

Introduction to Human Resources Policies and Procedures

The manual on Human Resources Policies and Procedures consists of seven chapters:

1. Employment
2. Training and Development
3. Work and Pay
4. Absence from Work
5. Benefits
6. Payroll and Records
7. Conduct

This introduction addresses the purpose of this manual and the role of the Department of Human Resources; and it identifies the employee groups to whom the policies apply.

Contents

Introduction.....	2
Groups Addressed in Human Resources Policies and Procedures	5

Purpose

This manual of policies and procedures is intended to aid human resources management throughout the University. The policies and procedures establish norms to provide equity, comply with the law, control expense, and inform employees and managers of expectations for work and conduct.

While the policies apply primarily to staff, procedures for administration of faculty and other human resources programs are included to make the book broadly useful.

Policies

Policies are decisions applied to broad classes of employment circumstances in the University. Some policies are to be applied in the prescribed manner as stated; others guide decisions and may require interpolation among model problems and solutions. The policies inform supervisors and their employees about the expected action to be taken in a variety of circumstances without need for further recourse.

Use of the prescribed solutions aids in achieving fairness but, to the extent that the model solution does not fit an employee's situation, a more appropriate application of the principles behind the policy may be needed. In such a case, the department of human resources can give guidance supplementary to these policy statements.

Authority and exceptions

The policies and programs set forth here are established variously by the officers of the University, by the board of trustees, or by law. Before thinking about an exception to the prescribed actions, a supervisor or manager should know the authority for the policy and the possibility of an exception. The human resources department can provide guidance and, in some cases, authorize or obtain authorization for exceptions.

This manual itself does not establish policy; it is a source of information about University policies but is not the sole source. Policies outside the scope of this manual are stated elsewhere and absence of a statement in this manual does not mean lack of a standard. Moreover, the policies and the manual are updated from time to time; and, between these updates, practices or policies may be adopted which are not yet included in this book. The University may change its policies without notice.

Violations

Some policy statements describe sanctions for violation of the policy. The section on Performance Management in the chapter on Conduct identifies infractions that call for immediate termination of employment. Other policy violations call for warning and steps of progressive discipline.

Some statements also describe methods of recourse for employees who believe a policy has been misapplied. Employees may use the complaint procedure in Chapter 7 on Conduct to assure fairness in the application of policies.

Procedures

Procedures in this manual present the steps to administer personnel programs and policies. The procedures identify what is expected of the supervisor and what the supervisor can expect from other parties in order to administer personnel programs or manage employee problems appropriately.

Most of the procedures described in this book are established by the department of human resources as the most efficient methods to administer its various programs. While departure from these procedures is possible and may be taken in some circumstances, such departure usually means delay or failure to reach the desired objective.

**Role of the department
of human resources**

The department of human resources has a three part mission in serving the needs of the University and its employees.

- First, the department provides general personnel services to employing departments and to employees in the form of recruiting, training, compensation and benefits, and payroll.
 - Second, the human resources department consults with supervisors and department heads to help units meet goals and solve problems in organization and staffing, performance and discipline, and interpretation and application of policy. The human resources department provides assistance where the use of the standard policies and procedures is not clear.
 - Third, the department mediates disputes between employees and their supervisors by supporting both the employee and the supervisor in reaching understanding and reconciling differences. The department's role in employee and labor relations is to facilitate communication and enable effective working relationships between employees and their supervisors.
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Employees covered

Individuals having an economic dependency on an employer are legally considered to be employees of that employer. In this vein, the policies and programs described in this manual apply to employment practices related to a variety of members of the University community.

Because program eligibility varies among the posts to which employees are appointed, each policy statement begins with an identification of the covered group. The following page presents a table defining groups covered by these policies, with typical titles, appointment terms, appointment approval, and general benefits eligibility.

Further definitions of the classifications with respect to exempt and nonexempt employees and part time and full time status are found in the Chapter 3 on Work and Pay. Benefits eligibility is detailed more fully in the Benefits chapter.

Introduction, continued

Groups Addressed in Human Resources Policies and Procedures

	Titles	Appointment Terms	Appointment Approval	Benefits Eligibility
Faculty				
Tenured and tenure track	Professor Associate Professor Assistant Professor Associate Instructor	Contract or tenured	Provost	Regular faculty benefits, including retirement plan A -- if at least half time for a full year or full time for half a year. See faculty handbook for details.
Research	Research Professor, Associate Professor, or Assistant Professor	Nontenurable 11-month appointments paid over 12 but limited to funding period.	VP Research	
Visiting	Visiting Professor, Associate Professor, Assistant Professor, or Instructor	Nontenurable temporary appointment, generally not exceeding one year	Provost	
Other non-tenure track	Clinical at each rank, Senior Lecturer	Annual or continuing	Provost	
	Part time at each rank, Lecturer	Annual or continuing	Provost	Regular exempt staff benefits, retirement plan B
	Contributed Service & ROTC Faculty	Annual or continuing	Provost	Selected tuition plans
Adjunct	Each academic rank	Contract	Provost, Dean	None
Regular Staff				
Exempt Research	Research Associate Research Associate Sr	Limited to funding period of grant or contract	VP Research	Regular exempt staff benefits paid from grant
	Post-doctoral Fellow Research Fellow	3 to 4 quarters, maximum of 6 yrs; limited by grant funds	VP Research	Eligible for health benefits if above earnings threshold.
Exempt Academic	Librarian	Annual	Provost	Librarian benefits
Exempt Administrative	Exempt staff titles	Continuing full or part time	Dean or VP, and HR Dept	Staff benefits for 17_ or more work hours per week
Nonexempt	Nonexempt staff titles	Continuing full or part time	HR Dept	Staff benefits for 17_ or more work hours per week
Union members	As provided in contract.		HR Dept	As provided in contract.
Temporary Staff				
Exempt	None	Working under 6 months in 12	Hiring dept	Statutory benefits only: FICA, Workers' and Un-employment Compensation
Nonexempt	Temporary nonexempt staff titles	Working less than 1000 hours in 12 months	Temp pool or hiring dept	
Non Employee				
Visiting	Visiting Scholar	Self supported, not University	VP Research	Risk Management health
Student	Teaching Assistant Research Assistant Pre-doctoral Fellow House Staff (Intern, Resident) College Work Study	Temporary assignments limited by academic term of work and period of contract or grant funding.	Employing department	Student health service only
Job Applicant	None	None	None	None