

Officer of Administration Policy Review – Objectives and Timeline Update

Consistent Policy Framework and Administration for OAs

Steps:

- ***Create policy framework for OA policies; review and revise current policies; recommend changes. Assignment: Shelley Elliott with other members of steering committee; proposed completion date: 6-1-09.***

Update 7/30/09: Comprehensive list of existing university policies pertaining to OA employment compiled and nearly ready for campus review.

Policies in the following framework:

- Affirmative Action and Equal Opportunity
- Appointments
- Benefits, Programs, and Services
- Compensation
- Contracts
- Employee Conduct
- Employee Improvement and Complaint Resolution
- Health and Safety
- Leave Benefits
- Performance Evaluations
- Professional Development
- Recruitment
- Role in Governance
- Separation
- Work and Family Support
- Work Schedules

Next steps:

- Finish identifying links for policies
- Communicate progress to university community and provide opportunity for comment
- Finalize policy framework and format

Anticipated completion date: 9/15/09

- ***Determine format and begin publishing policies. Assignment: Shelley Elliott with other members of steering committee; proposed completion date: 7-1-09.***

Update 7/30/09: Format determined as part of policy framework (see above).

- ***Improve web page for OA employment to include updated policies and services. Assignment: Linda King with HR web developer; proposed completion date: 10-1-09.***

Update 7/30/09: On target for 10-1-09.

- ***Designate offices responsible for OA employment and policy administration; create information resources and support for OAs. Assignment: Frances Dyke, VPFA and Russ Tomlin, Sr Vice Provost, Academic Affairs; proposed completion date: 7-1-09.***

Update 7/30/09: University administration has designated Human Resources as office responsible for OA employment and policy administration. Offices such as Unclassified Personnel Services and Office of Affirmative Action and Equal Opportunity will continue to have assignments related to OA and unclassified employment.

Temporary staff support dedicated to moving forward the OA employment policy initiative will begin August 3, 2009. Recruitment for a new position, Associate Director of Human Resources for OA Employment, will begin by September 1, 2009.