



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION
to
RESCIND BOARD RESOLUTION #80-10
concerning
CLASSIFICATION PATTERN FOR CONFIDENTIAL SECRETARIES

June 21, 1985

WHEREAS, Board Resolution #80-10 approved in January of 1980 and intended to ameliorate any incidence of disparity arising from the union exempt status of confidential secretaries assigned to management exempt personnel in the Connecticut State University System, has in fact, in its delimiting of secretarial classifications, resulted in the opposite; and

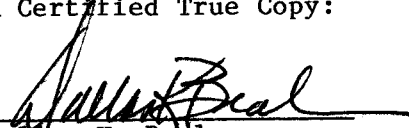
WHEREAS, In reviewing this entire matter, it does appear that Board Resolution #80-10, fails to eliminate classification inequities as intended but, rather, invites a possible charge of unfair labor practice because of its restriction of Secretarial classes based on organizational placement as opposed to those job elements of knowledge, skill, and ability required of the position classification process; and

WHEREAS, This situation is of serious concern to the management exempt group who, in support of their secretaries, object to Board Resolution #80-10 because of its irregular application in many instances, as well as its obvious inconsistency with State Personnel policy. Therefore, be it

RESOLVED, That Board Resolution #80-10 be rescinded immediately; and be it further

RESOLVED, That henceforth the classification or reclassification of these "Confidential" secretarial positions be evaluated, as are all classified positions, on the criteria limited only by the State Personnel Department and as contained in the particular class specification.

A Certified True Copy:


Dallas K. Beal
President



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
 827-7700
 TEL NEW BRITAIN: 203-329-1692 ~~TEL NEW BRITAIN: 203-329-1692~~

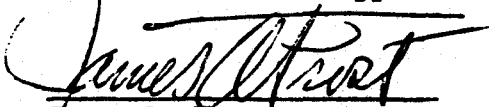
RESOLUTION
 concerning

Revised Classification of Secretarial Positions
Assigned to Management Personnel at the Connecticut State Colleges

January 9, 1980

- WHEREAS, Collective Bargaining and the status of secretarial employees serving management exempt personnel in the Connecticut State Colleges has generated many concerns on the part of both the secretarial staffs and the management team, and
- WHEREAS, The Personnel Division of the Department of Administrative Services has recently redefined the clerical positions commonly used in state service and as a result brought about the need for a number of staffing changes in order to properly reflect actual responsibilities as they relate to job descriptions, and
- WHEREAS, In a review of the concerns and of the redefined clerical positions, it has been determined that an inequity exists for many of the secretarial staff serving management positions in a confidential capacity in that the level of responsibility served is not appropriately reflected in either the position class or the salary level, and
- WHEREAS, The Trustees seek to remedy such inequities as exist and achieve a proper secretarial position classification system congruent with the levels of responsibility operational within the management structure of the Colleges, and
- WHEREAS, The Trustees do not have ultimate authority over the determination of position classifications of its secretarial employees and thus must seek such changes as it deems required through the Personnel Division of the Department of Administrative Services, therefore be it
- RESOLVED, That the Trustees approve the classification as identified in the addendum and authorize the Executive Director to submit it to the Director of Personnel and Labor Relations for review and recommendation, and
- RESOLVED, That the Executive Director is hereby authorized to implement those classification alterations deemed appropriate upon the review and approval of the Director of Personnel and Labor Relations.

A Certified True Copy:


 James A. Frost
 Executive Director

Addendum to Board Resolution #80-10
January 9, 1980

CONNECTICUT STATE COLLEGES CONFIDENTIAL CLERICAL PATTERN

<u>Management Position</u>	<u>Target Class</u>
Vice President for Administrative Affairs	Executive Secretary I
Vice President for Academic Affairs	Executive Secretary I
Dean Students	Executive Secretary I
Executive Dean	Executive Secretary I
Dean Business	Administrative Secretary
Dean Arts & Sciences	Administrative Secretary
Dean Graduate Studies	Administrative Secretary
Dean Extended Program	Administrative Secretary
Dean Personnel	Administrative Secretary
Dean Technology	Administrative Secretary
Dean Education	Administrative Secretary
Executive Assistant to the President	Senior Secretary
Director of Public Affairs (where exempt)	Senior Secretary
Director of Research (where exempt)	Senior Secretary

January 2, 1980