


12-1-1981

## UA28/1 The Personnel File

WKU Human Resources

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### Recommended Citation

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# THE PERSONNEL FILE

Personnel Services

Volume 1, No. 4

December, 1981

## Employment Activities

There are many people who believe that Western Kentucky University is a desirable place to be employed. During the period July 1, 1981, to September 30, 1981, 828 persons applied for employment at Western. 45 of these persons (5.5%) were offered employment during this period. The breakdown of applications by occupational category is as follows:

EEO Occupational Category	Number of Applicants
Executive, Administrative and Managerial	50
Faculty	126
Professional Nonfaculty	45
Secretarial/Clerical	222
Technical/Paraprofessional	26
Skilled Trades	158
Service/Maintenance	201
	<u>828</u>

The series of budget reductions have made a significant impact upon the personnel strength of Western Kentucky University. During the period July 1, 1981, to September 30, 1981, the number of full-time employees has been reduced from 1600 to 1523. This reduction in employees has come about through reorganization of departments and colleges, abolishment of selected vacant positions, and termination of funding for grant-supported programs.

## Happy Holidays!

Have you ever counted the number of vacation days and holidays throughout the year that Western's employees on twelve-month contracts receive?

Each employee on a twelve-month contract earns one vacation day per month which may be taken at the employee's discretion with approval of the employee's supervisor. In addition, the University recognizes six official holidays during the year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a holiday occurs during the weekend, it is observed on a weekday. However, it is necessary for some departments of the University to be open on holidays. In the event that you should be scheduled to work on one of these holidays, an equal amount of time off will be granted by your

supervisor. Compensatory time off will also be granted if one of these holidays falls on one of your regularly scheduled days off. If one of the holidays falls within your vacation period, it will not count as a day of vacation.

The University President, Dr. Zacharias, also has authority to grant additional vacation days, generally during semester breaks. During the calendar year 1981, Western's employees also received the following additional vacation days: January 2, March 9-13, three days during the Summer Sessions, November 27, and December 23-24 and 28-31.

During the calendar year 1981, Western's twelve-month employees will receive 12 earned vacation days, 6 holidays, and 16 additional vacation days - a total of 34 days!

## Western Hosts Regional Meeting

Western recently hosted the 30th annual meeting of the Southeastern Regional Association of Physical Plant Administrators of Universities and Colleges (SRAPPAUC). The purpose of the meeting was to participate in meetings related to facilities management, energy conservation techniques, and other items relative to the service organizations on the campuses of the colleges and universities in the regional area.

Mr. Owen Lawson, Western's Physical Plant Administrator, was installed as President of the association for 1981-82. He served as First Vice President and President-Elect for the association during 1980-81.

Over 200 representatives from the 11-state regional area attended the meeting. Harry Snyder, Executive Director of the Kentucky Council on Higher Education, presented the principal address at the meeting. In addition to Mr. Lawson, Dr. Donald Zacharias, Mr. Harry Largent, and Mr. Kemble Johnson represented Western in providing leadership for several of the programs associated with the meeting.

Many members of Western's Physical Plant, Food Services, and Downing University Center staffs, among others, were responsible for making the meeting a success.

# Tuition Scholarships for Employees

As a part of the University's benefit program, faculty and staff employees are eligible for tuition scholarships. Full-time employees may enroll for classes not to exceed six undergraduate hours, or three graduate hours, per semester at no cost to you for tuition. One three hour course may be taken during normal working hours with the approval of your department head. In order to take a class during normal working hours, it is necessary to obtain approval from your department head on the Faculty-Staff Tuition Scholarship Form which may be obtained from the Department of Personnel Services. It is recommended that this form be completed prior to registration fee payment day.

As an extension of the program, the

University will pay 50 percent of the registration fee for the spouse of regular and full-time employees when the spouse registers for undergraduate courses offered on campus during the evening at 5:00 p.m. or later.

Part-time employees (employed on at least a one-half time basis) shall be eligible for the tuition benefit in direct proportion to their employment status.

The benefit applies to correspondence courses as well as regular courses.

You are encouraged to take advantage of this educational opportunity. During the Fall Semester 1981, 223 faculty and staff employees participated in the tuition scholarship program.

For the Spring Semester 1982, registration for new students and

evening classes will be conducted at Diddle Arena on January 11, 1982. Only the evening class students will pay their fees on that day. All other students will pay their fees according to an alphabetical schedule during the week of January 25-26, 1982, at the Garrett Conference Center. The tuition scholarship cards may be obtained at Diddle or Garrett at the Tuition Scholarship table located before the cashiers' station.

Additional details may be obtained by contacting Mrs. Bettie Flener in the Department of Personnel Services at 745-2071.

## Personnel Directory

Departments have recently received copies of the 1981-82 Personnel Directory distributed by the Department of Personnel Services. This year's directory, which has individual and departmental listings, was prepared using computerized personnel data. Each year we receive calls wondering why an address or phone number has not been changed in the directory. Each individual is responsible for notifying Personnel Services of name, address, and/or phone number changes if corrections are to be made. You may phone Mrs. Shirley Schoen at 745-2071 in order to make any directory changes.

## Postage Rates Affect WKU

Effective November 1, 1981, first class postage rates for 1 ounce letters increased from 18 cents to 20 cents, an 11.1% increase. Combined with the increase from 15 cents to 18 cents which became effective in March, 1981, this represents a 33.3% overall increase in first class postal rates since March, 1981. The latest increase represents an unprecedented action by the Board of Governors of the U.S. Postal Service in establishing postal rates without the approval of the Postal Rate Commission. In addition, other classes of mail have been similarly affected by rate increases.

How do these rate increases affect Western? It is essential that we be cost conscious in regards to postage. Each office and department can assist in reducing postage expenses. Offices and departments should preplan large identical mailings in order that the mailing may be sent as bulk mail. Any identical mailing over 200 pieces may qualify for bulk rates. It requires some additional effort and planning, but the postage savings are worth the effort.

The following represent two exam-

ples of postage savings by sending a large mailing at bulk rates:

Department A sends an identical mailing of 200 pieces of one-ounce mail at first class rates of 20 cents per piece because they didn't plan ahead to allow for extra time for delivery. The cost is \$40. The same mailing sent at the bulk rate of 3.8 cents per piece would cost only \$7.60, a savings of \$32.40.

Department B plans to send out a mailing of 500 pieces of identical mail weighing two ounces each. At new first class rates of 37 cents per piece, the cost of the mailing would be \$185. However, the same mailing at bulk rates (still 3.8 cents per piece) would only cost \$19, a savings of \$166.

As you can see, there are substantial savings associated with bulk mailings. Each office and department shares the responsibility to plan their identical mass mailings in order to send the mailing at bulk rates and reduce the University's postage costs.

Should you have any questions related to bulk mailings or other postal matters, please contact Winnie Palmer at 745-2244 or Dale at 745-2071.

## CONTENTS

Employment Activities  
Employee Holidays  
SRAPPAUC Regional Meeting  
Employee Tuition Scholarships  
Postage Rates and WKU  
Personnel Directory  
Personnel Feature  
Personnel Meeting  
Retirement Program  
Retiree Feature  
Employee Feature  
Basketball  
Switchboard Change  
New Employees  
Season's Greetings

# Payroll Staff Keeps Busy

There are 106 payrolls prepared each year, an average of 2 payrolls per week. Even though the university payrolls are on computer, there are still procedures and reports prepared manually.

All payroll checks, with the exception of the student payroll, are written in Frankfort, Ky. Magnetic tapes of each payroll are sent to the Office of State Treasurer for check writing.

There are five different payrolls prepared by Mrs. Belle Chandler, Payroll Staff Assistant, and her staff: Geneva Powell, Senior Payroll Clerk; Geneva Durham, Payroll Clerk, and Sue Ellen Lloyd, Travel Clerk, who processes and files travel vouchers.

**Student Payroll.** Students are paid every two weeks on a Monday. Approximately 1,325 student time cards are processed each pay period. Each time card is checked for accuracy and proper signatures. Hours are key punched on the time card before the payroll can be prepared. New student employees are added to the payroll by keying in on the computer terminal all required information. At the beginning of the fall semester, the previous year's student master file is deleted. Therefore, all student employees have to be added by keying in the required information on the computer terminal. This process involves many hours of work in order that each student worker receives a time card for the first pay period of the fall semester.

**Bi-weekly.** Hourly employees in Food Services, the Bookstore, and the Physical Plant are paid every two weeks on a Friday, 26 times a year. Approximately 375 time cards are processed each pay period. Each employee's record is keyed in on the computer terminal, their hours are logged, and deductions calculated. To check the accuracy of the information keyed in, a worksheet is received from the computer center and all totals are verified by the payroll clerk.

**Semi-monthly.** Payrolls are paid twice a month, the 15th and the last working day of the month, 24 times a year. The semi-monthly payroll is for compensation for overtime, additional services, and temporary/hourly employ-

ees. Again the payroll information is keyed into the computer and the same process is used as for all payrolls.

**Supplemental.** There are six supplemental payrolls per year. These are four supervising teacher payrolls and two summer school payrolls.

**Regular.** Faculty and staff payrolls are prepared and paid once a month. There are 12 payrolls per year for faculty and graduate assistants, and twelve per year for administrative staff, clerical, and secretarial staff. The faculty and graduate assistant payroll consists of 713 employees. The staff payroll consists of 684 employees.

Any change in salaries or deductions are keyed in on a computer terminal. This can be quite extensive at certain times of the year. For example, when salary increases are received each year, approximately 1,750 records have to be keyed in, gross salary changed, and deductions recalculated. Another example would be this past October - the federal tax was changed and each employee's record had to be keyed in and federal tax recalculated.

**Travel.** The travel desk processes approximately 300 travel vouchers each month. Each voucher is audited according to regulations issued by the Department of Finance, Frankfort, Ky. Also, there are certain university procedures to be followed with each travel voucher. The vouchers are mailed to Frankfort where the checks are issued. When we receive the checks, each check amount is verified against the university copy of the voucher. The check number and date are notated on our copy and then the travel voucher is filed.

Mrs. Chandler's duties as Payroll Staff Assistant are to supervise the travel, student payroll and bi-weekly payroll personnel, prepare reports that are due daily, monthly, quarterly and yearly, contact state agencies such as the Teacher's Retirement System, Kentucky Employees Retirement System, and State Treasurer's Office in Frankfort daily, and review and initial all personnel form 4s and form 16s (authorization for supplemental pay). These forms supply the information as



Mrs. Belle Chandler, Payroll Staff Assistant

to what action needs to be taken concerning an employee's salary.

She is also in daily contact with employees of the university answering questions concerning salary, tax shelters, retirement and various other topics. If you have any questions for Mrs. Chandler in any of these areas, please contact her at 745-2073.

## State Personnel Meeting

Jim Tomes and Mike Dale represented Western at the recent Fall Meeting of the Kentucky Chapter of the College and University Personnel Association (CUPA).

The meeting was attended by 19 personnel professionals from colleges and universities in Kentucky and Tennessee. Each of the eight public universities in Kentucky were represented at the meeting.

Program topics included Employee Assistance, Compensation Plans, and the Kentucky Budget for Higher Education. Mr. Ed Carter, Deputy Executive Director for Finance of the Kentucky Council on Higher Education, was one of the featured speakers. There was also an informal session in which personnel representatives discussed new ideas and programs.

# Teachers' Retirement Program

The November issue contained an informative article on the Kentucky Employees Retirement System which was directed primarily to staff personnel. This month, we would like to discuss the Kentucky Teachers' Retirement System (KTRS) and examine how it complements other benefits available to our retirees.

Age 60 is the normal retirement age for KTRS participants. This means that a person with 5 years or more of contributing service can retire at age 60 and receive a full retirement annuity without any actuarial reduction related to age. There is also a 30 year early retirement provision; a person with at least 30 years of Kentucky service can retire at any age and receive a full annuity. A teacher with less than 30 years of service can also retire as early as age 55, but the annuity would be reduced by five percent for each year that the teacher is under 60 years of age.

There are a number of annuity options that the retiring member may select. The Straight Life Annuity is the basic retirement plan, and you can calculate your annuity by multiplying your years of service by 2 percent times the average salary for your highest five years. Here are three examples:

1. The teacher is 60 years of age with 28 years of service. The average salary for the highest 5 years is \$21,000.00.  
 $.02 \times 28 \times \$21,000 = \$11,760$  or \$980 monthly

2. The teacher is 53 years of age with 30 years of service, and the average salary is \$21,000.00.  
 $.02 \times 30 \times \$21,000 = \$12,600$  or \$1,050 monthly

3. The teacher is 58 years of age with 25 years of service, and the average salary is \$21,000.00.  
 $.02 \times 25 \times \$21,000 = \$10,500$   
Less \$1,050 (2 year actuarial reduction) equals \$9,450, or \$787.50 monthly

The plan does a good job of providing income after retirement, and there are no restrictions on other income except for public teaching or administration in Kentucky. An attractive feature of KTRS

is that the retired teacher can be employed to teach up to 12 semester hours during the school year and continue to draw full retirement.

Studies have disclosed that people who wish to retire are reluctant to take the final step for two main reasons. One is the expectation of reduced income, and the other is the perceived finality of separating themselves from their employer. Let's examine both of these fears as they apply in our situation.

First, there is the question of financial security on a reduced and fixed income. The person receiving an annuity equal to approximately 60 percent of his/her highest five-year average salary already has a reasonably high level of guaranteed future income. Combine this security with the KTRS cost-of-living benefit adjustments authorized by law and minimum restrictions on other earnings and the financial security risk is substantially reduced. In other words, the income a retired teacher can reasonably expect is not permanently established, it depends on the individual.

Now let's look at the second objection to early or normal retirement. The change from full and active employment to retirement and unemployment doesn't have to be complete and final. Why not continue to be an involved member of the Western Community? The opportunities for continuing involvement in University activities are already in place. For example, our retirees continue to receive appropriate University informational media so that they are kept up-to-date on current events. They also have continuing access to all University libraries, auxiliary-business services, and recreational facilities, plus free parking and discounts at the ticket office and bookstore. And that's not all. The faculty member contemplating retirement could make arrangements with the Department Head and Dean to teach part-time and maintain an office in the department after official retirement. Such an arrangement would certainly make the transition to retirement more pleasant than would an abrupt severing of the employment relationship.

Other very important factors to consider include prepaid health insurance provided by KTRS, and also Social Security payments.

This article represents a very brief summary of the retirement program. If you have questions of a general nature, or would like to discuss your personal situation, you are invited to contact Jim Tomes at 745-2071.

## Dr. Godby Retires

Dr. A. F. Godby, Head of the Department of Allied Health and Professor of Dental Hygiene is retiring from Western Kentucky University effective December 31, 1981.

Dr. Godby was hired as staff assistant and professor of Dental Hygiene for the College of Applied Arts and Health Programs on October 15, 1969. He became the Head of the newly established Department of Dental Hygiene on January 9, 1971. In July of this year, Dr. Godby became the Head of the Department of Allied Health, combining the programs of Dental Hygiene and Medical Record Technology.

Dr. Godby is not completely retiring from his work at Western. He has indicated a willingness to teach one course and to assist in the operation of the Dental Clinic. Dr. William Lloyd, Dean of Ogden College of Science, Technology and Health, plans to accept Dr. Godby's offer beginning with the 1982 Spring Semester.

Dr. Godby stated that he appreciates "Western Kentucky University giving me the opportunity to develop the Dental Hygiene Program in its incipency and for the strong help given me by my colleagues."

Dr. Lloyd believes that "Dr. Godby has built what is perhaps the strongest program, in terms of national stature, in the University. In the relatively short time that we have worked together he has been an ideal colleague, competent, cooperative and helpful."

Our best wishes go to Dr. Godby as he begins a new relationship with Western Kentucky University.

## "Behind The Scenes" Employee Keeps Things Running

Most people probably don't think very much about the many hours of work that go on "behind the scenes" at campus events such as graduation and football and basketball games. However, Bill Dodds, Supervisor of Electrical and Air Conditioning Services, and his crew are very much involved in taking care of the "unseen" things that make these events a success and enjoyable for the participants and observers.

Mr. Dodds began working at Western as an air conditioning technician in 1967. He received his master electrician license in 1968 and was promoted to Supervisor in 1969. In this position, he supervises 16 employees in the electrical, air conditioning, and water treatment sections of the Physical Plant.

Owen Lawson, Physical Plant Administrator, has known Bill for a long time. In fact, he hired him. "Bill has a fantastic ability to learn and understand; the high voltage system is a very critical part of the university. He's a very highly trained technical individual and has a long record in industry before he came to Western," Mr. Lawson commented.

Bill worked as a maintenance foreman for American Standard, a company

that makes plumbing fixtures, in Baltimore, Maryland, for 10 years.

Born in Huntington, Tennessee, his family moved to Louisville, Kentucky, when he was five years old. He graduated from Louisville Manual High School and served in the army during the Korean War period, 1948-51. He attended Western the 1951-52 school year and then worked for American Standard before coming to Western.

Mr. Dodds and his wife Jean have three sons: William David, a city policeman in Gallatin, Tennessee; Larry Glen, a Western student and Physical Plant employee, and Robert Len, in the U.S. Air Force and stationed in Georgia.

"Bill gets along well with everyone," Mr. Lawson observed. "He is tops - a very reliable, conscientious employee who is highly aware of energy conservation techniques on campus. He supports the university in every way."

Bill Dodds just quietly smiles and says in his characteristically humble way, "It's a challenging job; I enjoy the job, the people, and working here. I hope to be here till I retire."

We're sure that everyone at Western who knows Bill Dodds shares that sentiment.



Mr. Bill Dodds, Supervisor of Electrical and Air Conditioning Services.

## Change in Centrex Switchboard

As part of the continuing effort to reduce operating costs, the University's after hours telephone informational services will be discontinued effective January 1, 1982. The University switchboard (745-0111) has been open on a 24 hour basis with the Department of Public Safety accepting informational calls after 9:00 p.m. The new operating hours will be from 8:00 a.m. to 4:30 p.m., Monday through Friday. Callers after 4:30 p.m. will hear a recording advising them of the University's business hours and a number to call in case of emergency.

## Basketball Schedule

December 19	Western vs. Austin Peay (dh)	7:30 pm
December 22	Western at Georgetown (DC)	7:00 pm
December 30	Western vs. Duquesne	8:00 pm
January 3	Western vs. Murray State	12:00 noon
January 7	Western at Morehead State (dh)	6:30 pm
January 10	Western at Eastern	12:00 noon
January 14	Western vs. Middle Tennessee (dh)	7:30 pm
January 16	Western vs. Tennessee Tech (dh)	7:30 pm

## Social Security Update

- 1982 Social Security wage base = \$32,400
- 1982 Social Security tax rate = 6.7%
- 1982 maximum tax per individual = \$2,170.80
- Annual earnings maximum for retired beneficiaries under age 65 = \$4,440
- Annual earnings maximum for retired beneficiaries aged 65 to 71 = \$6,000
- There is no limit on the amount an individual aged 72 or over may earn and still receive benefits. In 1983 there will be no earnings limit for individuals aged 70 or over.

# New Employees

The following employees were hired during the period of August 24 - November 9, 1981.

## Business Affairs

Name	Department	Title	Date Appt.
Clinton H. Winn	Physical Plant	Building Services Attendant	8/24/81
Robert D. Montgomery	Physical Plant	Building Services Attendant	8/24/81
Steve O. Keown	Physical Plant	Building Services Attendant	8/24/81
Warren G. Freeman	Physical Plant	Building Services Attendant	8/24/81
Lou Ellen Underhill	Physical Plant	Building Services Attendant	8/31/81
Gregory D. Dunn	Physical Plant	Building Services Attendant	9/02/81
Howard Lindsey, Sr.	Physical Plant	Building Services Attendant	9/02/81
Eva Mae Brown	Physical Plant	Building Services Attendant	9/10/81
Angela R. Bailey	Physical Plant	Building Services Attendant	9/25/81
Christopher L. Cunningham	Physical Plant	Building Services Attendant	9/28/81
Willie Love	Physical Plant	Building Services Attendant	10/07/81
Peggy E. McKinney	Student Financial Aid	Accounts Clerk	10/12/81
Dorothy J. Allen	Physical Plant	Building Services Attendant	10/12/81
Randall W. Jackson	Postal Services	Postal Services Clerk	10/13/81
Jeffery A. Stewart	Food Services	Dish Machine Operator	10/19/81
Luevil A. Allen	Food Services	Food Service Worker	10/26/81

## Student Affairs

Laverne Eadens	Housing Office	General Clerk I	9/21/81
Denise M. Muir	Student Affairs	Administrative Secretary	9/21/81
*Katie A. Mahoney	Student Affairs	Administrative Secretary	9/21/81
Kerry D. Farrar	Athletics	Assistant Basketball Coach	10/12/81
*Denise Edson	Office of Public Information	Administrative Secretary	11/02/81
Jodi C. Burns	Office of the Registrar	Registration Clerk	11/09/81

## Academic Affairs

Janet E. Alm	Library Public Services	Library Assistant III	8/25/81
Mary Lou Anderson	Library Public Services	Library Assistant III	9/01/81
Linda Skaggs	Library Public Services	Library Assistant IV	9/08/81
Judy Marks	Continuing Education	Senior Administrative Secretary	9/17/81
*Helen C. Wicklander	Health and Safety	Office Specialist	10/01/81
*Kannith A. Dyrson	Special Services Program	Teacher/Counselor	10/01/81
*Susan B. Adams	Talent Search Project	Project Director	10/01/81
*Linda Gaines	Talent Search Project	Counselor	10/15/81
Harry E. Williams	Talent Search Project	Counselor	10/15/81
Cheryl C. Huber	Talent Search Project	Administrative Secretary	10/19/81
Merlin J. Hogan	Health and Safety	ADE-STE Program Manager	11/01/81

\*Previous Western Kentucky University employees

# Season's Greetings from Personnel Services

Best wishes are extended to each of you and your families for an enjoyable Holiday Season from:

Jim Tomes, Director  
 Mike Dale, Assistant Director  
 Belle Chandler, Payroll Staff Assistant  
 Ivy Roberson, Senior Personnel Specialist  
 Bettie Fiemer, Benefits Specialist  
 Shirley Schoen, Personnel Specialist  
 Georgia Powell, Senior Payroll Clerk  
 Geneva Durham, Payroll Clerk  
 Sue Ellen Lloyd, Travel Clerk  
 Colette Hardy, Personnel Clerk  
 Geneva Ray, Personnel Clerk  
 Altha Hightower, Centrex Operator (P/T)  
 Cheryl Holland, Graduate Intern  
 Danita Elmore, Student Worker  
 Robynne LaPera, Student Worker  
 Alan Logsdon, Student Worker



12/81/1.5M/PS—The cost of printing this publication by Western Kentucky University was paid from state funds KRS 57.375.