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UNIVERSITY  
of VIRGINIA

## **BOV-001: Adoption of Human Resource Policies Governing University Staff under Higher Education Restructuring**

Date: 06/13/2008 Status: Final Policy Type: University

Contact Office: [Benefits and Leave Center \(UHR\)](#), [Consulting Services \(UHR\)](#), [Employee Development \(UHR\)](#)

Oversight Executive: Vice President and Chief Human Resources Officer

Applies To: Academic Division and the College at Wise.

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Reason for Policy:

The University is committed to creating a human resources system for University employees designed to recruit, develop, and competitively compensate a superior workforce better prepared to meet the future needs of the University. This policy establishes approval for the University to develop human resources policies applicable to the new employment category of University staff employee.

Definition of Terms in Statement:

- **Career Development:**  
A series of planned actions taken by an employee, with the active support of management, to successfully meet the demands of the current job environment, prepare for future work opportunities and challenges, and enhance employee career satisfaction.
- **Performance Management:**  
A management process for ensuring that employees' work efforts, skills, and behavior are in alignment with the University's mission, goals, and objectives. It consists of four major components: (1) performance and development planning; (2) ongoing discussions and feedback between the employee and supervisor to keep performance and development on track throughout the performance cycle; (3) evaluation of employee performance relative to performance expectations and identified capabilities and competencies; and (4) review of Career Development Plan progress.

- Career Development Plan:  
An action plan for enhancing an employee's level of skills, capabilities, and performance in order to excel in the current job or prepare for new responsibilities.
  
- University Staff Employees (University Staff):  
Those salaried, non-faculty employees hired on or after July 1, 2006, and those salaried non-faculty employees and administrative and professional faculty electing to participate in the University Human Resources System established by the Board of Visitors under the authority granted by the Restructuring Act and the Management Agreement. (The term "University Staff Employee" includes all three categories of University Staff Employees - Operational & Administrative, Managerial & Professional, and Executive & Senior Administrative.)
  - Management Agreement:  
The [agreement](#) between the University and the Commonwealth required by Subsection D of §23.1-1004 of the Restructuring Act.
  
  - Restructuring Act:  
The [Restructured Higher Education Financial and Administrative Operations Act](#), Chapter 10 of Title 23.1 of the Code of Virginia.

Policy Statement:

The Board of Visitors has adopted the following proposed human resources policies to be implemented January 1, 2009:

1. An employee career development policy that provides for career development opportunities and the support necessary for them, subject to available funding and applicable policies. The career development policy shall include career paths to provide for planned progression, job enrichment opportunities, and ongoing education and training. These policies shall be tightly linked with those policies for performance planning and evaluation, and compensation.
  
2. A new compensation policy for university staff based on market-relevant salary ranges, replacing the current salary and job classification structure. The compensation policy will allow for differentiation in pay increases based on individual performance and employee development and will be administered in accordance with the Compensation Plan for University Staff to be approved by the Board of Visitors.
  
3. A performance management policy to help managers and employees establish performance goals that are strategically aligned, as well as career development goals. The policy will provide the opportunity for interim reviews to track employee progress. The performance evaluation policy will include a new rating scale; evaluation of performance goals, employee competencies, and career goals; and opportunities for coaching and for multiple sources of feedback.
  
- 4.

A leave program that provides employees accrued leave benefits and changes the current leave structure for University staff to allow for cash-out of annual leave in excess of the maximum carry-over amount, as well as an initial leave allocation for new employees and those transferring within the University. In addition, the University will continue to explore ways to simplify the current leave program.

5.

A benefit provisions for University staff that include the following: (1) The University will provide optional retirement plan benefits to eligible University staff. (2) The University will offer part-time salaried University staff a partial employer subsidy toward the cost of health insurance. (3) The University will adopt a supplemental benefit credit, targeted to lower salaried employees. Eligible employees would receive a fixed dollar credit to help offset the cost of benefit deductions. Except for the changes outlined above, other benefit provisions, including health insurance, retirement, and associated life and disability insurance benefits are unchanged by this resolution.

6.

The current terms and conditions of employment for University staff, including progressive discipline and due process as found in the current Standards of Conduct and Layoff & Severance policies, with the exception that layoff notification for University staff will be increased to sixty days. These terms and conditions will not be applicable to employees in senior administration and coaching positions, which will continue to be covered by contractual provisions.

7.

Enhanced provisions for dispute resolution, and for flexible working arrangements including telecommuting and alternate work schedules.

I.

**Training:**

The University is committed to providing effective, accessible, and ongoing training for managers and employees on the new human resources system to support successful implementation of these policies.

II.

**Material Changes to Policies:**

In accordance with the Management Agreement entered into by the University and the Commonwealth pursuant to the Act, future material changes to policies for compensation, benefits or severance will be subject to approval by the Board of Visitors.

Any material changes resulting from input provided during the open comment period will be subject to the approval of the Board of Visitors or its Executive Committee. The authority to approve policies for University staff consistent with the statements above, and to engage in further delegation of authority for their oversight and implementation, be delegated to the President, acting through the Executive Vice President and Chief Operating Officer, in consultation with the Executive Vice President and Provost.

Related Information:

<a href="#">HRM-012</a>	Alternative Work Schedules
<a href="#">HRM-013</a>	Telecommuting from Alternative Work Locations
<a href="#">HRM-014</a>	Standards of Conduct for University Staff Employees

<a href="#">HRM-015</a>	Layoff for University Staff Employees
<a href="#">HRM-016</a>	Severance Benefits for University Staff Employees
<a href="#">HRM-017</a>	Temporary Reduction in Workforce for University Staff Employees
<a href="#">HRM-018</a>	Performance Management for University Staff Employees
<a href="#">HRM-019</a>	University Staff Employees Engaged in Teaching
<a href="#">HRM-020</a>	Probationary Period for University Staff Employees
<a href="#">HRM-021</a>	Terms and Conditions of University Staff Employment
<a href="#">HRM-023</a>	Career Development for University Staff Employees
<a href="#">HRM-024</a>	Pay Practices Program for University Staff Employees
<a href="#">HRM-025</a>	Professional Service and External Consulting for University Staff Employees
<a href="#">HRM-027</a>	Resolving Grievances for University Staff Employees
<a href="#">HRM-030</a>	Recruiting and Hiring of University Staff and Wage Employees
<a href="#">HRM-031</a>	Paid Leave for University Staff Employees

Policy Background:

Reference: Adoption of Human Resource Policies Governing University Staff Under Higher Education Restructuring, [BOV Minutes dated June 13, 2008](#), pgs. 7621 - 7624.

Major Category: Board of Visitors

Category Cross Reference: Human Resource Management

Approved by, Date: Board of Visitors, 06/13/2008

**Source URL:** <https://uvapolicy.virginia.edu/policy/BOV-001>