

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
STAFF SENATE
1810 Litton Reaves
Minutes of the Regular Meeting
Thursday, August 20, 1998

Senators Present: Jack Davis, Judy Fielder, Janet Francis, Cindy Harrison, Delbert Jones, Terry Lawrence, Bruce Lytton, Milko Maykowskyj, Mary Pennington, Ben Poe, Charles Rose, Tina Shanklin, Joy Thorn, Virginia Viers, Debbie Wilson, Kathryn Young.

Alternates: Rebecca Barlow voting for Jon Wooge, Jessie Eaves voting for Spencer Allen, Alvin Williams voting for Sheila Blankenship.

Excused: Spencer Allen, Sheila Blankenship, Reba Crawford, Nancy Phillips, Peggy Rasnick, Janet Town, Jon Wooge.

Visitor: Chris Pugh - Spectrum

The meeting was called to order at 5:30 PM

Minutes of the July 16, 1998 meeting were approved with the correction of the spelling of Kathryn Young's name.

Guest Speaker - Dennis Eavey, Human Resources Manager – "1998 Performance Evaluation Process"

Dennis Eavey discussed the 1998 Performance Evaluation Process. The performance increase will be granted effective 11/25/98 with the increase showing up in the 12/16/98 pay. This year the University will receive state funding for the increases based on the actual performance evaluation ratings. It is the responsibility of the supervisors in each department to complete the employee's evaluation by the deadline so that Virginia Tech may receive appropriate funds.

Each employee's raise will be determined by his/her evaluation. The guidelines are:

1. Performance Rating of "Performance Needs Improvement to Fully Meet Expectations of Position or Performance Needs Immediate Improvement" will not receive an increase. These employee's salaries will not decrease, they will drop one step lower on the new salary range.
2. Performance Rating of "Performance Fully Meets Expectations" will receive a one-step (2.25%) increase. These employees will remain at the same step in their salary range.
3. Performance Rating of "Performance Often Exceeds Expectations or Performance Consistently Exceeds Expectations" will receive a two-step (4.55%) increase. These employees will move one step up in their salary range.

When salary ranges are adjusted 11/25/98, salaries of employees now at step 21 will drop to step 20 of the new range. They will be limited to one-step increases, to the new step 21. In addition to the one-step increases, employees who are rated "Exceeds" shall be granted a lump sum payment that will not be added to the base pay that equals 2.25% of their salary.

For employees at, or above, the new Step 21 on 11/25/98 will not receive an increase in base pay. The employees who "Exceeds" will be granted a lump sum payment equal to 4.55% of their salary. Those employees who "Fully Meets" will be granted a lump sum payment equal to 2.25% of their salary.

Dennis Eavey urged departments to do an "honest rating" and "not to constrain scores."

The Evaluation Timeline begins 8/1/98 and evaluations must be completed and submitted to Personnel by 5:00 P.M., Thursday, October 1, 1998.

Employees on probation 10/25/98 through 11/24/98 will not receive a performance salary increase on 11/25/98. These employees will drop one step below their salary range minimum on 11/25/98. These employees will be eligible for a one-step increase upon completion of their probationary period. Anyone hired on or after 11/25/98 will not be eligible for the probationary increase. They will not be eligible for any increase until the next legislative action for 1999.

Hourly wages employees will be increased by 3.67% on 11/25/98, except no hourly rates will be increased above the maximum of the new 11/25/98 wage rates. It is up to the supervisors to make sure that the wage employee is classified according to their responsibilities.

Student wage employees may be given an increase at the discretion of the department head.

If anyone has questions concerning the Performance Evaluation Process, please contact the Personnel Department.

University Committee/Commission Reports – No reports were given as the Committee/Commissions have not convened for the Fall Semester.

Staff Senate Standing Committee Reports –

Communication Committee Report – Cindy Harrison, Chair, reported on having the Staff Senate Slogan "Partner in Shared Governance" placed under trademark. The Communication Committee will investigate the process of getting this done.

Elections and Nominations Committee – A special election was held to fill two vacancies.

1. Commission on Graduate Studies and Policies (Staff Senator for 1-year appointment to replace Jennifer Simba, Library) - Kathryn Young – Senator from Architecture, was elected.
2. Commission on Classified Staff Affairs (Classified Staff, Administrative Unit, 3-year appointment to replace Teresa Gallagher who was moved to a faculty position) – Marge Dellers from AIS Management, was elected.

Announcements – Delbert Jones, Senator from Vet Medicine, encouraged every staff employee who received the Governor's Survey to complete and return it by the deadline. The survey was mailed to the home addresses. He stated the Governor is really interested in what the state employee feels about his/her employment. Completing the survey is a good tool to let the Governor know.

Meeting Adjourned at 6:30 P.M.

Respectfully submitted by:

Joy Thorn, Secretary