RESOLUTION
concerning
RECLASSIFICATION OF POSITION
ASSISTANT IN LIBRARY SERVICES/ADMINISTRATOR I
to
ASSISTANT TO THE DIRECTOR OF THE STUDENT CENTER/ADMINISTRATOR II
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Assistant in Library Services/Administrator I at Southern Connecticut State University be reclassified to Assistant to the Director of the Student Center/Administrator II (permanent part-time), effective September 9, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 6-1-88
BY: CSU [ ] CCSU [ ] SCSU [X] ECSU [ ] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( )
DATE EFFECTIVE 9-9-88

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [ ] TEMPORARY [ ] PART-TIME [X]

POSITION TITLE: Assistant in Library Services, Adm. I
CURRENT CLASS CODE: 7916
PROPOSED CLASS CODE: 7917

POSITION NUMBER 0273 CURRENT SALARY $ Vacant PROPOSED SALARY $ FUND Gen. UNIT SUOAF

EXPLAIN THE NATURE OF THE PROPOSAL:
To convert the position of Assistant in Library Services, Administrator I, to Assistant to the Director of the Student Center, Administrator II. This is a permanent part-time position.

JUSTIFICATION:
This position has been vacant since the retirement of the incumbent in December 1983. A minority (black male) has been working as a University Assistant in the Student Center since October 1986. In order to retain him, we would like to offer him an upgrading to a permanent part-time position which would give him some benefits.

COST OR SAVINGS

ATTACH OLD AND NEW STAFFING CHART, (✓)
JOB DESCRIPTION, AND
✓ SIGN OFF FORM IF REQUIRED

MISCELLANEOUS COMMENTS:
7/88
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Assistant to the Director of the Student Center, Adm. II

Campus: SCU

Date: 7/5/88

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: Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE:

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: William O'Neal

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: William O'Neal

DATE 6/17/88

DISPOSITION AT SUOAF LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA: 7/20/88

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:

DATE CONSIDERED BY DPA'S COUNCIL

VICE PRESIDENT FOR PERSONNEL: Date: 7/17/88

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:

OVER FOR APPLICABLE POSITION DESCRIPTION