

# PR 5

Office of the President  
June 11, 2013

Members, Board of Trustees:

## PROPOSED REVISION TO GOVERNING REGULATION: STAFF SENATE

Recommendation: that the Board of Trustees approve the attached revision to Governing Regulation V relating to the Staff Senate, which was received for preliminary consideration as PR 5 on May 14, 2013. The revision is intended to improve the Staff Senate's ability to fulfill its obligation to staff and to the University by redefining eligibility to vote in Staff Senate elections and serve as Senator, as well as other necessary clarifications, and formatting changes.

Background: As the University is adjusting to the new economic trends, many staff employee positions have been adjusted from FTE 1.00 to a FTE .75. It is in the best interest of the University and the Staff Senate that those employees are able to participate in Staff Senate elections and serve as Staff Senators. The revision redefines "full time" employment at 0.75 for purposes of voting in Staff Senate elections or serving as Staff Senator.

The revision clarifies that the Staff Senate may address the Board of Trustees through the Staff Trustee regarding any matter affecting staff of the University and may address the President through its elected Chair or its Advisory Committee to the President regarding any matter affecting the staff of the University.

The current GR language prohibits the Staff Senate from having any management or administrative functions. The revision allows the President, in accordance with GR III, to delegate appropriate administrative or managerial functions to the Staff Senate.

The revision clarifies that Senators are expected to attend regular monthly meetings of the full Staff Senate, monthly Staff Senate committee meetings, and organized special events and that supervisors shall make reasonable accommodations to facilitate participations in the Staff Senate. The revision further clarifies that a Senator who serves as an officer or serves on University and campus wide committees has additional responsibilities that may require additional release time from normal work duties. In advance of assuming such duties, a Senator must discuss with his or her supervisor the impact on the unit's ability to meet service responsibilities.

A revised copy of the GR V is attached. Proposed additions are underlined; proposed deletions are lined through.

The President and the Staff Senate support this revision.

---

Action taken:     Approved     Disapproved     Other \_\_\_\_\_



UNIVERSITY OF  
**KENTUCKY**  
Regulations

**Governing Regulation, Part V**

Responsible Office: Board of Trustees

Date Effective: DRAFT4/22/2008

Supersedes Version:

6/14/20054/22/2008

## Governing Regulation, Part V

### The Staff Senate

#### Introduction

This Governing Regulation describes the composition, authority, and functions of the University of Kentucky Staff Senate. The University of Kentucky Staff Senate ~~is shall be~~ the official representative body of the staff of the University. It shall strive to open lines of communication among all segments of the staff, as well as between staff, faculty, and students of the University. The Staff Senate shall also act as a mechanism to disseminate information to the staff and passing information from staff to other members of the University community. The Staff Senate shall solicit participation from a diverse representation of staff and shall seek out opportunities to represent staff broadly across the University's various missions.

#### A. Membership

~~—The Staff Senate shall be composed of elected, appointed, and ex officio senators membership.~~

- ~~1. The Staff Senate and shall consist of no more than one hundred seventy-five (175) senators. Each Senator shall have one vote. The procedures for election of senators to the Staff Senate and its Executive Committee shall be prescribed in the By-Laws of the University of Kentucky Staff Senate. Senators shall be regular, full-time staff employees elected from and by their respective areas in accordance with the By-Laws of the University of Kentucky Staff Senate, unless they are at-large senators or ex officio members appointed in accordance with the By-Laws of the University of Kentucky Staff Senate.~~
- ~~2. The procedures for election of senators to the Staff Senate and its Executive Committee shall be prescribed in the By-Laws of the University of Kentucky Staff Senate. Staff employees eligible to vote for senators shall be regular, full-time staff employees with a 0.75 or greater full-time equivalency (FTE) of the University as defined in Human Resources Policy and Procedures Administrative Regulation 4.0: Employee Status.~~
3. Staff employees eligible to vote shall also be eligible to stand for election as senator upon completion of one year of continuous employment by April 1. In rare and unusual circumstances, the Staff Senate is authorized to create procedures that provide an exception to the one (1) year of continuous employment for senator elections.
4. At-large and ex officio senators may be appointed in accordance with the By-Laws of the University of Kentucky Staff Senate. Ex officio members shall be non-voting members of the Staff Senate.



## B. Voting

---

~~Each Senator shall have one vote. No absentee ballots or voting by proxy shall be permitted. Ex officio members shall be non-voting members of the Staff Senate.~~

## BC. Councils and Committees Functions and Responsibilities

---

~~—The Staff Senate is authorized to develop bylaws and rules for the conduct of its functions; <sup>17</sup> copies of these ~~by-laws being~~ shall be furnished to the President and the Board of Trustees.~~

~~1.~~

~~—Every Senator shall have reasonable release time from work to perform Senatorial duties.~~

~~—The Staff Senate shall meet regularly as specified in the By-Laws of the University of Kentucky Staff Senate.~~

~~2. The Staff Senate may address the Board of Trustees through the Staff Trustee regarding any matter affecting staff of the University. The Staff Senate may address the President through its elected Chair or its Advisory Committee to the President regarding any matter affecting the staff of the University.~~

~~3. The Staff Senate shall have officers and standing committees as specified in the *By-Laws of the University of Kentucky Staff Senate* to facilitate the functioning of the Senate. Advisory committees ~~will~~ may also be created as specified in the *By-Laws of the University of Kentucky Staff Senate* to provide advice to the President and the Staff Representative to the Board of Trustees.~~

~~4. The Staff Senate shall have no management or administrative functions other than those delegated to it by the President either in itself or through the instrumentality of its committees.~~

~~5. In service to the University, the Staff Senate shall meet regularly as specified in the *By-Laws of the University of Kentucky Staff Senate*. Senators are expected to attend regular monthly meetings of the full Staff Senate, monthly Staff Senate committee meetings, and organized special events (such as UK Appreciation Day, Staff Senator Orientation, etc.). Supervisors shall make reasonable accommodations to facilitate participations in the Staff Senate.~~

~~6. A Senator who serves as an officer or serves on University and campus wide committees has additional responsibilities that may require additional release time from normal work duties. In advance of assuming such duties, Senators must discuss with his or her supervisor the impact on the unit's ability to meet service responsibilities.~~

~~The Staff Senate is authorized to develop rules for the conduct of its functions, copies of these rules being furnished to the President and the Board of Trustees. The Staff Senate may address the President or the Board of Trustees through the Staff Trustee regarding any matter affecting staff of the University.~~

## D. References and Related Materials

---

HRP&P 4.0 Employee Status

## Revision History

---

1/22/2002, 6/14/2005, 4/22/2008

For questions, contact: [Office of Legal Counsel](#)