
300 Washington Avenue SE
Minneapolis Campus - Phone #624-5101

June Perkins began working in Student Organization Development Center as of September 1984. She advises the Student Senate Consultative Committee, Student Consultative Committee, Student Representatives to the Board of Regents and MSA. Her interaction with University governance also provides her with the opportunity to work with student representatives from the coordinate campuses.

SUSAN PETRIKAT
Senior Secretary
Art History
107 Jones Hall
Minneapolis Campus - Phone #624-2570

Susan Petrikat has been employed at the University for 11 years. She is also working on a double major. Criminal Justice Studies and Psychology with a minor in Industrial Relations.

KENT REES (-)
Environmental Hygiene Officer
Environmental Health and Safety
W155 Boynton
Minneapolis Campus - Phone #626-3904

Kent Rees has worked at the University in the Department of Environmental Health and Safety since 1972. His current activities include both inspection and in-house consultative responsibilities for environmental hygiene, covering all University facilities. He has served on the Senate & Assembly Committees and served as Chair of the Animal Care Committee from 1980-83 of which he was a member from 1979-85.

LINDA ROLFE
Office Specialist
CEE, 104 DAdB
Duluth Campus - Phone #218/726-8809

Linda Rolfe has worked at the University since 1985, as a temporary part-time employee and as of October 1987 she became a permanent full-time employee. She began working in Student Support Services and transferred to CEE.

LOUISE SHEA (-)
Associate Administrator
Institute of Technology
Dean's Office
105 Walter Library
Minneapolis Campus - Phone #624-2006

Louise Shea began her employment at the University in 1972 as a senior secretary in the College of Education. She transferred to the Institute of Technology where she now serves as Associate Administrator.

PAT SWANSON (-)
Editor II
310 SAFHL (St. Anthony Falls
Hydraulic Laboratory) - Phone #627-4587

Pat Swanson has worked for a total of 16 years at the University and is an Editor IV at St. Anthony Falls Hydraulic Laboratory. She was the Civil & Mineral Engineering Grievance representative for two years and an alternate for one year. She served on the Civil Service Personnel Advisory Committee in 1987.

December 27, 1989

Dear Grievance Review Board Member:

Thank you for agreeing to continue to serve as a member of the Civil Service Grievance Review Board. Your appointment is effective from November 1, 1989 through October 31, 1990.

There will be a Grievance Review Board Orientation Meeting Wednesday, January 24th (9:30 - 11:30 A.M.) in the Mall View Room (5th floor, Campus Club). Ms. Francine Morgan will conduct the workshop. Please direct written questions regarding the grievance process to Ms. Morgan prior to the orientation meeting.

When a grievance filed by a civil service employee proceeds to the third step, as described in Civil Service Rule 14, the grievant will receive a list of Board Members. The grievant will select three individuals from this list to serve on his/her panel. The selected Board members, in order of preference, will be invited to participate on the grievance review panel.

If You Are Chosen And Agree To Serve

1. Notify your supervisor of the scheduled hearing time. (Time away from job duties for hearings is to be considered leave with pay).
2. Materials pertinent to the grievance will be sent to you. Please review the material carefully prior to the hearing date.
3. Report promptly for the hearing. You will receive further instructions from the panel chair as to hearing procedures.
4. Refrain from discussing the grievance. This information is confidential.

5. You are not expected to be an expert on rules, regulations and procedures. Make your decision on the basis of evidence presented. Strive to be fair, objective and understanding.

If you have questions regarding the Grievance Review Board, please contact Mary Tate, chair of the Civil Service Committee.

Sincerely,

Nancy Hugg Wilson
Coordinator, Appeals/Grievances

cc: Mary Trandem, Civil Service Committee
Roger Forrester, Director of Personnel
Francine Morgan, Personnel Consultant

1 February 1990

SAMPLE

Dear

You were notified on August 16th of the need for additional materials for your JEQ appeal. As of this date your materials have not been received.

In order to set up an appeal panel you must submit the following materials by Monday, October 16, 1990:

- Copy of scored JEQ
- Letter from personnel conveying their decision on your JEQ
- U of MN official description of your present job
- U of MN official description of your requested class title
- Organizational chart of your department (or sub-unit)

Please contact either Anne Caton at 625-7754 or Bonnie Stephens at 625-2696 if you have questions regarding this matter.

Sincerely,

Nancy Hugg Wilson
Civil Service Committee

Date

Address

Dear _____:

The appeal hearing for _____ name _____ has been scheduled for _____ date _____ at _____ time _____ in _____ place _____. The panel will consist of _____, who will act as chair, _____ and _____. Sheila Williams from the Personnel Department will be present to act as a resource to the panel and the participants.

The appeal hearing will be conducted in the following manner. Both the employee and supervisor will be asked if they wish to give short opening remarks. Next, the panel will go over the JEQ questions which are in dispute. The employee and the supervisor will be asked to elaborate on the example given for the question. If the employee no longer wishes to dispute a particular answer, they may state so at this time and the question will not be discussed further. After the questions are discussed both the employee and supervisor will have an opportunity for closing remarks.

At any time during the proceeding the panel chair or any other participant may ask Ms. Williams for clarification of a particular question. Her role is that of a resource person to interpret and clarify questions and distinguish between the choices available for the question. She is not there to judge the correctness of the particular examples given by either the employee or the supervisor.

Sometime after the hearing the panel will meet to decide on a response for each of the questions still in dispute. The panel may choose an answer that differs from both the employee and the supervisor. All participants will be notified of the panel's decision. If any of the answers chosen by the panel differ from the supervisor's, the JEQ will be returned to Personnel for rescoring. If the rescoring results in reclassification, the employee will be notified by Personnel. If the rescoring results in no reclassification, the employee will be notified by the panel chair.

If you have any question regarding the proceedings please contact _____ panel chair _____ at _____ or _____ G&A Coordinator _____ at _____.

Sincerely,

G&A Coordinator

August 21, 1989

Dear :

The Panel has carefully reviewed the verbal presentations made at your August 18th JEQ appeal hearing and have outlined below the following decisions on the eleven questions and answers that were evaluated.

you stated that you were in agreement with questions 2, 5, 6, 7, 11, 12 section 2, 18, 19, 21, 22, and 43, reflected by your supervisor's present answers, therefore, as you will remember there was no need to discuss those questions during our meeting.

Listed below are the results of the panel's decision for the remaining questions:

<u>Question #</u>	<u>Panel's Decision</u>
4	G
13	B
36	Yes
42	No
44	Yes
45	Yes
46	Yes
49	B
50	B
51	G
52	1,1,1

On behalf of the Panel, I would like to thank you for your cooperation during the course of the appeal process.

If you have any questions, please feel free to contact me at 612/625-2696.

Sincerely,

Bonnie Stephens
Chair, Appeals Panel

cc: All parties involved

October 7, 1990

TO:

FROM: Mary Trandem

I received a call from Sheila Williams of Personnel stating that the rescoring of your JEQ did not result in a reclassification of the position. It is therefore decided that the positions are properly classified. If you have any further questions, feel free to contact me at 625-6805.

Sincerely,

Mary Trandem
Chair

cc: All parties involved

CIVIL SERVICE COMMITTEE

CIVIL SERVICE STAFF DEVELOPMENT FUND

The Civil Service Staff Development Fund was established in 1986 by the generous donation of a retiring Civil Service employee and some co-workers. The money in this fund was designated for use by civil service staff members wishing to enroll in seminars, workshops, conferences and/or courses for developing skills and knowledge in areas beneficial to the University. The responsibility of allocation and distribution of money from this fund was assigned to the Civil Service Committee which serves as a review board and interprets the guidelines of this fund.

Some of the guidelines developed and used by the Civil Service Committee are as follows:

1. No more than \$2,000 in grants will be made in any one fiscal year.
2. Funds may only be requested by non-hospital, non-bargaining unit civil service staff members employed at least 75% time.
3. Funds will only be granted for registration fees. Funds may not be granted for travel, meal expenses or a University credit course.
4. An individual grant is a one-time grant with a maximum of %100.00.
5. Departmental grants may be requested to conduct an in-house staff development program. Departmental grants must be matching monies and have a maximum limit of \$200.00. Departmental grants are also one-time grants.
6. The Staff Development Fund may be replenished by individual contributions to the University of Minnesota Foundation designating the Civil Service Staff Development Fund as the recipient.

In order for the Civil Service Committee to administer this fund, one member of the Committee is designated in charge of the staff development fund. This assignment is made in August or September when committee turn-over occurs. Once committee assignments are made, an attempt should be made to publicize the name and mailing address of the individual in charge of this fund as well as a description of the fund in the "In-Touch". This process serves to make employees aware of the grant possibilities as well as who to contact to acquire the proper application forms.

When requests for application forms are received, a copy of the "Guidelines" for the fund as well as the application form(s) are mailed to the requesting individual as soon as possible (See enclosure 1-3). Since the forms are single-part and developed in-house, people requesting multiple forms are encouraged to duplicate as many copies as needed rather than mail multiple copies.

When a completed application form is returned, the information is copied to a monthly request form that is presented at the regular monthly meeting of the Civil Service Committee (see enclosure 4). Original copies of the request are not carried to the meeting but kept in the files. Prior to each monthly meeting, the individuals are contacted by phone to clarify and answer any questions regarding their application which may be anticipated.

At the monthly meeting of the Civil Service Committee, the pending applications are presented one-at-a-time for approval or no approval. Aspects of an application which could cause it to not be approved might be:

1. Requesting to take a seminar or class for a fee when a like class might be available free of charge
2. Requesting to take a seminar or class to gain skills or knowledge necessary to perform one's present job. (This type of cost should be covered by the employee's department.)

Following the monthly meeting, a notification form is sent to each applicant notifying them of the status of their application (see enclosure 5). A copy of this notification is attached to their original application in the files. The next contact with the applicant normally takes place when the applicant returns some proof of attendance at the seminar or class. If no proof is received after a few months, the applicant is contacted by phone and reminded some document of proof is required before any allocation will be made from the fund. It may happen that due to circumstances, an individual previously approved for a grant may not be able to attend the class or a class may be cancelled. In this situation, no monies have been disbursed and the individual becomes eligible to apply for another class or seminar but must go thru the entire application process again.

When proof of attendance is received, copies of the entire application package, approval form, proof document and a request for payment are sent to:

Mary Seifert
University of Minnesota Foundation
120 Morrill Hall
100 Church Street S.E.
Minneapolis, MN 55455

The request for payment should quote Fund # 1072132 in the document (see enclosure 6). Any questions regarding the payment process may be directed to Mary or to her supervisor Ed Tickner.

Approximately the middle of each month, a financial statement for the Staff Development Fund is received (see enclosure 7). An effort should be made to justify any prior requests for payment with any disbursements from the Fund.

Good Luck!!!

**UNIVERSITY OF MINNESOTA FOUNDATION
FUND ACCOUNTING SYSTEM**

STATEMENT OF FUND ACTIVITY

**CIVIL SERVICE STAFF DEVELOPMENT FUND
FUND NUMBER: 107-2132**

**COLL/DEPT: SPECIAL PROJECTS
CREATION DATE: 04/30/86**

FUND TYPE: DEMAND

	For Month 02/90		YTD Activity Thru 02/90 *	
	<u>Principal</u>	<u>Available</u>	<u>Principal</u>	<u>Available</u>
Balance Beginning	.00	19,583.00	.00	15,551.24
Contributions:	.00	.00	.00	3,203.00
Other Income:		.00		.00
Dividend and Interest Income:		.00		.00
Market Gain/Loss (cr):	.00	.00	.00	.00
Interfund Transfers In:	.00	30.00	.00	670.00
Interfund Transfers Out:	.00	.00	.00	.00
Intrafund Transfers:	.00	.00	.00	.00
Disbursements:		.00		485.00cr
Balance Ending	<u>.00</u>	<u>19,613.63</u>	<u>.00</u>	<u>19,613.63</u>

* YTD activity includes current month activity

ENCLOSURE 1

CIVIL SERVICE STAFF DEVELOPMENT FUND

A Civil Service Staff Development Fund has been established by the generous support of friends and co-workers in honor of a retired University civil service staff member. Each fiscal year, beginning July 1, \$2,000 in grant monies will be available for distribution to civil service staff members who wish to enroll in a staff development program or for departments that want to sponsor an in-house staff development program for their civil service staff members. The allocation and distribution of this staff development fund will be the responsibility of the Civil Service Committee, which will serve as the review board and apply the guidelines and make interpretations and exceptions when appropriate.

Guidelines

Individual Staff Development Requests

Funds may be requested by any non-hospital, non-bargaining unit University civil service staff member who is employed at least 75% time. The funds may be used to pay registration fees for seminars, workshops, conferences, courses, etc. Funds will not be granted to pay for travel and meal expenses or for enrolling in University credit courses.

Funds can be used for programs that develop skills and knowledge needed for the position an individual currently holds or for a future position. Individuals can select programs sponsored by University departments (e.g., Continuing Education and Extension or the Employer Education Service) or by other organizations.

The Civil Service Committee will review requests and make awards on a monthly basis. Applicants may apply for a one-time grant of up to \$100.00. Applications must be received by the Civil Service Committee by the 15th of each month for consideration and action at its monthly meeting. Because funds are limited, individuals may only receive one grant award.

Departmental requests

University departments may request matching funds to conduct an in-house staff development program for their civil service staff members. The department must commit from its own resources a matching amount of money for the program. The maximum grant for departmental programs is \$200.00. Applications must be received by the Civil Service Committee by

the 15th of each month for consideration and action at its monthly meeting. Because funds are limited, departments may only receive one grant award.

Replenishment of the Staff Development Fund

In order to sustain the Staff development Fund additional employee contributions will be needed. Contributions to the Staff Development Fund can be made to the University of MN Foundation designating the funds be used for Civil Service Staff Development Fund. This is an ideal way to make an investment in the University and at the same time help provide staff development opportunities for civil service staff members. A cash contribution or a pledge can be made by contacting the University of MN Foundation in Morrill Hall. The Civil Service Committee encourages you to help sustain this fund.

If you have any questions about the Staff Development Fund contact:

Julius Jones (612)624-3937
W227A Boynton Health Service
410 Church Street SE
Minneapolis, MN 55455

ENCLOSURE 2

Date of Request _____

CIVIL SERVICE STAFF DEVELOPMENT FUND

INDIVIDUAL APPLICATION
(Please type or print)

Name of Applicant _____

Department _____

Campus Address _____ Home No. _____

Position _____

Program Title (attach copy of program announcement):

Sponsored by : _____

Date of Program: _____

Staff Development Objective:

Amount of Funds requested (maximum grant is \$100.00) _____

Will your department be providing additional funds to support your participation in this program? YES _____ NO _____

Will you be providing any personal funds to attend this program? YES _____ NO _____

I have consulted with my supervisor about attending this program.

Supervisor's signature

.....

In order for your request to receive consideration by the Civil Service Committee at its monthly meeting, the application must be received by the 15th of the month. You will be notified of the status of your request as soon as a decision has been made. Return this application to Julius Jones, W277A Boynton Health Service, 410 Church Street SE, Minneapolis, MN 55455.

ENCLOSURE 3

Date of Request _____

CIVIL SERVICE STAFF DEVELOPMENT FUND

DEPARTMENTAL APPLICATION

(Please type or print)

Name of Department _____

College or Administrative Unit _____

Name of Contact Person _____

Address _____ Phone No _____

Description and Objectives of Program:

Date of Program _____ Time of Program _____

How many civil Service Staff members will participate in this program: _____

Are civil service staff members involved in the planning of the program? YES ___ NO ____

Describe their involvement in the planning process:

Amount of Funds Requested (maximum grant is \$200) _____

Our department agrees to match the amount of funds received from the Civil Service e Staff Development Fund to support this program.

Departmental signature

In order for your request to receive consideration by the Civil Service Committee at its monthly meeting, the application must be received by the 15th of the month. You will be notified of the status of your request as soon as a decision has been made. Return this application to Julius Jones, W227A Boynton Health Service, 410 Church Street SE, Minneapolis, MN 55455.

ENCLOSURE 4

John Doe
Associate Administrator

St. Paul Student Center
Rm. 420 - 2017 Buford Avenue

Total Cost: \$130.00
Amt. Requested: \$100.00
Dept. input: Yes
Self input: No

Program: Managing Change Productively
Sponsor: Continuing Education and Extension Apr 5, 90
Reason: "I have recently started a new position with a different organization. Part of my responsibility is to develop and implement systems changes and to work with individuals in managing those changes. I feel this workshop will help me learn to manage change within the organization that I work and to also help me deal with change on a personal level."

Joanne Doe
Senior Secretary

MRDC/Vocational & Technical Education
R260 VoTech Bldg.

Total Cost: \$135.00
Amt. Requested: \$100.00
Dept. input: No
Self input: Yes

Program: Office Management Skills for Administrative Staff May 26, 90
Sponsor: Employer Education Service (EES)--Carlson School of Management
Reason: "To enhance knowledge of practical methods and techniques for optimizing office efficiency."

ENCLOSURE 5

To: _____

From: Civil Service Committee

Date: _____

At the last Civil Service Committee meeting, your request for funds from the Staff Development Fund

_____ was approved

_____ was not approved because _____

Please send a receipt or other proof of payment to:

Julius Jones
W277A Boynton Health Service
410 Church Street SE
Minneapolis, MN 55455

A check will be issued to your or your department (if the department has requested the funds) in the amount of _____.

ENCLOSURE 6

To: Mary Seifert

From: Julius Jones
CS Staff Development Fund
Civil Service Cmte Rep

Date: March 21, 1990

1. The following should be reimbursed from the Civil Service Staff Development Fund (Fund No. 1072132):

John Smith
Amount: \$100.00

Send Payment to: John Smith
UMM Computing Services
Morris, MN 56267

Rules Coordinator Guidelines

Overview of the Rule Changing Process

Civil service rule changes are done approximately every 2-3 years. The process takes 1-3 years, depending on the extent of the changes. The rulebook printed in 1988 was totally revised for size, format, wording, language and grammar, as well as additions.

A deadline for submission of suggested changes is decided by the Civil Service Committee (CSC). The rule changing and deadline must be publicized broadly to the civil service staff. The deadline can be changed if advertising wasn't timely or broad enough.

The CSC chair appoints a coordinator of the rules changes and can either hear the suggestions for changes as a committee or appoint a subcommittee to handle this process. In the subcommittee process, the suggestions are screened and decisions on which to include are made. The committee as a whole votes on those suggestions that should go forward to public hearings.

The University Attorney's Office notes problems their office has encountered, puts together suggestions for changes and submits these to the committee within the deadline. The Attorney's Office must review all of the rule changes for legal concerns. Julie Sweitzer is the current contact.

The Personnel Department, on an on-going basis, notes rule-related questions and problems they have encountered, and submits suggestions for changes within the deadline. Personnel has, in past rules processes, solicited management issues related to rules and possible changes.

Coordinator's Role

- Coordinates advertising and collects suggestions. (The CSC member handling public relations will handle the advertising, although notices in the *Brief* can be sent directly by the coordinator.)
- Attempts to get clarification from authors of suggestions.
- Sets up meetings of the subcommittee, distributes information and keeps notes on meeting minutes and activities (another subcommittee member can be the note taker).
- Reports at monthly CSC meeting on rules changes progress. Reports are brief and give a general description of where rules change process is at the time.
- Revises the rules using word processing, keeping files on a microcomputer up-to-date.
- Coordinates the public hearings - scheduling rooms on all campuses, scheduling CSC members to attend and who will do what, scheduling Personnel staff to attend, arranging travel.

- At any point in time, rule changes may be sent to the CSC. During the rule change process, if these changes are sent after the deadline the coordinator files them for the next round of rule revisions.

Advertising to solicit suggestions

The Public Relations Coordinator will handle the advertising, but the Rules Coordinator initiates the action. Place articles in:

The Brief

In Touch

Put an ad in the *Daily* and out-state campus papers.

Send notification to unit staff associations, Personnel Department, University Attorney's Office, and to the DDD list (Deans, Directors, and Department Heads) asking them to post or copy to their administration and staff.

After the deadline, the development stage

The subcommittee screens the suggestions and makes decisions on which rule changes to present to the CSC for their approval. Subcommittee meetings are attended by a representative from Personnel during the development process to represent central administration.

Questions that come up during these meetings may require the coordinator to contact the author or interested parties to get input on impact, interest, clarification, etc.

Meetings of the subcommittee may at some point include the contact from the Attorney's office. The contact will go over suggestions in the early draft stage and advise the group from the legal angle. The contact or others from the Attorney's Office will go over the final changes before they are formally approved by the CSC. The Regents will not approve changes that haven't been reviewed by the Attorney's Office.

Suggested changes are refined and the CSC decides on the final form and a rationale for each change.

Advertising proposed rule changes to the public

Public Hearings

The proposed rule changes are published in the Minnesota Daily and in out-state campus papers. Public hearings are scheduled and publicized in all campus newspapers (see attachment _____). Hearings are held on all

campuses with representatives from CSC and while other CSC members act as recorder and audience facilitators. These functions are traded among the CSC members for the different hearings. Coordination of CSC members schedules and Personnel representatives is difficult. Travel arrangements have to be made. Rooms need to be scheduled.

After input from the public hearings, the CSC will make final revisions and present them to the President (see Rule 1, Section 3).

Final approval

The final form of the changes and the rationale is presented to the President for his review the rule changes are presented to the Board of Regents for final approval.

Printing of the revised rulebook

[Unknown how the printing will be handled, yet...]

Steps, in brief

Rules coordinator is appointed by the chair of the CSC and a subcommittee is formed.

A deadline to receive suggestions for rule changes is decided on.

Publicize that the Committee is soliciting suggestions for rules changes and the deadline.

Suggestions are screened by the subcommittee.

Suggestions are forwarded to the Committee as a whole.

Committee decides which changes they will endorse and a rationale for each.

Public hearings are scheduled and the changes are published in the Minnesota Daily.

Hearings are conducted on all campuses.

Further changes are made as a result of the hearings.

Proposed changes are presented to the President.

Proposed changes are presented to the Board of Regents for final approval.

Changes are sent to the printer.

Timeframe of process began in November 1989

Began in November when committee assignments were made.

A deadline had already been established by the previous rules coordinator - Dec. 1, 1989.

Deadline was extended to Jan. 12, 1990 to advertise more extensively and because the new coordinator didn't know what was to be done.
Subcommittee met usually twice a month after the deadline, to December 1990. During the summer - it was difficult to get everyone together so there were fewer meetings in the summer.

By November 1990 - subcommittee was going over tabled issues, after having gone through suggestions in rulebook order.
The CSC set as part of their goals the following deadlines concerning the rules changes:

January 1991 - complete CSC discussion

Fall 1992 - complete public hearings

January 1992 - rule changes presented to the Regents

**Civil Service Committee
Search Guidelines**

1. Notify the President's office during February of the need to appoint a search committee, by end of March, to prepare a slate of candidates from which to replace committee members whose term will expire during September.
2. Solicit names from Staff Associations for the President to appoint a search committee to include a current or former committee member for consistency and continuity. Interested individuals should be informed of time commitment.

The composition of the search committee should be representative of the workforce in terms of diversity of classifications, levels of authority/responsibility, geographic locations/campuses.

3. Once a search committee has been appointed by the President and a Chair is selected, the committee should review the selection criteria, interview questions and advertising from the previous search. This information should be available from the Chair of the previous search.
4. The timeframe should include the following considerations:
 - a) Identify the appropriate budget and limitations, if any.
 - b) Identify places, publications and mailing lists, and their deadlines, to include the Minnesota Daily, DDD list, brief, staff associations, the Civil Service Committee newsletter and mailing list.
 - c) Identify potential meeting times and reserve rooms. Past searches have required four or five meetings: (1) 2 hour meeting to review process, (2) 2 hour meeting to finalize selection criteria, interview questions and advertising, (3) 2 hour meeting to select people for interviews, (4) 1 or 2 days for interviews depending on the number, (5) 2 hour meeting to select slate to send to the President (at least twice the number of vacancies).
5. Someone will need to coordinate the placing of the ads and other announcements, copy applications and send to search committee members, schedule interviews, and arrange for parking, if appropriate.
6. Cost considerations will include: advertising, duplicating, beverages/food for search committee, travel/food for interviewees, and possibly parking reservations.
7. Upon selection of slate of candidates for referral to the President, prepare and send letters to all applicants informing them of their status. Ideally, the search is completed by June/July and new members are introduced to the Regents in September.

April 1991

MEMORANDUM

TO:

From: John Felipe, Chair, Search Committee for Civil Service Committee

On behalf of the President and the Civil Service Committee, we want to thank you for your expression of interest in the current Committee vacancies.

Enclosed is a description of the responsibilities of the Civil Service Committee. Also enclosed is the notice of vacancies which contains the eligibility requirements of the positions.

The application process involves the following steps:

- Step 1: If you are interested in applying, you should complete the enclosed application form.
- Step 2: After your application is received, a letter will be sent to your supervisor informing him/her of your candidacy and the time commitment involved for committee service. (A copy of the letter is enclosed for your information).
- Step 3: Applications will be screened by the Search Committee and evaluated in terms of cogency and clarity.
- Step 4: Finalists will be invited to an interview with the Committee. (Interviews will be held in ??).
- Step 5: The Search Committee will recommend candidates to the President who will make the final selections.
- Step 6: The names of the candidates chosen by the President will be presented to the University Board of Regents for appointment of the Civil Service Committee.

Please send your completed application, no later than _____.

Search committee for Civil Service Committee
419 Morrill Hall
100 Church Street SE
Minneapolis, MN 55455

Dear _____:

A member of your staff, _____, is a candidate for a position on the Civil Service Committee. The Civil Service Committee is an all-University committee that acts in an advisory capacity to the President and other members of the administration. The committee deals with issues of concern to Civil Service employees, recommends changes in Civil Service rules to the President, and presides over hearings on classification appeals. Direct expenses incurred through service on the Committee are covered by the Committee's budget.

It is vital that Civil Service Committee members be allowed sufficient time off from their duties to handle Committee business. On an average, two monthly meetings and additional special sessions, totalling an additional 20-30 hours, are required during the year. If there is a major impediment to _____'s service on the Committee, that is, if your department cannot conduct business without (his/her) presence at all times, please contact John Felipe, Search Committee Chair, at 624-9547.

We urge you to consider this carefully in light of the importance of employee time in university service on this committee. (Rule 3, Section 4, Employee Rights and Responsibilities). Thank you.

Sincerely,

John Felipe, Chair
Search Committee for Civil Service Committee

JAF:sm

April 1991

MEMORANDUM

TO: Applicants, Civil Service Committee

FROM: Search Committee for Civil Service Committee

The following information describes the Civil Service Committee's structure and responsibilities. It is hoped that these details will be helpful in clarifying the role of the committee for you. They are also intended to help you gauge the extent of the time and energy commitment expected of committee members.

The general structure of the Civil Service Committee is outlined in Rule 3 of the Civil Service Rules. The provisions of this rule include:

- The Civil Service Committee shall have nine members appointed by the President with the approval of the Board of Regents.
- The University Equal Opportunity Officer shall be an ex-officio member of the Committee without vote.
- Members appointed to the Civil Service Committee should have an understanding of University problems and Personnel Administration and should be able to adjust their schedules so they can devote adequate time to Committee work.

Applicants for Civil Service Committee
Page 2

Committee responsibilities, as outlined in Civil Service Rules, are to:

- Review, conduct public hearings, and present recommendations to the President with respect to the rules for administration of University civil service and proposed changes in the classification and compensation plans (Rule 3).**
- Act as an appeals board in all cases involving appeals made by supervisors or employees from decisions made by the Director of the Personnel Administration in University Civil Service (Rule 3).**
- Make investigations at the request of the Board of Regents, the President, the Director, or on its own initiative concerning personnel administration in University Civil service (Rule 3).**
- Interpret the rules in case of a question or dispute as to meaning (Rule 3).**
- Review the Director's recommendations on the creation of needed new job classifications and the elimination of obsolete ones (Rule 4).**
- Approve members on a Grievance Review Board (Rule 14).**
- Perform such other duties as may be assigned by the President or by the Civil service Rules (Rule 3).**

Committee responsibilities not explicitly outlined in the Civil Service Rules are to:

- Coordinate civil service appointments to University Senate and Assembly Committees.
- Provide input to the University administration regarding the interests and concerns of civil service employees.
- Communicate with civil service employees regarding the work of the Civil Service Committee.
- Publicize or in other ways recognize the work of civil service employees.
- Develop and maintain documentation regarding the procedures and policies which the Civil Service Committee follows.

To effectively carry-out its duties, the Civil Service Committee has several officers. These are the Chair, the Vice Chair, the Treasurer, and the Recording Secretary.

Additionally, individual Civil Service Committee members take on primary responsibility for such things as:

- Coordination of public relations, publicity, and speakers bureau activities.
- Coordination of reclassification appeals panels.
- Coordination of appointments to the grievance review board and Senate and Assembly committees.

Time Required for Committee Activities

It is important that each committee member be able to take on one of the coordinator or officer positions in addition to participating fully in those functions involving the entire committee or subcommittees. The activity level of the committee varies from month to month, but it is reasonable to expect that committee activity may require attendance at approximately two 3-4 hour meetings a month plus time for serving on appeals panels. The time for grievance panels varies, but 20-30 hours in a year can be considered probably. These time estimates do not include travel to and from meetings or preparation for meetings or meetings held outside of normal work hours.

PLEASE POST

CIVIL SERVICE COMMITTEE - SEARCH EXTENDED

Three (3) vacancies for three-year terms beginning December 1987 on the University Civil Service Committee will be filled through appointment by President Kenneth H. Keller. A search committee will recommend a slate of candidates to the President in November of 1987. Individuals appointed should be available to meet with the Civil Service Committee before December, 1987.

All non-bargaining unit, non-hospital civil service employees who have continuously held regular appointments of at least 50 percent time or more for at least two (2) calendar years are eligible to apply.

The Civil Service Committee studies civil service policies and issues, acts in an advisory capacity to the President and the administration, recommends changes in Civil Service Rules to the President, and rules on classification appeals. (It also conducts open hearings as needed). Direct expenses incurred through service on the Committee are covered by the Committee's budget.

Applicants must be able to take sufficient time off to attend a minimum of two 3-4 hour meetings a month plus approximately eight to ten additional special assignments during the year to serve on classification appeals panels. Time for the appeals panels varies, but during a year can amount to well over twenty hours. On occasion, committee members will be expected to attend meetings outside of normal work hours.

To receive an application, please call John Felipe, at 624-9547 (419 Morrill Hall, 100 Church St. S. E., Minneapolis, Minnesota 55455). Completed applications are due **Wednesday, November 11, 1987.**

CURRENT MEMBERS OF THE CIVIL SERVICE COMMITTEE ARE:

1. Barbara Bartholomew, Executive Secretary
Programs in Occupational and Physical Therapy
2. Nancy Carriar, Librarian, Duluth Campus
- *3. Dennis Hill, Senior Data Entry Operator
Student Support Services
- *4. Raleigh Kaminsky, Executive Secretary
Continuing Education and Extension
5. Patricia Kindy, Accounting Supervisor
Medical School
6. Bruce McKee, Media Resource Producer
Waseca Campus
- *7. Vivian J. Nelsen, Administrative Director
Hubert H. Humphrey Institute for Public Affairs
8. Chris Olsen, Senior Accounts Specialist
Studio Arts
9. Mary Stafford, Senior Employment Representative
Student Employment

*Positions to be filled December, 1987.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.



UNIVERSITY OF MINNESOTA

THE CIVIL SERVICE COMMITTEE

December 8, 1987

Mary J. Trandem
Account Supervisor
Student Loan Office
B-1 Fraser
Minneapolis Campus

Re: Civil Service Committee, 1987 Search

Dear Ms. Trandem:

The names of seven individuals, including yours, have been forwarded to President Keller for his consideration to fill one of the three openings on the Civil Service Committee. President Keller will notify you of your status.

In the past, the President has appointed the new committee members before formal presentation to the Board of Regents. The Civil Service Committee has recommended that the new members be appointed before December 17, 1987, so they can meet with the committee for orientation and the monthly meeting. If you are not appointed to fill one the current positions, the search committee has recommended that you become an alternate for future openings.

On behalf of the Civil Service Search Committee, I thank you for taking the time to apply. It is an honor and a privilege to meet you and to exchange ideas and mutual concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "John A. Felipe".

John Atanacio Felipe, Chair
Civil Service Search Committee

cc: Civil Service Search Committee



UNIVERSITY OF MINNESOTA

Office of the President
202 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455

December 31, 1987

TO: Ms. Raleigh Kaminsky, Executive Secretary
Continuing Education and Extension

Ms. Bonnie F. Stephens, Associate Administrator
School of Public Health

✓ Ms. Mary Trandem, Account Supervisor
Bursar Office

Ms. Carol A. Anderson, Executive Secretary
Institute of Technology

Dear Colleagues:

I have appointed, subject to Regents' approval, Mr. Lynn Schulz, Senior Analyst/Programmer, Morris Campus; Ms. Mary Tate, Student Personnel Worker, CLA Premajor Advising Office, Minneapolis; and Mrs. Betty Kyi-Kyi Win, Audit Manager, Department of Audits, St. Paul, to the Civil Service Committee.

Based upon the recommendation of your colleagues, your applications will comprise a pool of alternates for future openings on the Civil Service Committee. Each of you was recommended to me without any reservation. Indeed, Ms. Raleigh Kaminsky has already proven herself equal to the task.

Again, thank you for volunteering to serve your colleagues and the University. Be assured that I will call upon you if the opportunity arises.

Sincerely yours,

Kenneth H. Keller

KHK:pln

c: Associate Vice President William Thomas
Mr. Roger Forrester, Director, Personnel
Ms. Barbara Bartholomew, Chair, Civil Service Committee