


9-21-1979

UA3/6/3 Position Classification Plan Memos

Harry Largen
WKU Business Affairs

Donald Zacharias
WKU President's Office

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

DATE: 9/21/79

SUBJECT:

TO: President Zacharias

FROM: Harry Largen

- | | |
|---|--|
| <input type="checkbox"/> Necessary action | <input type="checkbox"/> Please telephone |
| <input type="checkbox"/> Please reply over your signature | <input type="checkbox"/> Please read and advise |
| <input checked="" type="checkbox"/> For your files | <input checked="" type="checkbox"/> For your information |
| <input type="checkbox"/> Please furnish information for reply | <input type="checkbox"/> Please note and return |

Remarks:



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

Office of Business Affairs

September 20, 1979

MEMORANDUM

TO: University Employees

MEMORANDUM TO:

FROM: Harry L. Largent, Vice President

SUBJECT: President Zacharias has written a brief memo to employees in an effort to keep them informed about the status of the position classification and compensation plan.

You are requested to assist this office in making distribution of the memo to appropriate employees, including supervisory personnel. Sufficient copies of the memo are enclosed for employees in departments and offices for which you have responsibility.

Please advise me if you have questions concerning the status of the plan or the distribution of the attached memo. Your assistance is sincerely appreciated.

A handwritten signature in cursive script that reads "Harry Largent".

Harry Largent
Vice President
for Business Affairs

HL:mhj
Enclosure



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of the President

September 20, 1979

MEMORANDUM

TO: University Employees
FROM: Donald W. Zacharias, President
SUBJECT: Position Classification Plan

I am pleased to tell you that the Board of Regents, in a meeting on Saturday, September 15, authorized the President to establish, implement, and administer an official plan of position classification and compensation designed for individuals who are employed on an hourly or monthly basis.

You have had earlier correspondence and communication from Mr. Harry Largen, Vice President for Business Affairs, concerning the status of the plan, and this memo is to advise you that work is under way on the final phase of the plan. The plan is to be effective October 1, 1979, and any change in your salary will become effective on that date.

You will receive personal and official notification of your position classification by October 15, 1979. Any questions you may have about the plan can be answered at that time; however, if you have questions or comments which you feel need to be expressed before October 15, please contact the Director of the Department of Personnel Services, Mr. James Tomes.

I appreciate your cooperation and patience while we searched for a plan to improve employment benefits on the campus. We will continue to work to improve the salaries of all our employees.

DWZ:mhj