



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

UNIT SUPERVISOR (CLASSIFIED)

to

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/
ADMINISTRATOR II (UNCLASSIFIED)


at

EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the classified position, Unit Supervisor at Eastern Connecticut State University, be reclassified to Assistant to the Director of Admissions and Records/Administrator II (unclassified), effective June 5, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

1. The first part of the document is a list of names and addresses of the members of the committee. The names are listed in alphabetical order and include the following: [illegible names]

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 8/10/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (XX) ABOLISH () OTHER ()
 DATE EFF. 6/5/87 PERM(XX) FT(XX) TEMP() PT()

POSITION TITLE: Unit Supervisor (Classified) Assistant to Dir. of Adm. & Rec./Ad. 2 7917
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 0009 CURRENT SALARY 841.12 PROPOSED SALARY 919.55 BARG UNIT NP-3
 SALARY (21,953.00) SALARY (24,000.00) FUND Gen. From SUOAF To

RESOLUTION

BR# _____

RESOLVED, That the present Unit Supervisor position be reclassified to Assistant to the Director of Admissions & Records (Administrator 2) to include the assumption of course file, graduate audit and student information responsibilities.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 8/26/87
 Date

BOARD OF TRUSTEES 9/4/87
 Date

JUSTIFICATION: This reclassification is intended as part of an overall reorganization of the Office of Admissions & Records involving the transfer of course file and classroom scheduling responsibilities. This particular position will assume duties previously performed by other administrators who will now assume the above tasks. A 9.3% salary increase is proposed for the incumbent.

RECEIVED

AUG 13 1987

THE CONNECTICUT STATE UNIVERSITY

\$2,047.00
 Approx. Cost

Michael Penn 8/10/87
 Signed (University) Date

FORM AND PROCEDURES

Position Title Assistant to the Director of Admissions & Records

Campus Eastern Connecticut State University Date 8/10/87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Michael E. Pernal, Dean of Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty R. Tipton Date 8/11/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Dave Neenan DATE 8/12/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

DIRECTOR OF ADMISSIONS AND RECORDS

