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 SUMMARY

Title: Assistant to the Registrar/Admin. II

Fund: General

Position Type: Permanent X Part-time ___

Effective Date: 12/15/80

Cost: 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
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 Swinsky
IMMEDIATE SUPERVISOR
DEAN OF PERSONNEL ADMINISTRATOR

RVP/co
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  December 15, 1980  (Date of Meeting)  (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)
| Name of Employee (or identification as a class or employee) | Southern Conn. State College
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<td>David Swirsky</td>
<td>College Administrator I - Assistant to the Registrar</td>
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| 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 AMWPC Local 785 to act for me in the disposition of this grievance.

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<th>Signature of Employee</th>
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<td>David M. Swirsky</td>
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<th>Date Filed</th>
<th>8/26/80</th>
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<th>(Signature of Respondent)</th>
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Settlement of grievance is accepted.

Grievance will be taken to next step.

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<th>(Signature of Union Rep.)</th>
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Date filed: 8/26/80

Administrator II 5/30/80 8/26/80 2150
When it came to deciding to replace the position of Administrator I was informed by the other members that we had a position available at the position of Administrator with a salary of $18,000. We did so, and when Daniel Swirsky was hired in April 1973, he began at $18,000, 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, at no M.A., at $13,500. Dave is not quite three years old with 0.3 years of experience and a 7.5% raise received last year. At Vermont, a Administrator I was hired at the Financial Aid Office at $13,200 with no previous experience. Assistant Housing Directors are commonly hired at over $20,000 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 the precipices 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 supervisor at level I.

I will appreciate your forwarding this with your endorsement to President Donaldson and through him to the other management committee that is addressing these problems.