



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION

of the

CLASSIFIED CONFIDENTIAL POSITIONS OF ADMINISTRATIVE ASSISTANT

to

UNCLASSIFIED CONFIDENTIAL CSU-ADMINISTRATIVE ASSISTANTS

February 2, 1990

WHEREAS, An appropriate career ladder will result in secretaries to the vice presidents and deans of personnel being unclassified employees; now therefore, be it

RESOLVED, That the secretaries to the current campus vice presidents and executive dean of personnel or dean of personnel be changed from classified confidential administrative assistants to unclassified confidential CSU-Administrative Assistants under the jurisdiction of the Board of Trustees for Connecticut State University in accordance with the rules and regulations of the Personnel Policies for Management and Confidential Professional Personnel and the guidelines attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

TO: Dallas K. Beal  
President

FROM: David C. Newton *DN*  
Vice President for Personnel

DATE: December 6, 1989

SUBJECT: Secretaries to Campus Vice Presidents and Deans of Personnel

In the settlement of a pending grievance and in response to the requests of the Vice Presidents and Deans of Personnel, I propose the following:

That we create a new group of unclassified employees who are the top secretaries in the offices of the campus vice presidents and deans of personnel. I have provisionally titled such individuals CSU-ADMINISTRATIVE ASSISTANTS.

Rules Governing Entry Into the Class:

- Recommendation of the Dean of Personnel or Vice President;
- Current employee status as a classified confidential administrative assistant or vacant position;
- The group is limited to three individuals per campus;
- Employee's desire to serve in an unclassified position.

Rules Governing Salary for the Class:

- The maximum salary for the class may not exceed CL 21, Step 7 of the classified clerical rank (\$34,886 this year), as annually adjusted.
- The annual increase awarded under the managerial and confidential policies of the Board shall not be less than the aggregate step and annual salary increase for classified administrative assistants and may be up to the annually determined limit set in the Board's managerial/confidential salary adjustment guidelines for this group.

Transition Date

The transition date for becoming a CSU-Administrative Assistant shall be the beginning of the pay period including September 1, 1990, except for the settlement of an outstanding grievance and recruitment to vacant positions.

DCN:lp

Attachment

Employee's Name	Department	Employee's Rank	Employee's Title	Normal Biweekly Salary	Normal Annual Salary
<b>CENTRAL</b>					
COGGSHALL, CLAIRE M.	V.P. Admin. Affairs	Non/Fac Position	ADMIN. ASSISTANT	1104.33	28823.01
KRAFT, MARILYN H.	Dean Personnel Admin.	Non/Fac Position	ADMIN. ASSISTANT	1006.79	26277.21
KRON, SHARON E.	V.P. Academic Affair	Non/Fac Position	ADMIN. ASSISTANT	1137.02	29676.22
<b>EASTERN</b>					
BILLINGTON, KAREN A.	V.P. Admin. Affairs	Non/Fac Position	ADMIN ASSISTANT	1006.79	26277.21
BLISH, ELIZABETH M.	Dean Personnel Admin.	Non/Fac Position	ADMIN ASSISTANT	1071.92	27977.11
DESCHENE, CATHERINE	V.P. Academic Affair	Non/Fac Position	ADMIN ASSISTANT	1071.92	27977.11
<b>SOUTHERN</b>					
BLANEY, PAULINE	V.P. Admin. Affairs	Non/Fac Position	ADMN. ASST	1137.02	29676.22
POTTER, ELNORA	V.P. Academic Affair	Non/Fac Position	ADM. ASST	1169.47	30523.16
<b>WESTERN</b>					
MAHONEY, KATHLEEN E.	V.P. Admin. Affairs	Non/Fac Position	ADMINISTRATIVE ASST.	1071.92	27977.11
MANOCHI, ENA L	V.P. Academic Affair	Non/Fac Position	ADMINISTRATIVE ASST.	1137.02	29676.22
WIXTED, LOIS E.	Dean Personnel Admin.	Non/Fac Position	ADMINISTRATIVE ASST.	1104.33	28823.01

- (1) For 1990-91, 4.5% raise in July and an annual increment of about 3% in January (if not at max.--Step 8).
- (2) Current range \$25,430 - \$30,829.
- (3) Administrative Assistant to Dean of Personnel at Southern is a vacant position.