

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

**SECTION NINE**

**9.0 PERSONNEL COMMITTEES**

A. Classified Personnel Committee

A Classified Personnel Committee of seven members is elected at large by the Classified employees in attendance at the general meeting of Classified personnel held during May each year. Each odd - numbered year three members of the Committee are elected for two-year terms of service; each even-numbered year four Committee members are elected for two-year terms of service, and one person is elected as an alternate member of the Committee for one year of service. Those nominated for membership are expected to be certain that the responsibilities do not impose a hardship upon their department or upon the workload of others in the department. The University authorizes the Committee to conduct its work during normal business hours.

B. Administrative/Professional Personnel Committee

Senior Managers are not eligible to serve on the Administrative/Professional Personnel Committee.

An Administrative/Professional Personnel Committee of seven members is elected at large by Administrative/Professional personnel. Members are elected for three year terms with two members being elected in each of two years and three members being elected in the third year. Those nominated for membership are expected to be certain that the responsibilities do not impose a hardship upon their department or upon the workload of others is in the department.

C. The Personnel Committees represent their constituencies in employment and institution - related matters and attempt to act in the best interest of employees as a whole. Attendance at meetings is considered a regular part of the employee's responsibilities to the University therefore supervisors will make every effort to allow release time.

- D. The Committees are encouraged to conduct their own studies and to make recommendations in areas including but not limited to:
1. Salaries
  2. Benefits
  3. Working conditions
  4. Procedures and forms for staff employee performance evaluations
  5. Policies
  6. Professional growth and evaluation
  7. Leaves of absence
- E. The purpose of the Committees is to provide better communication campus-wide among employees. Each Committee acts as an appeal committee for grievances and/or complaints affecting its constituents.
- F. Each committee meets at least once each month. Minutes of the Personnel Committees' meetings are sent to the Human Resources Department and are available for review by any employee.
- G. Personnel Council

Senior Managers are not eligible to serve on the Personnel Council.

1. The Personnel Council is composed of two representatives from each of the Administrative/Professional, Classified, and Faculty Personnel Committees; one faculty member elected by the University Faculty; and one faculty member from the College of Law. The Director of Human Resources is an ex-officio member.
2. The Personnel Council represents all Regular employees in employment an institution-related matters.
3. The Personnel Council is encouraged to conduct studies and to make recommendations in areas including but not limited to:
  - a. Salaries
  - b. Benefits
  - c. Procedures for employment, termination, grievances and appeals
  - d. Equal Opportunity policies, procedures, systems including observing recruiting and hiring activities
  - e. Working conditions

- f. Employee betterment
  - g. Employee upgrading
  - h. Employee solicitations
  - i. Plans Faculty/Staff Awards Program
- 4. The Council appoints an Appeal Board to hear appeals from Classified employees on suspension, demotion, and discharge, and plans the annual Faculty, Staff Awards Program.
- H. By virtue of the nature of the work and the possibility of conflict-of-interest, the President of the University may designate certain positions as being ineligible for membership on any of these committees, and as being exempt from the Classification and Compensation plan. These individuals serve at the pleasure of the President.