

August 13, 2013

**Official Announcement of future Vote for
Conversion of Classified employees to University Support Staff**

Kansas law (K.S.A. 76-715a) allows for the conversion of classified employees to unclassified University Support Staff (“USS”). There are statutory requirements imposed on a State educational institution in order to do this type of conversion. These include:

- Individual classified employees whose positions are converted from classified to unclassified USS status must be allowed to retain all health and flexible benefits and leave and retirement benefits previously provided under the state classified system.
- Any institution seeking to convert employees must also develop a plan for a system of administration that includes all other aspects of employment for the converted employees, including personnel policies and procedures, and it must include a disciplinary and grievance process which provides for the right to appeal and due process procedures; the plan must also then be approved by the Board of Regents.
- The plan must be subject to input from the affected classified employees who are being converted.
- No salary reduction or layoff can be caused by the implementation of such a plan.
- Classified staff must vote on whether they approve the conversion to USS, with a majority vote by those casting votes required for conversion to USS. If the vote is in favor of conversion, the University may then present the plan to the Board of Regents for approval.
- The vote must be preceded by an official announcement at least 90 days ahead of the date of the vote which includes the date, time, and place of the election.

Pursuant to Kansas law, Kansas State University intends to conduct a vote on whether classified employees wish to convert classified positions to unclassified University Support Staff positions. You are being notified of this because your position is a classified position which would be part of the conversion. As a result, and consistent with Kansas law, we want you to know that a vote will be held on **November 19-21, 2013**. You will be asked to vote on whether or not such a conversion should occur. Voting will be electronic or by optional paper ballot and will begin at 1:00 a.m. on the 19th and end at 1:00 a.m. on the 22nd. Employees requesting a paper ballot should contact Planning and Analysis at 785-532-5712 by 5:00 p.m. on November 12, 2013. Detailed instructions for voting will be provided prior to the vote.

Our administration is committed to ensuring you have all of the facts you need to make an informed decision on this important issue. Over the coming months, you will receive information from the Alternate Service Committee. These communications will seek to answer any questions you may have about the conversion, and what it means to you as an employee at Kansas State University. There will also be four “town hall” meetings in early and mid-November, where you will hear more about the plans for conversion from President Schulz and the Alternate Service Committee and you’ll be able to ask questions about the conversion. If you have any immediate questions or concerns, please contact Carol Marden, cmarden@k-state.edu or at 785-532-3872, or Gary Leitnaker, geleit@k-state.edu or at 785-532-6277.