

UNIVERSITY OF KANSAS

Lawrence

Office of the Chancellor

October 2, 1942

MEMORANDUM TO DEPARTMENT HEADS ON CIVIL SERVICE PROCEDURES

Under the State Civil Service law, any change from the payrolls submitted in September is to be made only through use of the appropriate Civil Service procedure. The initiative is to be taken by the department head as soon as a change is agreed upon, as far in advance of the effective date of the change as possible and in no case later than this date.

For appointments to the regular payroll, the customary University Appointment Blank will be required in addition to the Civil Service Form.

For your information and guidance the Civil Service procedures are outlined below:

1. STUDENT HELP

To certify a student for the payroll, use Form 204. Send both copies to the Chancellor's office. Once certified, a student will remain on the eligible list in the Civil Service office until withdrawn by order of the Chancellor's office on recommendation of the department. A recommendation of withdrawal can be made in memorandum form, and should be sent only in case of withdrawal of the student from school. Thus, notice of withdrawal is not sent in case a student does not work any particular month. Do not fill in the "Appointing Authority" spaces.

A person who is essentially an employee and who takes only a few hours of University work is not a student under the law; he is in the classified service and subject to Civil Service classification.

To request a change in the hourly rate of pay of a student, send a memorandum to the Chancellor's office giving the name of the student, his current rate of pay, and reasons for the change in rate, whether it is a decrease or an increase.

2. TO FILL A POSITION UNDER CIVIL SERVICE

Use Form 116 to fill a vacancy, to fill a newly created position, or to change the classification of an employee. Fill out the items as follows:

Agency: K.U.

Organization Unit: Name of your department or office.

Title of Position: Civil Service classification, if made; if not, leave blank.

Proposed Pay Rate: Give cash salary (monthly or hourly rate). Maintenance refers to board or room.

Number of Vacancies: Indicate number of vacancies covered by your requisition, and the type, i. e., "Replacement" or "New Position".

Name and Title of Former Incumbent: Give name and Civil Service title.

Preferred Method of Filling Vacancy: Check "Original Appointment" or "Promotion".

Kind of Appointment: Indicate by check in appropriate space whether appointment is to be permanent or temporary. If temporary, give approximate dates on which work is planned to begin and end. If work is on part-time basis, explain briefly the nature of the work schedule.

Starting Date: Place of Work: Give date employment is to start. Place of work is Lawrence.

Description of Work: Fill this space out in sufficient detail to enable the Civil Service office to review the classification of the position.

Employees Doing Similar Work: Give name and Civil Service title of one or more employees doing similar work.

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Employees to be Supervised by Appointee: Give number in each classification. For example: Five (5) Clerk-Typists I

One (1) Clerk-Steno I

Three (3) Students

Person who will Supervise Appointee: Give name and title. For example: John Doe, Professor; Mary Smith, Clerk-Steno II.

Signature of Supervisor: Supervisor should sign all four copies, giving his title.

If supervisor is not also department head, the department head should indicate his approval in this space by signing his initials.

Send all four copies of the form to the Chancellor's Office.

3. TO CHANGE STATUS OF EMPLOYEE

Use Form 202 to propose a change in salary rate, to report a change in address or name, to initiate a transfer from one classification to another, to certify completion of probation (after Civil Service examinations have been given and eligibility lists established), or to report separation from payroll (by death, dismissal, leave of absence, resignation, lay-off, or termination of temporary appointment).

Fill out items 1 through 6, except that item 3 will be left blank when the position involved is in a class for which examinations have not been held and employment lists have not been established.

Name and/or Address Change: If employee's name or personal address has been changed, show in item 7 the new name or address.

Salary Change: Items 8 through 12 are to be filled out when a change in salary is proposed. In items 9 and 11, insert "yes" or "no" depending on whether or not any maintenance is provided.

Certification After Probation: This heading is to be used to certify that an employee has completed the probationary period and should receive full Civil Service status. Additional information on this point will be sent to you at a later date.

Separation from Payroll: In the main this heading is self-explanatory. Lay-off may mean complete lay-off for a stated period or reduction to part-time. Give your explanation under item 13. Please note that signature of the employee is required in case of resignation.

Transfer or Promotion: During the transition period, i.e., before eligible lists are established and incumbents certified, Form 202 is to be used to report transfers from one classification to another in which examinations have not been given. In cases where the transfers represent actual promotions, the form should be submitted in advance of the change. Do not fill in items 22, 23, or 24.

Send all three copies of the form to the Chancellor's office.

4. TO MAKE AN EMERGENCY CIVIL SERVICE APPOINTMENT

Use Form 204 to initiate an emergency appointment, i.e., an appointment for a period not exceeding ten days. Form 116 or 202 must accompany this form if the appointment or transfer is to fill a permanent or temporary position which has been made vacant by resignation, accident, or death, without sufficient notice.

If you have questions of any sort, please feel free to call this office for help. We are endeavoring to meet the requirements of the Civil Service office, and your prompt cooperation in following the procedures outlined in this letter will make it possible for us to do so. One copy of each form is enclosed. Additional copies are available at the Chancellor's office and will be sent on request.

RAYMOND NICHOLS
Executive Secretary

September 25, 1942

The following persons (students) appear on our Physical Education irregular payroll:

Ballard, Jack
Beal, Bob
Black, Charles
Bown, Betty
Brill, Bill
Bryan, Jack
Burt, Don
Carpenter, Paul
Churchill, Clark
Cohlmeyer, Bob
Dick, George
Elbl, Bill
Emerson, Frank
Evans, Ray
Persyth, Bill
Gsell, Betty
Havener, Darrell
Henderson, Loutrelle
Hodges, Warren
Hulett, Marshall
Irsik, C. J.
Jacks, John W.
Jacobsen, Lavene
Jelinek, Robert
Kissell, Max
Kresie, Bryce
Miller, Dick
Mitchell, Elwin
Nicolet, Ellis
Powell, Bob
Schnellbacher, Otto
Rutledge, V. C.
Schaake, Kathryn
Schaake, Ralph
Sollenberger, Marvin
Stream, Lawrence
Turner, Paul
Ulrich, Hubert
Winter, Elton

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

September 4, 1942

TO DEPARTMENT HEADS:

We have just been informed that the State Civil Service procedures as regards payrolls became effective September 1. All payrolls were frozen as of that date and requests for changes of any sort are to be made through the Chancellor's Office on specified forms.

Copies of the rules and regulations will be sent to you at a later date, but in the meantime your attention is called to the following items:

1. Payroll Report

Please send to the Chancellor's Office at once an alphabetical list of your irregular payroll (including students) as of September 1, giving the following information in each case:

Name: Last name, first name, middle initial.

Home address: Personal address, for receipt of mail.

Telephone: If no telephone, write "none".

Position: If under Civil Service, use title assigned; if not allocated, leave blank. If not under Civil Service, use current payroll title.

If a student, write "student". Under the law a person who is giving the major share of his time to a job comes under Civil Service and is not a student.

Effective Date: First day of present period of employment (i.e., employment uninterrupted except by earned vacation, sick leave, or leave without pay not exceeding one month. Example: 10-11-39.

Birth date: Date of birth, as 11-12-18.

Salary: Give hourly rate, and indicate whether "part-time", or "full-time".

Please restrict your report to your September 1 payroll. Any change from this date (either addition of an employee or a resignation) is to be made through use of form 116, 202, or 204, described under item 3 below. If you had no one on your irregular payroll on September 1, report "none employed as of September 1."

No particular form is specified for this report, and you may feel free to report in the manner which seems convenient. Since the data are to be transferred by the Chancellor's Office to individual Roster Cards for transmittal to Topeka, prompt cooperation with this request will be greatly appreciated.

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2. Payroll Order.

Starting with September your payroll must be sent to the Business office in alphabetical order.

3. Payroll Changes.

Personnel forms are provided to enable you to request a new employee or to change the status of an employee:

Form 116. Personnel Requisition.

To fill a vacancy, to fill a newly created position, or to promote an employee to a higher classification. This applies only to positions in the classified service, i.e., under Civil Service.

Form 202. Change in Employee Status.

To report every case of separation from the payroll, whether in the Classified or Unclassified Service (death, dismissal, suspension, leave of absence, resignation, lay-off, or termination of temporary appointment); to propose a change in salary rate; to report a change in personal address or name; to initiate a transfer of a Civil Service employee from one office to another, in the same classification; to certify a Civil Service employee on completion of his probation.

Form 204. Emergency or Unclassified Appointment Report.

To report every appointment in the unclassified service (i.e., not under Civil Service, such as students and instructors), and to request emergency appointments to positions under Civil Service (for a period not exceeding ten days).

Copies of these forms may be secured from the Chancellor's Office together with directions for their use.

The opening of the semester is a busy time for the various Civil Service procedures to be applied to the University, but I trust that you will find it possible to handle your share of the job without great inconvenience. I am confident that the amount of routine required in connection with operation of the law will not be burdensome after the first month.

If you have any questions about the Civil Service Law or the procedures described above, I hope you will feel free to consult the staff of this office. We shall hope to have the answers.

Sincerely yours,

Raymond Nichols

Executive Secretary

THE UNIVERSITY OF KANSAS

Lawrence

Business Office

Karl Klooz, Bursar

July 16th, 1942

TO THE DEPARTMENT HEAD ADDRESSED:

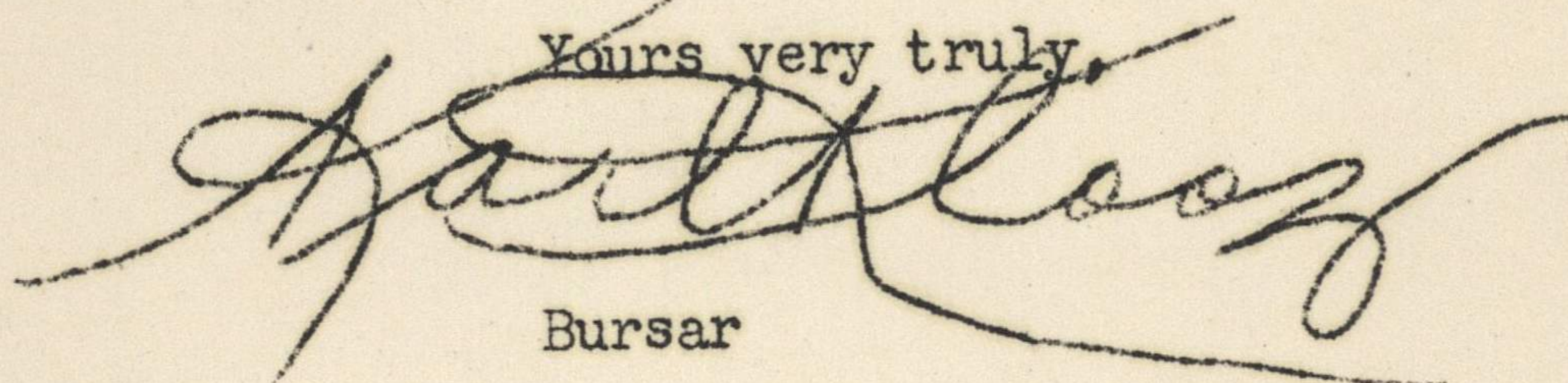
The State Civil Service Department, in setting up rules covering the Merit System Law adopted by the last session of the Legislature, require this office to furnish certain information each month.

Any change of employee, or new employee, other than students working half-time or less, on the irregular payroll, must be so indicated on your payroll time sheets that you turn in each month. For example: If John Doe was on the payroll last month and is replaced this month by Joe Top, you should indicate after Joe Top's name, "New employee replacing John Doe"; if it happens to be a new employee without replacing anyone, just indicate after the name, "New employee". Please also indicate on your time sheets those persons who are students.

This procedure is to go into effect at once, so please see that your July 25th payroll time sheets carry this information.

Thanking you for your cooperation in this matter,
I am

Yours very truly,

A large, stylized handwritten signature in dark ink, appearing to read 'Karl Klooz', written over the typed name 'Bursar'.

Bursar

KK:JMT

Office of the Chancellor

December 29, 1943

Dear Mr. Allen:

I am glad to send you the enclosed copy of the Civil Service Rules for your general information and for reference in case of questions raised by members of your staff in the Classified Service.

In case you do not understand the rules, or have any question of interpretation, I shall be glad to have you call me for further information. I am not sure that I can give you the answer in every case, but through daily contact with the Civil Service system I do have available a number of interpretations which you may not secure from the mere reading of the Rules.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

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