



# STATE OF CONNECTICUT

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. Box 2008 <sup>NEW BRITAIN, CONNECTICUT 06050</sup>  
827-7700  
TEL. NEW BRITAIN: 203-224-1807X ~~TEL. HARTFORD: 283-266737X~~

## AUTHORIZING RESOLUTION

concerning

Alteration of Administrative Rank  
at  
Southern Connecticut State College

Assistant to the Registrar/Administrator II

January 9, 1981

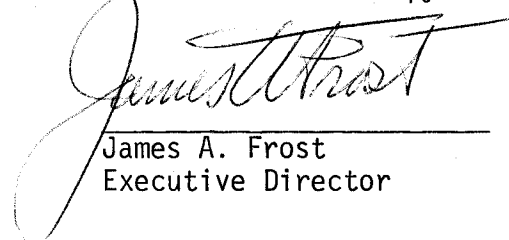
WHEREAS, Some months ago a grievance was filed pertaining to the proper administrative rank of the position Assistant to the Registrar, and

WHEREAS, Processing of this grievance was delayed by mutual agreement due to the continuing negotiation of a new administrative ranking structure, and

WHEREAS, With the negotiation of the administrative ranks substantially complete, the grievance has been addressed by both parties, now therefore be it

RESOLVED, That the position Assistant to the Registrar be altered to the rank of Administrator II at Southern Connecticut State College effective December 15, 1980, in accordance with all the provisions and expectations as set forth in the proposal dated December 30, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant to the Registrar/Admin. IIFund: GeneralPosition Type: Permanent X Part-time       Effective Date: 12/15/80Cost: from \$11,228 to \$16,100 annual plus lump sum of \$2,150.Campus: Southern CT State College

Proposal: To adjust the rank of the existing position from Administrator I to Administrator II with an increase in salary plus a one-time lump sum payment.

## Summary:

Some months ago a grievance was filed concerning the duties and administrative rank of the position Assistant to the Registrar/Admin. I. After extensive discussion regarding the position, it was agreed that the duties assigned are more reflective of an Administrator II than an Administrator I.

In settlement of the grievance, it is, therefore, proposed that the Administrative rank be altered to Administrator II with an increase in salary from \$11,228 annual to \$16,100 annual, and a lump sum payment of \$2,150 be made to cover back pay.

Date: December 30, 1980

NAME  
DAVE SWIRSKY SOUTHERN CONN. : COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Registrar

ADMINISTRATIVE RANK: Administrator II

POSITION SUMMARY:

Assisting the Registrar for the operation, security, and reliability of Records Office and the academic records of all current and previous students of the College, both graduate and undergraduate.

POSITION RESPONSIBILITIES:

- 1) Auditing academic records of students.
- 2) Checking for certification, graduation and commencement.
- 3) Assignment and supervision of student workers.
- 4) Assists Director in the general administration of the Records Office
- 5) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

David Swirsky

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATOR

RVF/co

RADL

AFSCME LOCAL 2836  
State College Organization of Administrative Faculty

OFFICIAL GRIEVANCE FORM

GRIEVANCE OF: David Swirsky -- SCSC

Answer At Step 4 (Executive Officer for Fac. or Staff Aff. or Designee)

After discussion of the facts related to this grievance, it is determined that the central issue is the proper classification of the position. It is agreed that the position shall be upgraded to that of Administrator II, and that the salary be adjusted to \$616.86 bi-weekly with a lump sum payment of \$2150. These adjustments are effective immediately.

(Signature of Respondent)

December 2, 1980  
(Date of Meeting)

December 15, 1980  
(Date of Response)

Settlement of grievance is accepted \_\_\_\_\_

Grievance will be taken to arbitration \_\_\_\_\_

(Signature of Employee)

(Signature of Union Representative)

Additional Space For Responses (Indicate Applicable Step)

Swirsky, David

FORM 100-101 (REV. 1-28-66)

State College Organization of Administrative Faculty

STATE COLLEGE GRIEVANCE FORM

Name of Employee

(or identification of class of employee)

College

Southern Conn. State College

David Swirsky  
Official Title/Rank

Administrator I - Assistant to the Registrar

Statement of Grievance (list applicable violation)

Mr. Swirsky is currently paid far below other Administrators with Rank I in the system based on length of service and academic background.

(see last page for additional space)

Specific Remedy Requested

Financially compensate Mr. Swirsky at a level comparable to other Administrators with Rank I rating with the system who hold positions of equal responsibility-as negotiated by the Union. (see last page for additional space)

Compensation retroactive to date of original appointment.

I authorize the AFSCME Local 2836 as my representative to act for me in the disposition of this grievance.

*David M. Swirsky*  
(Signature of Employee)

*Philip R. Brachky*  
(Signature of Union Rep.)

Date filed at Step 1 8/26/80

Answer at Step 1 (Supervisor)

(see last page for additional space)

(Signature of Respondent)

(Date of Meeting)

(Date of Response)

Settlement of grievance is accepted

Grievance will be taken to next step

(Signature of Employee)

(Signature of Union Rep.)

Date filed at next step

Administrator II salary 16,100

Retn + 8/21/80 2150

TO: Mr. [unclear]  
FROM: John J. [unclear]  
RE: David Swirsky  
DATE: July 16, 1980

When it was necessary to replace Ron Watten in December 1978, I was informed by the then Dean of Personnel that an Administrator I position had to be offered at the minimum salary of \$12,000. We did so, and when David Swirsky was finally hired in April 1979, he began at \$9,500, in recognition of his M.A. degree.

Recently, however, I have been informed that a number of Administrator I positions are being filled at much higher salaries by persons with little or no experience. In the Financial Aid Office, for example, an Administrator I was hired about the same time as Mr. Swirsky, with no experience in the position and no M.A., at \$13,500. Dave is now making about \$12,000 with over a year's experience and a 7% raise received last year. At Weston, an Administrator I was hired in the Financial Aid office at \$12,000 with no previous experience. Assistant Housing Directors are commonly hired at over \$10,000 and a \$3,000 apartment included in addition.

The result is an inequity that should be rectified, if we can do so. Mr. Swirsky should certainly be paid a salary at least equal to that of other administrators hired at about the same time with an M.A. degree. Otherwise, the annual seven percent increase that the union contract calls for will result in a gradually increasing inequity.

I can understand discrepancies caused by shortage of certain technical personnel, but I cannot see why an Assistant Registrar be slighted in favor of an assistant Financial Aid Officer, or an Assistant Housing Director, or any other general administrator at level I.

I will appreciate your regarding this with your endorsement to President meetings and through him to the union-management committee that is addressing these problems.