

**RULES AFFECTING
CLASSIFIED AND ADMINISTRATIVE/PROFESSIONAL STAFF**

SECTION FOUR

4.0 APPOINTMENTS AND SEPARATIONS

- A. The Department of Human Resources issues letters of appointment containing specific information provided by Managers and Supervisors. No other verbal or written commitments concerning working conditions, compensation, benefits, promotions, continual employment and the like are to be made by managers or supervisors to employees and, if made, will not be honored to the extent that they vary from established policy.

- B. ADMINISTRATIVE/PROFESSIONAL STAFF, AND CLASSIFIED STAFF HIRED ON OR AFTER 11/17/97
 - 1. Employment with the University is voluntarily entered into, and an employee is free to resign, at-will, at any time, with or without cause. Similarly, the University may terminate the employment relationship at-will, anytime, with or without cause.

 - 2. Normally there is no assessment period of employment. If one should be established for a particular individual, however, successful completion of the assessment period does not alter the nature of the employment relationship, which remains at-will.

- C. Senior Managers will make final hiring decisions. Prior to an offer being made, however, the Recruiting Manager for the position will ensure that all necessary documentation of the recruiting process is complete and sent to Human Resources.

- D. PROMOTIONS
 - 1. A promotion occurs when an employee moves to a different position in a higher pay grade, or when the position which the employee occupies is reclassified to a higher pay grade.

 - 2. The University encourages currently-employed staff members to apply for promotions and will make efforts to solicit applications from employees.

3. All Regular status employees are eligible to apply for promotional opportunities. However, those employees who have served less than six months in their current position must have the agreement of their supervisor/department head before applying for promotion.
 - a. Regular status employees who wish to apply for promotional opportunities must complete or update an application form or submit a resume to the Human Resources Department. The hiring department will review resumes and will consider those who meet the minimum qualifications requirements. Courtesy interviews of unqualified individuals will not be conducted.
 - b. Following a referral by the Human Resources Department and a preliminary interview with the employing department to determine appropriateness of their qualifications and interest in the duties, responsibilities, and working conditions associated with the position, employees should notify their current supervisor of interest in a specific promotional opportunity. All applications shall be considered confidential until the applicant has been determined to be a finalist for a position. At this time, the supervisor must be informed of the employee's interest in another position.

E. TRANSFERS

1. A transfer is the move of a Regular status employee from one position to another position assigned to the same pay grade. A Transfer may occur within a department, or into a different department.
2. A transfer may occur as an accommodation to an employee, but may be effected by a department head to meet organizational needs.

F. RECLASSIFICATION A reclassification occurs when the position which an employee occupies is reallocated to a classification assigned to a different title or pay grade. Upward reclassification results in promotion; downward reclassification results in demotion.

G. DEMOTION

1. Demotion occurs when an employee moves to a lower pay grade.
2. Demotion may be voluntary or involuntary:

- a. A voluntary demotion occurs when the employee initiates or requests the demotion, therefore no appeal may be filed.
- b. An involuntary demotion may occur:
 - 1) As a matter of discipline
 - 2) When the employee is unable to function at the current level as verified by the Director of Human Resources, or
 - 3) When the position is reclassified by the Human Resources Department to a lower level due to modification of duties as approved by the appropriate Senior Manager in order to meet the business needs of the unit. The Director of Human Resources will, if requested in writing by the affected employee,, assist the employee in attempting to move into a suitable position elsewhere in the University.
 - 4) In instances of involuntary demotion attributable to discipline or inability to perform at the current position level, a Classified employee hired prior to 11/17/97 has the right of appeal as outlined in Section 14.

H. SEPARATIONS FROM EMPLOYMENT

1. RESIGNATIONS

A Regular status employee who resigns is expected to do so in writing to the appropriate supervisor, with a copy to the Human Resources Department, at least one full pay period (minimum of two weeks for Classified staff, minimum of one month for Administrative/Professional staff) before the effective resignation date. A resignation shall constitute a break in continuous service. Resignations become effective on the last day services are actually performed.

2. ABANDONMENT OF POSITION

A Regular status employee who is absent without authorized leave for three consecutive workdays will be deemed to have abandoned the position and shall not have the right of appeal. However, the employee shall have the right to petition the Personnel Council for a review of the facts in the case and to obtain a ruling as to whether the circumstances constitute abandonment of position. Any Classified employee hired prior to 11/17/97 who is separated under conditions of abandonment of position shall be notified of the termination in writing by registered mail, return-receipt requested. Such notice shall include a statement as to the employee's right to petition for a review of the facts and shall state that such petition must

be made within seven calendar days from receipt of notice. The decision of the Personnel Council shall be final.

3. DISMISSAL OF REGULAR STATUS EMPLOYEES
(See Section 19)

4. REDUCTION IN FORCE

Reduction in work force (layoff) may occur due to reorganization, lack of work, or lack of funds. It shall be the responsibility of the appropriate Vice President, Dean, Director, or Department Head to determine which positions are to be eliminated. This decision must be reviewed by the next higher level of management and the Director of Human Resources before notice is given. The choice of persons to be laid off in any job classification shall be based on factors such as but not limited to job performance, utilization of minorities and women within the work force, and length of total regular continuous service in the university. Layoff of Classified employees (who were hired prior to 11/17/97) due to reduction in force may be appealed. Persons laid off who are re-employed within 12 months of the effective date of layoff shall be considered to have continuous service during the layoff and the period of layoff will count toward annual leave accrual rates.

I. EXIT INTERVIEWS

1. Exit interviews will be conducted in person or by questionnaire by the Human Resources Department with all terminating or transferring Regular status employees. The interview will take place during normal working hours, and will be held near the employee's last day of work. The interview will focus on the reason for separation as well as opinions and recommendations for improving management policies and practices.
2. The record completed during the interview will be retained in the files of the Human Resources Department and will be treated confidentially so that no response may be identified with any employee. Information and data collected will be compiled in large enough numbers to ensure confidentiality.

J. EMPLOYMENT OF RELATIVES

Members of an employee's immediate family will be considered for employment on the same basis as all other applicants. Immediate family may not be hired, transferred, or promoted, however, if doing so would create a supervisory/subordinate relationship with a member of the immediate family (defined in Section Seven). Employees in a supervisory/subordinate situation who marry or establish a close personal relationship may not be permitted to continue

employment. In such a situation attempts will be made to find a suitable position within the University to which one of the employees will transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

L EMERITUS APPOINTMENTS

An emeritus appointment may be used to recognize an Administrative/Professional staff member who retires from regular service at the University after having served with distinction for a minimum of twelve years. The title conferred will be in keeping with the major job assignment during his/her term of service. Emeritus personnel are entitled to all social privileges of the faculty; they are invited to participate in academic processions and they may attend faculty meetings without vote.

Nominations for Emeritus status are initiated by the Dean or Vice President, or by the Administrative/ Professional Personnel Committee. All nominations are reviewed by the Administrative/Professional Personnel Committee prior to being submitted to the President. The Committee's review is submitted to the President by the Dean or Vice President with the Committee's reasons for a positive or negative endorsement. Those whom the President approves are submitted to the Board of Trustees for final approval.