Policy

University Policy HR-11.04-03/16

Policy Title: Introduction/General Provisions Governing Personnel Matters

Originator: Office of the Provost

Responsible Office: Human Resources

Reason for Policy/Purpose:

To inform the University Community of the Human Resources programs and policies.

Contents:

(1) Human Resources Policies and Employee Handbook

(2) Definition of University Employee

(3) Applicable laws, rules, regulations and policies

(4) Human Resources Programs

(5) Employment Classifications

(6) Custodian of Employment Records

(7) Scope of Human Resources Policies

Policy Statement:

(1) HR University Policies HR-11.00 through HR-22.00 comprise the University's Human Resources policies and serve as the University of West Florida Employee Handbook.

(2) For purposes of the University's Human Resources policies, University employees are those persons who have been hired by the University, receive financial compensation to perform services for the University (including stipends), and whose work is directed and controlled by the University. The term "employee" includes those individuals identified in Section (5) below, but does not include volunteers or independent contractors.

(3) University employees are required to maintain the highest standards of ethics and conduct and are expected to adhere to applicable Federal and state laws, rules, and regulations as well as Board of Governors' and University regulations, rules and policies including, but not limited to, those governing public/university employment, civil rights, discrimination, conflict of interest,

employment of relatives/nepotism, campaigns and elections, purchasing and contracts, grant procurement and administration, public records, military personnel and veterans, and budgets and finances. The lack of a specific reference in these Human Resources policies to a particular provision of Federal or Florida law or rule or Board of Governors regulation is not intended to constitute a waiver of an employee's responsibility to adhere to all applicable laws, rules, regulations, policies, and procedures.

(a) The provisions of these Human Resources policies are subject to all applicable Federal and Florida laws, rules, and Board of Governors regulations.

(4) Human Resources Programs

(a) The University President has the authority to establish and maintain all records that are necessary to comply with all applicable Federal and Florida laws and rules relating to employment personnel and may delegate this authority to appropriate University officials.

(b) Human Resources shall be responsible and accountable for establishing, administering and maintaining the Human Resources programs at the University. For the purposes of Human Resources' policies, the word "University" means the University of West Florida and includes the Board of Trustees ("Board").

(c) The University is committed to equal employment opportunity and nondiscrimination toward applicants and employees with respect to race, color, religion, age, disability, gender (including sex and gender identity), marital status, national origin, veteran status, and sexual orientation.

(5) University employment consists of the following defined classifications:

(a) **Executive Service**: Executive Service positions include the President, Provost, Executive Vice President, Vice Presidents, and General Counsel and may include other positions responsible for policy making at the executive level. Executive Service positions ordinarily report directly to the President, Executive Vice President, or Board of Trustees of the University, unless otherwise specified in writing.

Employees in the Executive Service category serve at the will of the President, Executive Vice President, or Board of Trustees and have no expectation of appointment beyond a 60-day notice period unless the University or Board of Trustees has entered into a contract of employment with the employee altering these terms. The President or Executive Vice President shall consult with the Chair of the Board of Trustees of the University concerning the appointment, removal, and terms of employment of Executive Service employees.

Employees in the Executive Service category are not tenured in and do not have permanent status in their Executive Service positions. However, Executive Service employees who are also tenured in academic disciplines shall not lose earned tenure by virtue of being appointed to an

Executive Service position. Such employees shall retain tenure as faculty members in their respective academic disciplines.

(b) **Faculty**: Faculty positions are those positions assigned the principal responsibility of teaching, research, or public service activities or for administrative responsibility for functions directly related to the University's academic mission.

(c) **University Work Force (UWF)**: UWF positions include those positions assigned administrative and management responsibilities or professional duties at the department/unit level or above and positions assigned professional, paraprofessional, administrative, clerical, technical, skilled crafts, service, or maintenance duties. University Work Force (UWF) employment is at-will and can be terminated at any time in accordance with these policies and with any applicable collective bargaining agreements.

(d) **Other Personal Services (OPS)**: OPS positions are at-will temporary employment positions. OPS positions are generally short-term in nature and are slated for a particular project or limited-time period.

(6) Human Resources is the official custodian for all University employment records except Faculty evaluative and academic records, which are the responsibility of the Provost.

(7) The University's Human Resources policies are not a contract or a guarantee of employment.

Change Justification:

This policy is being revised as the result of a review of University Human Resources policies.

Authority and Related Documents:

Chapter 112, Part III, Florida Statutes, Section 1012.91; Board of Governors Regulation 1.001(5), and Collective Bargaining Agreements.

APPROVED: Dr. Judith A. Bense, President **Date:** 3/31/16

History:

HR-11.00-2004-07 Introduction/General Provisions Governing Personnel Matters, adopted July 2004; amended by HR-11.00-2004/2007 Introduction/General Provisions Governing Personnel Matters, adopted June 2007; amended by HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters, adopted February 2015, approved by the University of West Florida Board of Trustees on March 25, 2015; revised hereby.