



**Connecticut
State
University**

Central • Eastern • Southern • Western

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Office of the President

RESOLUTION

concerning

APPENDIX D

CONNECTICUT STATE UNIVERSITY - UNCLASSIFIED PERSONNEL PROCEDURES

OF THE


BOARD OF TRUSTEES' POLICY BOOK

December 2, 1988

WHEREAS, Appendix D of the Board of Trustees' Policy Book has become outdated because of changes in procedures applicable to unclassified personnel, be it

RESOLVED, That the attached Appendix D, dated November 30, 1988, is herewith adopted in lieu of the previous edition.

A Certified True Copy:


Dallas K. Beal
President



An Equal
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Employer

APPENDIX D

CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED PERSONNEL PROCEDURES

All submissions authorized by these instructions shall be made through the Office of the Dean of Personnel Administration and signed by the President or designee.

Forms Used:

PER 200
PER 201
CSU-1
Part-time Lecturer Roster

PER 200When to be Used

A Form 200 must be submitted for each of the following unclassified position transactions:

1. Establishing new unclassified position.
2. Reclassification of any unclassified position either from one level to another, one bargaining unit to another, and classified to unclassified and vice versa.
3. Permanent general changes to any unclassified position, including funding and changes in position descriptions.
4. To abolish any unclassified position.
5. Changing an effective date of a previously submitted form.
6. Cancellation of a previously submitted action.

Special Instructions - PER 200

The basic principles contained in the CSEIS users' manual should be followed. Note, particularly, the following items for unclassified actions:

Item D Current Class Abbreviation - This item should contain the current unclassified title identifying numeric rank (I, II, etc.) and the actual position title parenthetically.

Item E New Class Title Abbreviation - All information entered should use the same format as "D".

Item M Compensation - FR 99 B is the only entry to be used for unclassified positions.

Item N Hiring Pay Rate - Enter the minimum biweekly amount at which the person will be hired, or will earn in that position.

Item T Expenditure Coding - This item must be entered for all submissions.

Justification/
Remarks

Each submission must contain a statement indicating what action is being undertaken and the reason for it. In the case of establishing new or altering administrative faculty positions, a job description in the accepted format must be attached and the rationale must be stated in this section.

PER 201

Form 201's are to be submitted whenever an individual is involved in a personnel action. Rules governing the proper completion of a 201 are contained in the CSEIS users' manual.

CSU-1 FORM

When to be Used

Eleven Personnel Action Categories are utilized which should cover all transactions being reported. These categories are:

APPOINTMENTS
REAPPOINTMENTS
PROMOTION/TENURE/CONTINUING APPOINTMENTS
LEAVES
COMPLETION OF APPOINTMENT/CONTRACT
RESIGNATION
RETIREMENT
EMERITUS STATUS
OTHER MISCELLANEOUS CHANGES
SALARY INCREASES
INFORMATIONAL ITEMS (PREVIOUSLY ACTED UPON BY THE BOARD)

Please list action categories in the order shown above, omitting those categories not needed for the particular month's actions.

In some instances, the above categories may not seem appropriate or may be misleading for a particular action. In those instances, list the action under "Other Miscellaneous Changes" with a one or two word statement of the type of action proposed, i.e., Salary Correction.

Submittal Deadline/Approval

1. All CSU-1's should be sent to the Executive Office by electronic mail according to the schedule established by the Vice President for Personnel in consultation with the Deans of Personnel Administration. The CSU-1 form must contain the President's electronic signature number.
2. After the PERCommittee meeting, each campus President must sign the CSU-1 form, as provided in the PERC agenda, and forward it to the Executive Office for incorporation in the Board meeting agenda.
3. The approved CSU-1, with appropriate signatures, will be mailed to the Dean of Personnel Administration shortly after the Board of Trustee's meeting for the campus records.

Special Instructions - CSU-1 Form

In completing the CSU-1, the following instructions should be followed in all Personnel Action Categories.

1. Employee name should be listed by first name followed by last name. (NOT last name, first name.)
2. Salary indicated is the actual biweekly salary to be paid the individual. The annual salary should be parenthetically listed under the biweekly rate.

The biweekly salary should show cents (e.g., 1,339.24), but the annual should not (e.g., 34,954).

3. The effective date should properly reflect the pay period dates, where applicable.

On the effective dates, do not use the notation "end of day." Instead, put the appropriate ending date.

4. If an individual is employed for less than full-time, so indicate parenthetically after the rank: e.g., Assistant Professor (half-time).

If the individual is employed half-time, salary shown should be half the full-time biweekly rate. If the individual is employed half-time for one semester, salary shown should be half of the biweekly semester rate. The full-time annual salary should be parenthetically listed under the biweekly rate.

3. Actions involving SUOAF-AFSCME positions must list the actual position title, followed by the administrative rank: e.g., Director of Media/Adm. VI.
4. Actions involving teaching faculty must list the department of the position under the faculty rank.

Particular attention should be paid to the following instructions when reporting actions in the Personnel Action Categories listed below.

Temporary Appointments (under APPOINTMENTS)

"Effective Date" should also indicate termination date when known.

PROMOTION/TENURE/CONTINUING APPOINTMENTS

If an individual is being reassigned from temporary to permanent status so indicate parenthetically under entry in rank column. E.g.,

From: Assistant Professor
To: Assistant Professor
(from temporary to permanent status)

If individual is being reassigned from part-time to full-time so indicate.
E.g.,

From: Assistant Professor (half-time)
To: Assistant Professor (full-time)

Salary indicated is the actual biweekly salary which the employee previously earned to the actual biweekly salary in the new position. E.g.,

From: 1,302.69
(34,000)

To: 1,494.26
(39,000)

LEAVES

Indicate reason for leave parenthetically under rank using one word: e.g., maternity, education, sabbatical, etc.

Indicate salary rate as being "without pay", "half pay", "full pay", etc.

PART-TIME LECTURER ROSTER

Rosters are submitted to the Executive Office for each semester, mini session, or summer session by each University.

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11/30/88