Notice of Proposed University Staff Policies

To::
Appointed Professionals and Classified Staff
Names and titles:
University Career Architecture Project (UCAP) Team

Date::
September 11, 2019

The University Career Architecture Project (UCAP) team is proposing a suite of policies governing the University Staff employment category. These policies are now posted for campuswide public comment on the University Policy website at policy.arizona.edu.[1] The public comment period will close at 5 p.m. on Monday, Oct. 14.

The following proposed policies reflect new and changing policies as a result of UCAP. The content of some existing Human Resources policies, such as Sick Time, will change minimally to include University Staff in their scope.

We encourage the campus community to review and provide comments using the “Feedback” box at the bottom of each policy.

Proposed Policies

University Staff Vacation Time[2]: All University Staff will accrue paid vacation hours at 22 days per year (prorated by FTE).

What this means for you: Classified Staff members who currently earn fewer than 22 days per year will increase their accrual rate if they transition to University Staff. Appointed Professionals will be unaffected.

Retirement[3]: Newly hired University Staff in all career streams will have a one-time, irrevocable choice between the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP). Anyone who does not elect a retirement plan within 30 days of new eligibility will default into the ASRS.

What this means for you: Classified Staff members (other than UAPD officers) who move to University Staff will have a 30-day window in February to switch from the ASRS to the ORP or remain in the ASRS. This is a one-time, irrevocable choice. Appointed Professionals will be unaffected.

University Staff Compensation Policy[4]: The UA is committed to equitable compensation in compliance with all applicable laws and regulations.

What this means for you: The new career architecture will enable pay ranges to be compared for positions across the University and against outside employers. This will support fair and equitable pay practices.

Management Authority and Employee Expectations[5]: The UA has the authority to exercise customary management functions consistent with employee expectations of a safe and nondiscriminatory work environment.

What this means for you: This policy is in line with existing policies, so no substantive changes to employee experiences are expected.

University Staff Standards of Conduct Policy[6]: The UA is committed to sustaining a community that advances learning and innovation and supports the core UA values.

What this means for you: University Staff employees commit to being inclusive and respectful, demonstrating integrity, protecting UA assets, and providing a safe environment for our community.

Separation from Employment[7]: University Staff will be employed at-will. This means that both the UA and the employee may end the employment relationship at any time, with or without notice or cause. The Division of Human Resources will review and approve all involuntary separations to ensure appropriate processes are followed by supervisors and units.

What this means for you: Appointed Professional positions moving to University Staff will no longer receive an annual contract continuing employment for a defined period. For Classified Staff members (except UAPD officers), the current option for a discharge hearing will be replaced with a grievance process.

Implementation guidelines accompanying the Separation policy address Performance Management, Reorganization or Reduction in Force, and Disputes Related to Separation from Employment. These guidelines are also posted for review.
• **Performance Management Guidelines**: The UA is committed to its employees and their success. We expect supervisors to support employees and manage job performance, address conduct issues, and guide development and improvement. These guidelines outline options for informal and formal corrective action.

**What this means for you** The Division of Human Resources will support supervisors in using corrective action to address performance and/or conduct concerns. However, no sequence of informal and/or formal corrective action is required prior to an employee’s separation.

• **Disputes Related to Separation from Employment**: The UA is committed to having a process in place for employees to request a review of separation decisions.

**What this means for you** Although University Staff employment is at-will, employees who believe their separation violated UA or public policy may file a grievance with the Chief Human Resources Officer.

• **Reorganization or Reduction in Force Guidelines**: Specific guidelines will be followed when unit funding cuts or reorganizations require a reduction or change in staffing levels.

**What this means for you** Decisions regarding workforce reorganization will be made using a consistent and transparent process. University Staff will receive the post-separation privileges specified in the Classified Staff Layoff/Reduction in Force policy.

**About UCAP**

UCAP was launched in 2017 to support employee career progression, to provide market-informed data for pay decisions, and to create a more cohesive culture for all employees by replacing the current Classified Staff and Appointed Professional categories of employment with a single employment category. Learn more at [ucap.arizona.edu](http://ucap.arizona.edu).

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