

University Policy Impact and Tracking Statement

Proposed Policy Title: Management Authority and Employee Expectations University Staff Compensation University Staff Retirement University Staff Separation from Employment University Staff Standards of Conduct Policy University Staff Vacation Time
Policy Sponsor: Helena Rodrigues, Chief Human Resources Officer
Senior Leadership Team Review Dates: August 20, 2019
Publication Dates: <i>UAnnounce</i> - TBD Other -

POLICY DESCRIPTION:

Management Authority and Employee Expectations: Outlines the customary functions of management and what employees can expect.

University Staff Compensation: Provides a consistent and fair methodology for establishing and administering a compensation plan for University Staff.

University Staff Retirement: Provides University Staff with the choice of the Arizona State Retirement System or Optional Retirement Program as their mandatory retirement plan.

University Staff Separation: Outlines the manner in which University Staff may separate from University employment. Accompanying guidelines address Performance Management, Reorganization/Reduction in Force, and Disputes Related to Separation from Employment.

University Staff Standards of Conduct Policy: Describes the behaviors expected of University Staff and provides examples of behaviors that are unacceptable.

University Staff Vacation Time: Provides University Staff at 1.0 FTE with 22 days of vacation per fiscal year (.084625 hours per hour worked), starting at date of hire.

REASON FOR NEW POLICY OR REVISION:

The University is creating a new employment category of University Staff as part of the University Career Architecture Project. University Staff will have clear job descriptions, career paths, and market-based compensation guidelines.

This suite of policies reflects all the policies with substantive changes for University Staff. Otherwise, existing policies will be expanded to encompass University Staff.

MAJOR IMPACTS TO UNIVERSITY AND POTENTIAL STAKEHOLDERS:

The University Career Architecture Project (UCAP) is a two year initiative that will replace the current classified staff and appointed professional categories of employment with market-based job functions and families. The policies listed here have been revised and modified to support the new structure.

University Staff employees will have more generous vacation benefits and more choice for their retirement. In addition, they will be at-will employees, rather than the current dual system of appointed personnel with contracts and classified staff with specific job rights. This packet of policies is designed to provide clear and equitable employee relations guidelines for University Staff centered on values of integrity and compassion.

ANTICIPATED CONCERNS OR OBJECTIONS:

UCAP represents a transition for non-faculty employees. We hope this packet of policies will alleviate employees' natural concerns about change by demonstrating what will change, and how much will not change.

ESTIMATE AND DESCRIPTION OF FINANCIAL COST TO IMPLEMENT, IF ANY:

Vacation benefits: Current Classified Staff must work 5 years before receiving 22 days of vacation time per year. In future all University Staff will receive 22 days of vacation, which will make the first 5 years of employment in the University Staff category relatively more expensive compared to former classified staff employment. This expense will depend on how many classified staff elect to move to University Staff now and what future staffing levels at the University become.

Retirement plans: The University contribution rate for ASRS is currently 12.11% and for ORP is 7%. If a larger percentage of University employees select the ORP in the future the University's retirement plan funding obligations are expected to decrease.

WILL THE POLICY AFFECT ANY OF THE FOLLOWING?

- | | | | |
|-----------------------|---|---|---|
| Existing UA Policy | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Compliance with federal law/regulations | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Existing UA Procedure | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Compliance with state law/regulations | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Existing Board Policy | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | General Public | <input type="checkbox"/> Yes <input type="checkbox"/> No |

DESCRIBE ANY ITEM CHECKED "YES":

The new policies are additional to existing policies. Procedures on the Human Resources website will to be revised as needed to accommodate the new employment category.