

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 1.00 (New Number)

New Policy Title: Policy on the USM Human Resource Management Program

Old Policy Title: VII – 6.00 Interim Policy on Human Resources Management

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: Change Policy Number _____

VII-61.00 – POLICY ON THE USM HUMAN RESOURCES MANAGEMENT PROGRAM
~~INTERIM POLICY ON HUMAN RESOURCES MANAGEMENT~~

(Approved by the Board of Regents, July 26, 1990; Amended by BOR _____, 2014)

I. PURPOSE

~~I. The purpose of this policy is to establish the fundamental elements of a comprehensive Human Resources Management Program of the University System of Maryland (USM), as authorized Subject to limitations established by law, the Board of Regents is empowered~~ by Sections 12-110(a)(1) and 12-111(c) of the Education Article of the Annotated Code of Maryland to establish a human resources management program and intended to achieve the following goals:-

~~II.A. The recognition that the employees of the USM are~~ The Board of Regents recognizes that among the USM’s most valuable assets ~~of the University System are its employees.;~~

~~II.B. It is the policy of the Board of Regents to recruit, select and retain~~ The recruitment, selection and retention of well-qualified employees, in accordance consistent with its commitment to affirmative action and equal employment.; and

~~IV.C. to the provision of for an efficient and effective and efficient human resources management programservices for administrative and classified personnel that supports the delivery of high quality education and research programs services in public higher education infor the USM and~~ the State of Maryland.

II. SCOPE AND AUTHORITY

A. General Authority

The Board of Regents delegates to the Chancellor the authority to establish ~~a comprehensive the USM University of Maryland System~~ Human Resources Management Program (the HR Program), in consultation with the Presidents of each USM institution.

B. HR Policies

The USM HR Program shall be governed by USM Human Resources Management policies approved by the Board of Regents of the USM and included in the Board’s “Policies, Procedures and Bylaws” (the USM HR policies).

1. The USM HR policies ~~The Chancellor, following consultation with the chief executive officers, shall develop the University of Maryland System Human~~

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~~Resources Management Program Manual~~ which shall provide for an appropriate balance between institutional missions and USM System responsibilities, and ~~which shall be~~ consistent with Federal and State laws.

~~2. Further, e~~Each institution ~~and component~~ shall ~~adopt~~ develop a its own human resource ~~manual~~ policies and procedures which shall include ~~Board of Regents' provisions, and the USM HR policies, as well as institutional-specific policies and~~ procedures that support implementation of the USM policies and address human resources management concerns not specifically addressed by the USM HR policies

~~V. 3. The USM HR policies and institution HR policies and procedures shall be available on the institution's website. A copy of these manuals shall be submitted to and retained in the Personnel Office of the University of Maryland System Administration.~~

~~VI. The Chancellor may delegate to the chief executive officers of the institutions and centers such authority as required for effective management of the University of Maryland System Human Resource Management Program. The University System Human Resources Management Program shall be developed and implemented in accordance with the following:~~

C. Applicability of USM HR Policies

1. USM HR policies apply to all USM and institutional Regular Status Nonexempt and Exempt Staff employees, unless a specific policy expressly excludes one or both of those job categories.

2. USM HR policies shall not apply to faculty or contingent status employees, unless a specific policy expressly includes one or more of those job categories.

3. USM HR policies shall apply at all USM institutions, except to the extent that:

a. A policy is modified by the terms of a collective bargaining agreement signed by an institution President and ratified by the Board of Regents under Title III of the State Personnel and Pensions Article (Maryland's Collective Bargaining Act) of the Annotated Code of Maryland, or

b. An aspect of an institution's HR program continues to be governed by provisions of a past policy applicable to the institution that is:

i. Contained in list of "prior institution policies" listed in Section IV of this policy; and

ii. Expressly incorporated by reference in the current USM HR policy generally governing that aspect of the institution's HR program.

- b. A policy provision may be superseded by a change in federal or state laws that creates an inconsistency between the policy and current legal requirements.

D. Institution Authority

Under the general direction of the institution's President or designee and consistent with the USM HR policies and institution-specific policies, procedures and collective bargaining agreements, the Chief Human Resources Officer (CHRO) of each institution is assigned the authority to:

1. Administer all elements of the institution's human resources function;
2. Develop, revise, interpret and administer policies, procedures, rules, standards and practices to ensure compliance in the institution, including the authorization of appropriate exceptions where such authority has been delegate by the President or designee;
3. Administer applicable pay and compensation plans;
4. Appoint or serve as the lead negotiator for institution collective bargaining;
5. Develop new and revised job class specifications for institution-specific titles in the Nonexempt pay program;
6. Develop, implement and coordinate employee development and training programs;
7. Carry out other human resource responsibilities and functions as directed by the President or designee; and
8. Delegate functions within the scope of the CHRO's authority to appropriate members of the institution's human resources staff.

III. ELEMENTS OF THE USM HR PROGRAM

The USM HR Program, as embodied in the USM HR policies, shall include, at a minimum, the following elements:

A. Employment

1. Each ~~constituent~~ institution ~~and component~~ shall recruit, select, ~~appoint~~ and retain a well-qualified, diverse, competent and creative work force committed to service to the USM and the public ~~and the University System~~.

2. Each ~~constituent~~ institution ~~and component~~ shall have written procedures to describe the process by which it recruits, selects and appoints recruitment, selection and appointment process for employees. ~~These procedures shall describe the manner in which all new employees will be recruited, selected and appointed.~~

B. Benefits

1. The ~~USM University of Maryland System~~ shall offer a comprehensive range of benefits to attract and retain high-quality personnel and ~~to~~ enhance employee morale and productivity.

2. The range of benefits shall include:

a. Those benefits required under State law for State employees, including employees of the USM; and

b. Other benefits authorized by the Board of Regents, upon recommendation of the Chancellor.

~~The Board of Regents, upon recommendation from the Chancellor, shall approve all changes to the benefits and leave programs, except those required by State Law.~~

C. Compensation

~~(Retain interim policy on compensation pending completion of the Compensation Study.)~~

1. The Board of Regents shall approve a USM pay program, upon recommendation of the Chancellor.

2. The pay program shall include consideration of, ~~upon recommendation by the Chancellor,~~ shall approve each year a pay program that shall consider:

a. cost-of-living adjustments,

b. merit increases ~~and~~

c. salary structures and schedules for various job categories; and

d. other salary adjustments guidelines, salary schedule(s) and other compensation-related items.

D. Performance Review Appraisal

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~~(Retain current policies on performance appraisal pending completion of the compensation study.)~~

- ~~1. The USM University of Maryland System shall provide an equitable and valid performance review process that which fosters employee development, ~~and~~ excellent performance and ~~which ensures~~ fair personnel administration.~~
- ~~2. Written performance reviews evaluations shall be administered at regular intervals, ~~minimally~~ on at least an annual basis.~~

E. Employee Relations

- ~~1. The USM University of Maryland System recognizes the dignity and rights of its employees as individuals and expects its employees to act with judgment, discretion and integrity at all times.~~
- ~~2. The USM will conduct its HR Program consistent with all relevant legal requirements, including federal and state anti-discrimination laws, Maryland's Collective Bargaining Act, and other federal and state laws applicable to its employees.~~
- ~~3. It is expected that Employee grievances will be resolved in an orderly and timely manner in an environment of impartiality and mutual respect.
 - ~~a. Employees and their supervisors shall will make every effort to resolve differences informally, ~~and shall consider all available alternatives for resolution of problems at this level.~~~~
 - ~~b. Appropriate Formal grievance procedures that conform to all legal requirements and USM HR policies will be available. ~~shall be in conformity with applicable federal and State laws.~~~~~~

F. General Conduct and Working Conditions

- ~~1. Each constituent institution shall provide an environment that promotes the safety, health, and general welfare of its employees.~~
- ~~2. Each employee will uphold appropriate standards of conduct, including and adherence to all applicable USM Board of Regents policies, provisions of the Systemwide Human Resource Program Manual, and procedures established at each institution and component policies and procedures.~~

IV. RELATIONSHIP TO PRIOR INSTITUTION HUMAN RESOURCES POLICIES

A. Prior Policies Governing Institution Human Resources

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The policies established under the USM HR Program build upon prior policies that governed the human resources programs of USM institutions prior to the creation of the USM. Such prior policies include:

1. Laws Relating to and Governing Policies and Procedures of the BTSUC (“BTSUC Policies and Procedures);
2. UM Personnel Policies and Rules for Classified Employees (UM Policies – Classified);
3. UM Personnel Policies and Rules for Associate Staff (“UM Policies – Associate Staff) and
4. UM BOR Policies and Procedures Manual (“UM BOR Manual”).

B. Relationship to USM HR Policies

Any prior policies with continuing relevance to the USM HR Program have been incorporated directly into the text of current USM policies or appended to a current USM policy. Therefore, USM HR policies supersede the prior policies listed in paragraph IV.A. of this section, unless a specific prior policy provision is expressly incorporated by reference into the USM HR policy that generally governs the subject matter of the prior policy. Prior policies incorporated by reference are listed in the Appendix to this Section of the USM Policies, Procedures and Bylaws.

~~VII. ————— This policy does not supersede or replace any policy pertaining to Faculty as specified in Bylaws, Policies and Procedures of the Board of Regents.~~

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.