



BOARD OF REGENTS

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: Comprehensive Technical Review of USM Human Resources Policies

COMMITTEE: Organization and Compensation (Open Session)

DATE OF COMMITTEE MEETING: September 8, 2015

SUMMARY: Over many months, human resources professionals across the USM institutions have undertaken a comprehensive technical review of the USM's human resources policies (Chapter VII of the USM Policies and Procedures). Each of more than 60 policies was scrutinized and updated as part of this process. Attached is a spreadsheet summary of the proposed amendments to the human resources policy chapter resulting from that systematic effort.

The amendments are all technical in nature. The purpose of this review was to update the policies to comply with current law and practice and to significantly enhance their "user-friendliness." Where substantive questions arose during this effort, those issues were noted for consideration on a policy-by-policy basis in the future. As such, the attached revisions fall into the following categories:

- Removal of provisions that no longer apply;
- Updating of terminology to reflect current usage of terms across the USM;
- Acknowledgment of the appropriate role of collective bargaining in USM human resources activities;
- Combining of overlapping policies and duplicative provisions within policies;
- Reformatting of long, narrative-style provisions into modern outline-style policy formats;
- Clarification of ambiguous and hard-to-interpret language;
- Alignment of policy language with long-standing practice; and
- Updating to reflect changes in federal or state law.

In addition, when the USM's personnel autonomy was authorized by the General Assembly and its human resources policies were first adopted, it was understood that certain pre-existing policies of the prior University of Maryland and Board of Trustees institutions would continue to apply. As part of this policy review, any such grandfathered provisions with continued application have been incorporated directly into the proposed USM policies, thus eliminating any future need to refer to otherwise obsolete policy manuals.

The proposed amendments noted in the attached summary have been reviewed by the human resources staff of each institution, the Office of the Attorney General, the USM Vice Presidents for Administration and Finance, the Council of University System Staff, the Chancellor's Council and AFSCME. Many of these groups provided comments and suggestions, resulting in further refinement of the proposed amendments.

The proposed amendments will be brought to the Board's Committee on Finance at its September 29, 2015 meeting and, upon the Finance Committee's recommendation, to the full Board of Regents for approval on October 9, 2015.

ALTERNATIVE(S): This is an information item only.

FISCAL IMPACT: There is no fiscal estimate at this time.

CHANCELLOR'S RECOMMENDATION: That the Committee discuss any questions or concerns with the Human Resources policy review.

COMMITTEE RECOMMENDATION: DATE: September 8, 2015

BOARD ACTION: DATE:

SUBMITTED BY: Joseph F. Vivona (301) 445-1923

BOR Policy Review
Section VII Human Resources

Policy Number	Policy Title	Update Terms	Reformat	Title Change	Delete Obsolete Provisions	Merge with Other Policy	Clarify Practice or Language	Update to reflect changes in Law	Incorporate USM-wide existing practice	Incorporate Pre-USM Policy	Fill gap in Policy	Add Definitions	Other Revisions	Notes
VII-1	Clarification Notice												X	Obsolete; recommend deletion of policy.
VII-N.001	USM Policy on Wellness Programs - VII - 3.00													New Policy to reflect current practice.
VII-N.002	Policy on Employee Development for Nonexempt and Exempt Staff Employees - VII - 3.10								X					Converted from former UM &/ or BOT Policy Manuals
VII-N.003	Policy on Professional Conduct of Nonexempt and Exempt Staff Employees - VII - 8.05								X					Converted from former UM &/ or BOT Policy Manuals
VII-N.004	Policy on Separation of a Nonexempt Staff Employees - VII - 1.23								X					Added language on consideration of Contingent Employees for regular status positions required by 2014 legislation.
VII-P1.00	Policy on Establishment and Assignment of Job Groups								X				X	Renumber to VII-9.30
VII-1.01	Policy on Recruitment and Selection	X							X					
VII-1.02	University-of-Maryland-System-Policy on a Drug and Alcohol-Free Work Place for Employees							X						
VII-1.10		X						X						
VII-1.21	Policy on Probation for Regular Nonexempt and Exempt Staff Employees	X						X				X	X	Added Section IV from VII-1.22 regarding Exempt Probation Section II.C., changed notice of resignation from 30 days to 14 days.
VII-1.22	Policy on Separation for Regular Exempt Staff Employees	X						X					X	
VII-1.24	Policy on Termination with Prejudice													2014 Policy; no revisions.
VII-1.30	Policy on Layoff for Nonexempt Staff Employees Unclassified-and-Classified Personnel	X						X					X	Incorporated into 3.61
VII-1.31	Policy on Reemployment							X						
VII-1.32	Policy on Layoff and Recall of Regular Exempt Staff Employees	X						X				X		
VII-1.40	Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees	X						X						Added language on consideration of Contingent Employees for regular status positions required by 2014 legislation.
VII-2.10	Policy on Employment of Members of the Same Family (Nepotism)	X						X						Clarifies that policy includes faculty.
VII-2.20	Policy on Soliciting Personnel During Working Hours	X						X						

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VII-2.30	Policy on Employee and Applicant Disclosure of Misconduct for Exempt and Nonexempt Staff Employees and Applicants for USM Staff-Jobs Positions	X	X	X	X	X	X						Clarifies avenues for complaint of retaliation to align with State Whistleblower law.
VII-4.10	Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Exempt and Nonexempt Faculty-and-Staff and Faculty Employees of the University System of Maryland	X	X	X	X	X	X						Adds Tuition Reimbursement provisions currently practiced from UM Personnel Policies and Rules for Classified Employees
VII-4.20	Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees												
VII-4.30	Policy on Salary Advances for USM Employees	X	X	X	X	X	X						Policy amended 2014; no revisions.
VII-4.40	Policy on Payment of Moving Expenses												
VII-4.60	Policy on Shift Differential for Nonexempt Staff -Classified Employees	X	X	X	X	X	X						Recommend moving to Sect VIII
VII-4.62	Policy on On-Call and Call-Back for Nonexempt Staff Classified Employees	X	X	X	X	X	X						
VII-5.00	Policy on Performance Evaluation of the Chancellor and the Institution Presidents/Center-Directors of the University System of Maryland System	X	X	X	X	X	X						
VII-5.01	Policy on the Five-Year Review of USM Presidents	X	X	X	X	X	X						
VII-5.10	Policy on Associate of the Chancellor and Presidents	X	X	X	X	X	X						
VII-5.20	Policy on the Performance Management Evaluation Program	X	X	X	X	X	X						
VII-6.00	Intergovernmental Policy on the USM Human Resources Management Program	X	X	X	X	X	X						Change number to VII-1.00; acknowledges the relationship between collective bargaining & USM Policy.
VII-6.02	Policy on Personnel Files for Nonexempt and Exempt Staff Employees	X	X	X	X	X	X						X

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VII-6.10	Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees	X	X	X					X					Incorporated language covering Nonexempt Employees
VII-7.00	Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees Administrative-and-Classified-Personnel													Amended in 2014; no revisions.
VII-7.10	Policy on Personal Leave for Regular Exempt and Nonexempt Staff Employees		X											Added Nonexempt Staff to policy; clarifies transfer/separation procedures.
VII-7.11	Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status Administration-and-Classified-Employees			X			X							
VII-7.12	Policy on Leave of Absence Without Pay for Exempt and Nonexempt Staff Employees			X			X							
VII-7.20	Policy on Administrative Leave for Nonexempt and Exempt Staff Employees Administrative-and-Classified-Personnel		X				X							
VII-7.21	Policy on Jury Service for Regular Exempt and Nonexempt Staff Employees Administrative-and-Classified-Personnel		X				X							
VII-7.22	Policy on Legal Actions for Exempt and Nonexempt Staff Employees Administrative-and-Classified-Personnel		X				X							
VII-7.23	Policy on Military Leave with Pay for Exempt and Nonexempt Staff Employees Administrative-and-Classified-Personnel		X				X							
VII-7.24	Policy on Call-Up to Active Military Duty During a National or International Crisis or Conflict for USM Exempt and Nonexempt Staff Employees on Regular Status.		X				X							
VII-7.25	Policy on Leave For Service As Election Judge For Regular Status Exempt And Nonexempt Staff Employees On Regular Status		X				X							

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VII-7.26	Policy on Leave for Disaster Service for Regular Status Exempt and Nonexempt Staff Employees	x									x		Adding ability for President to approve service for other bona fide service organizations.
VII-7.30	Policy on Holiday Leave for Regular Exempt and Nonexempt Staff Employees	x						x			x		Documented procedure for transfer of holidays and ability of President/Chancellor to add holiday observance.
VII-7.40	Policy on Accident Leave for Exempt and Nonexempt Personnel	x	x				x			x			Section VII.C. to reflect change in State of MD Workers Compensation Law.
VII-7.41	Policy on Modified Duty	x	x				x			x			Adding pregnancy disability accommodation language to align with 2014 legislation.
VII-7.45	Policy on Sick Leave for Exempt and Nonexempt Staff Employees												Amended in 2013; no revisions.
VII-7.50	Policy on Family and Medical Leave for Exempt and Nonexempt Staff Employees	x	x				x			x			Includes 2013 updates from Federal Regulations.
VII-8.00	Policy On Grievances For Exempt And Nonexempt Staff Employees	x	x			x		x		x			
VII-8.10	Policy on Special Action Appeals for Classified Employees			x				x		x	x		Incorporate into 8.00
VII-9.00	Policy on Vesting of Certain Rights Upon Implementation of Phase I Non-Exempt of the USM Pay Program	x	x										Updated to remove obsolete provisions.
VII-9.01	Policy on Vesting of Certain Rights Upon Implementation of Phase II Exempt Employees of the USM Pay Program	x	x										
VII-9.10	Policy on the Pay Program for Nonexempt Staff Employees Adjustment-of-Salary-Structures--Assignment-of-Job-Classes-to-Salary-Ranges--Administration-of-Salaries--Impact-of-Assignment-of-Salaries--and-the-Development-and-Maintenance-of-Job-Evaluation-Programs			x	x								Section III.B.3., clarified practice of one-time payment in lieu of merit increase when employee's salary exceeds maximum of salary range.
VII-9.11	Policy on Pay Administration for Exempt Positions	x					x						Clarifies subjects to be addressed by institutions.
VII-9.20	Administration for Nonexempt Staff Employees	x	x	x		x				x			Merge VII-9.30, VII-9.40 and VII-9.60
VII-9.30	Policy on Salary Increases and Bonuses Pay Service												Incorporate into 9.20

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VII-9.40	Policy on Salary Upon Transfer or Reclass													Incorporate into 9.20
VII-9.50	Policy on Temporary Assignments and Acting Appointments For Regular Status Exempt and Nonexempt Staff Employees													Clarify applicability of policy to Exempt Staff.
VII-9.51	Policy on Reassignment for Regular Exempt Staff Employees	X		X										
VII-9.60	Policy on Salary Upon Reinstatement													Incorporate into 9.20
VII-9.61	Policy on Reemployment and Reinstatement for Regular Status Exempt and Nonexempt Staff Employees													Merged with VII - 1.31; added Reinstatement language from policies and procedures for Classified Employees
VII-9.70	Policy on Requesting a Position Job Classification Review for Nonexempt Staff Positions			X	X	X	X			X				
VII-9.80	Policy on Impact of Changes in the Minimum Qualifications of Nonexempt Job Class Specifications													
VII-10.00	Policy on Board of Regents Review of Certain Contracts and Employment Agreements for Highly-Compensated Personnel			X	X									