

## **HUMAN RESOURCES POLICY CHANGES**

- **Revisions involved language clean up and streamlining the overall flow**
- **Renaming categories and repositioning policies for easier reference**
- **Addition of legally required policies (e.g. Restricted Duty Assignments and Violence in the Workplace)**

# EMPLOYMENT

## (Administrative Officer definition)

### Current

- Reports to Director or above
- Directs a key or major function
- Controls budget for such function
- Significant impact on short and long term success of department or university
- Exercises substantial decision making authority

### Revised

- Work full time
- Qualify as highly compensated pursuant to IRS section 414 (\$115k)
- President, Provost, Vice President, Vice Provost, Associates and Assistants of the preceding two titles
- Administrative Officers are not subject to progressive discipline

# EMPLOYEE PAY AND PERFORMANCE

## (Work time)

### Current

- Time report entries are made for only whole days of absence for exempt employees

### Revised

- Time worked or not worked will be computed for pay purposes in ½ day increments

# **EMPLOYEE PAY AND PERFORMANCE -con't-**

## **(Performance Appraisals)**

### **Current**

- Nonexempt employees are reviewed after six months of probation, six months after a promotion and annually thereafter
- Exempt employees are reviewed one year after date of employment and annually thereafter

### **Revised**

- All employees are reviewed after six month probation period, six months after a promotion and annually thereafter

# EMPLOYEE BENEFITS

## (Sick Leave)

### Current

- Sick leave can only be used for illness of the employee. The policy is silent regarding any other uses

### Revised

- Sick leave can be used for medical appointments of the employee

## **EMPLOYEE BENEFITS -con't-**

### **(Paid child birth or adoption leave)**

#### **Current**

- Leave for birth or adoption of a child is unpaid. Employees use sick time and/or vacation.

#### **Revised**

- Two weeks of 100% paid leave to the employee for purposes of birth or adoption of a child

# **EMPLOYEE LEAVE (Bereavement leave)**

## **Current**

- Three days leave with pay for death of parent, spouse, child or sibling
- One day of leave with pay for death of grandparent, parent-in-law, aunt or uncle

## **Revised**

- Three days leave with pay for death of parent, spouse, domestic or civil union partner, child, sibling, grand parent or in-laws of the foregoing

## **EMPLOYEE LEAVE -con't- (FMLA)**

### **Current**

- For personal illness of the employee, he/she can reserve up to 10 days of vacation

### **Revised**

- For personal illness of the employee, he/she can retain all vacation time and are not required to apply any toward unpaid FMLA



# EMPLOYEE CONDUCT

## (Insubordination definition)

### Current

- Direct refusal to obey a supervisory directive

### Revised

- Direct refusal to obey a supervisory directive and/or conduct toward a supervisor that is severely unprofessional (e.g. behavior/language of a threatening, abusive, profane or otherwise inappropriate nature)

# New Policies

- Flextime
  - Supervisory discretion
- Restricted Duty
  - Discretionary based on temporary work restrictions
- Relationships with Students
  - Employee to UG prohibited; GS discouraged