

UNIVERSITY GUIDEBOOK**Title of Policy: Numbering of University Policies**

Responsible Division/Office: Office of the President
Approving Officer: President
Revision History: June 1997; November 2009
Resolution Number(s): YR 2010-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: November 2012

Policy: The University establishes a numbering series to categorize University Policies. Policies are assigned a number based on the area of administrative responsibility under which it falls.

Procedure:

Each area of administrative responsibility is identified by a one thousand number series. Each policy is assigned a number within the series, beginning with the number "0001" and continuing through "9999" as well as a two digit number that follows the number series, beginning with the number "01" and continuing through "99". These two digit numbers are separated from that series by a decimal point.

- "1000" - Academic Affairs
- "2000" - Equal Opportunity and Diversity
- "3000" - Budget and Finance
- "4000" - Facilities
- "5000" - Advancement
- "6000" - Intercollegiate Athletics
- "7000" - Human Resources
- "8000" - Student Affairs
- "9000" - Administration and Personnel
- "0000" - Policies Development

**Agenda Item E.4.a.
Exhibit G**

REDLINE VERSION**UNIVERSITY GUIDEBOOK****Subject: Title of Policy: Numbering of Policies and Institutional Procedures University Policies**Responsible Division/Office: Office of the PresidentApproving Officer: PresidentRevision History: June 1997; November 2009Resolution Number(s): YR 2010-Board Committee: Internal AffairsEFFECTIVE DATE:Next review: November 2012

Developed by: Shirley A. Carpenter	Authorized by: Shirley A. Carpenter
Title: Chairperson	Title: Chairperson
Policies & Procedures Task Force	Policies & Procedures Task Force
Date: April, 1997	Date: May, 1997
	EFFECTIVE: June 2, 1997

~~Institutional Procedures are guidelines established to assist in the implementation of applicable Policies adopted by the Board. Typically, Policies are presented in one of the Board's eight standing committees, i.e., Academic Affairs, Affirmative Action, Budget and Finance, Building and Property, Development, Intercollegiate Athletics, Personnel, and Student Affairs. On occasion, Policies are presented by the Board as a committee of the whole, or by an appointed special committee or task force.~~

Policy: The University establishes a numbering series to categorize University Policies. Policies are assigned a number based on the area of administrative responsibility under which it falls.

One Thousand SeriesProcedure

~~In the *Guidebook* these standing committees are used as a method of identifying and tracking Policies and Institutional Procedures. Each committee is identified by a one thousand number series:]~~

Each area of administrative responsibility is identified by a one thousand number series. Each policy is assigned a number within the series, beginning with the number "0001" and continuing through "9999" as well as a two digit number that follows the number series, beginning with the number "01" and continuing through "99". These two digit numbers are separated from that series by a decimal point.

"1000" - Academic Affairs

"2000" - ~~Affirmative Action~~ Equal Opportunity and Diveristy

"3000" - Budget and Finance

"4000" - ~~Building and Property~~ Facilities

"5000" - ~~Development/Public Service~~ Advancement

"6000" - Intercollegiate Athletics

"7000" - ~~Personnel~~/Human Resources

"8000" - Student Affairs

"9000" - ~~Other Committee or Task Force~~ Administration and Personnel

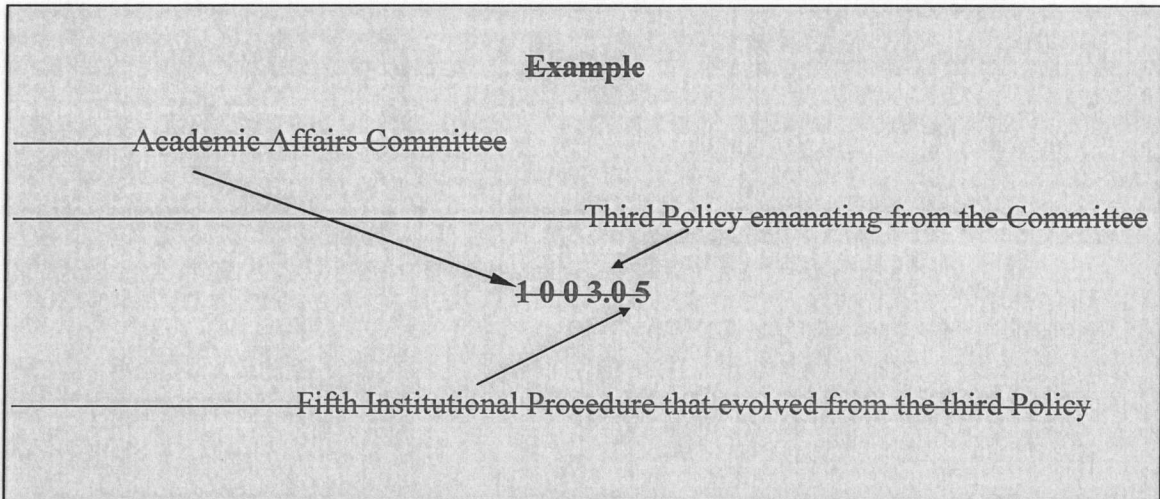
"0000" - Policies and ~~Institutional Procedures~~ Development

One Hundred Series

~~Each Policy emanating from a committee is assigned a number within the series, beginning with the number "001" and continuing through "999".~~

Decimal Series

Each Institutional Procedure that evolves from a Policy is assigned a two digit number that follows the number series, beginning with the number "01" and continuing through "99". These two digit Institutional Procedure numbers are separated from that series by a decimal point.



UNIVERSITY GUIDEBOOK**Title of Policy: Vacation Leave, Exempted Professional/Administrative Staff & Department Chairpersons**

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance & Administration
Revision History: May 1998; September 2009
Resolution Number(s): YR 1998-16/1999-20; YR 2010
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: September 2012

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility

Scope: These parameters and procedures apply to exempted Professional/Administrative Staff and Department Chairpersons. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- Full-time Exempted Professional/Administrative staff and Department Chairpersons on twelve-month contracts earn 7.33 hours per pay period or 176 hours of paid vacation leave each fiscal year.
- Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater FTE (Full Time Equivalent) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.
- Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- Vacation leave for full-time twelve-month staff may be accrued up to a maximum of 320 hours.

- Employees whose vacation balance reaches 320 hours will not accrue vacation until the balance is reduced below the forty day maximum. Employees are responsible for monitoring the vacation balance.
- Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE, and should be requested in hours. (e.g., A .75 FTE staff member would have a maximum accrual of 240 hours.)
- Vacation leave accrual begins on the effective date of the initial employment, and may be requested once the staff member has successfully completed three months of service.
- Accrued vacation leave may be taken prior to the effective date of separation, or a cash payment will be made for vacation accrued through the last day of work, provided a thirty-day notice of resignation has been submitted to the Office of Human Resources.
- Full-time externally funded professional/administrative staff earns 7.33 hours per pay period or 176 paid vacation hours per year, which must be taken during the contract period in which it was earned. Vacation may not be carried forward to succeeding contracts or converted to cash payments.
- Department chairpersons and other administrators holding earned rank and tenure (Policy 9005.01) who revert to faculty status shall receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- If the vacation balance of classified staff who transfer to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than 280 hours.

Procedures

1. Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
2. The staff member will complete the "Vacation Request, Professional/Administrative Staff" and submit it to the immediate supervisor in advance of the leave.
3. The supervisor completes the form and forwards it to the Office of Human Resources prior to the date of the leave.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

**Subject/Title of Policy: Vacation Leave, Exempted
Professional/Administrative Staff & Department Chairpersons**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: May 1998; September 2009

Resolution Number(s): YR 1998-16/1999-20; YR 2010

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: September 2012

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility

Scope: These parameters and procedures apply to exempted Professional/Administrative Staff and Department Chairpersons. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- Full-time Exempted Professional/Administrative staff and Department Chairpersons on twelve-month contracts earn ~~1.83 days per month~~ 7.33 hours per pay period or ~~twenty-two working days~~ 176 hours of paid vacation leave each fiscal year.
- Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater FTE (Full Time Equivalent) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.
- Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- Vacation leave for full-time twelve-month staff may be accrued up to a maximum of ~~forty days~~ 320 hours.

- Employees whose vacation balance reaches ~~forty days~~ 320 hours will not accrue vacation until the balance is reduced below the forty day maximum. Employees are responsible for monitoring the vacation balance.
- Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE, and should be requested in hours. (e.g., A .75 FTE staff member would have a maximum accrual of 240 hours.)
- Vacation leave accrual begins on the effective date of the initial employment, and may be requested once the staff member has successfully completed three months of service.
- Accrued vacation leave may be taken prior to the effective date of separation, or a cash payment will be made for vacation accrued through the last day of work, provided a thirty-day notice of resignation has been submitted to the Office of Human Resources.
- Full-time externally funded professional/administrative staff earns ~~1.83 days per month~~ 7.33 hours per pay period or ~~twenty-two~~ 176 paid vacation days/hours per year, which must be taken during the contract period in which it was earned. Vacation may not be carried forward to succeeding contracts or converted to cash payments.
- Department chairpersons and other administrators holding earned rank and tenure (Policy 9005.01) who revert to faculty status shall receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- ~~Classified staff who transfer to professional/administrative status, will have vacation leave converted from hours to days. Following this conversion, if~~ If the vacation balance of classified staff who transfer to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than 280 hours thirty five days. [QUESTION: Hasn't everyone been changed to hours? Why is conversion needed?]

Procedures: ~~[QUESTION: What if you have P/A staff and classified staff who want the same time but only one can have it? Does this go back to seniority?]~~

1. Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
2. The staff member will complete the "Vacation Request, Professional/Administrative Staff" and submit it to the immediate supervisor in advance of the leave.
3. The supervisor completes the form and forwards it to the Office of Human Resources prior to the date of the leave.

UNIVERSITY GUIDEBOOK

**Subject: Sick Leave—Professional and Administrative Staff and
Department Chairpersons**

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance and Administration
Revision History: January 1999; November 2009
Resolution Number(s): YR 1998-16/1999-58; YR 2010-
Board Committee: Internal Affairs:
EFFECTIVE DATE:
Next review: November 2012

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

Parameters:

- Exempted professional and administrative staff and academic department chairpersons earn fifteen days of sick leave per year.
- Sick leave may be accumulated without limit during active service at the University.
- At the time of retirement, all professional and administrative staff and department chairpersons completing ten or more years of active service or a combination of active University service together with other State of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. Upon accepting payment, all remaining sick leave credit accrued will be eliminated.

- A retired employee who returns to University service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
- Sick leave conversion does not apply to any termination or separation other than retirement.
- Employees covered by collective bargaining should refer to their respective labor agreement.

Procedures:

1. Employees utilizing sick leave should notify their immediate supervisor as soon as possible.
2. Employees will complete the appropriate sick leave form in advance of the leave, when possible, or upon return to work.
3. Employees will forward the completed form to their immediate supervisor.
4. The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

**Subject: Sick Leave—Professional and Administrative Staff and
Department Chairpersons**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: January 1999; November 2009

Resolution Number(s): YR 1998-16/1999-58; YR 2010-

Board Committee: Internal Affairs:

EFFECTIVE DATE:

Next review: November 2012

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director

Title: Executive Vice President

Human Resources

EFFECTIVE: March 12, 1999

Date: January, 1999

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

RESOLUTION NUMBER: YR 1998 - 16/1999 - 58

Parameters:

- ~~Exempted professional and administrative staff and academic department chairpersons Full-time employees~~ earn fifteen days of sick leave per year, - faculty at a rate of 1.67 days for each month of the academic year; full-time professional/administrative staff at a rate of 1.25 days for each calendar month of service; and classified civil service employees at a rate of 4.6 hours of sick leave for each completed eighty hours of service.
- Sick leave may be accumulated without limit during active service at the University.
- At the time of retirement, all professional and administrative staff and department chairpersons employees completing ten or more years of active service or a

- combination of active University service together with other State of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. Upon accepting payment, all remaining sick leave credit accrued will be eliminated.
- ~~(Classified Civil Service staff should refer to their labor agreement for sick leave conversion information.)~~
- A retired employee who returns to University service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
- Sick leave conversion does not apply to any termination or separation other than retirement.
- Employees covered by collective bargaining should refer to their respective labor agreement.

Procedures:

1. Employees utilizing sick leave should notify their immediate supervisor as soon as possible.
2. Employees will complete the appropriate sick leave form in advance of the leave, when possible, or upon return to work.
3. Employees will forward the completed form to their immediate supervisor.
4. The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.

UNIVERSITY GUIDEBOOK

Title of Policy: **Designation of Moveable University Holidays**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: March 1998; September 2009

Resolution Number(s): YR 1998-57; YR 2010 –

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: September 2012

Policy: The Board of Trustees has been authorized by Section 124.19 of the *Ohio Revised Code* to observe certain paid holidays on days other than the date specified in this Section. In turn, the Board authorizes the President to make any changes that most favorably meet the needs of the University community.

Parameters: The movable paid holidays include:

- Martin Luther King, Jr. Day (third Monday in January).
- Presidents' Day (third Monday in February).
- Columbus Day (second Monday in October).

Procedures:

1. The President, on the recommendation of the Provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
2. Annually, the Office of Human Resources will distribute a complete listing of the paid University holidays to the Board of Trustees and members of the University community.

UNIVERSITY GUIDEBOOK**Title of Policy: Collective Bargaining and Negotiations**

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance and Administration
Revision History: Aug 1998; Nov 2009
Resolution Number(s): YR 1999-33; YR 2010-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: November 2012

Policy: Youngstown State University recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in 4117.01 of the *Ohio Revised Code*.

Parameters:

- The goal of collective bargaining under this policy is to negotiate successor agreements with each bargaining unit that achieve the goals of both the University and bargaining unit members and are negotiated in a professional and collegial manner.
- The *Ohio Revised Code* at 4117.01(C) defines public employees as “. . . any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the National Labor Relations Board has declined jurisdiction on the basis that the involved employees are employees of a public employer. . . .” Exceptions applicable to colleges and universities include:

REDLINE VERSION**UNIVERSITY GUIDEBOOK**

Subject/Title of Policy: Designation of Moveable University Holidays

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: March 1998; September 2009

Resolution Number(s): YR 1998-57; YR 2010 –

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: September 2012

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director

Title: Executive Vice President

Human Resources

Date: June, 1998

Date: March 2, 1998

EFFECTIVE: June 26, 1998

Policy: The Board of Trustees has been authorized by Section 124.19 of the *Ohio Revised Code* to observe certain paid holidays on days other than the date specified in this Section. In turn, the Board authorizes the President to make any changes that most favorably meet the needs of the University community.

RESOLUTION NUMBER: YR 1998 – 57

Parameters: The movable paid holidays include:

- Martin Luther King, Jr. Day (third Monday in January).
- Presidents' Day (third Monday in February).
- Columbus Day (second Monday in October).

Procedures:

1. The President, on the recommendation of the Provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
2. Annually, the Office of Human Resources will distribute a complete listing of the paid University holidays to the Board of Trustees and members of the University community.

“Confidential employees,” “Management level employees,” “Supervisors,” “Students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit,” and “Part-time faculty members of an institution of higher education.”

- It is the responsibility of the appropriate appointing authorities to inform those members of the faculty or staff within their respective division who are not included in collective bargaining representation because of the nature of their position.
- The Board of Trustees of Youngstown State University within its fiduciary responsibility provides oversight of collective bargaining between the University and the bargaining units that represent employee groups.

The role of the Board of Trustees in collective bargaining is defined by the following guidelines;

- The Chairperson of the Board of Trustees or his/her designee will act as the sole spokesperson for the Board of Trustees on any matters related to negotiations.
- No later than nine months prior to the expiration of a given contract the Board of Trustees will either designate a standing committee or appoint an ad hoc committee to which reports on collective bargaining and negotiations are made. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for Board of Trustees participation and communications for each negotiation.
- The administration will present to the designated committee for its review recommendations for membership of the University negotiation team, the Chief Negotiator, the role of legal counsel and bargaining approach (e.g. traditional versus interest based), The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and University goals and priorities as well as anticipated bargaining unit goals and priorities.

- The designated committee will approve overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
- During each negotiation the administration will update the designated committee on overall progress, University and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
- When a final tentative agreement is reached and after legal review, the administration will provide to the designated committee a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices, typically at least one week in advance of the scheduled meeting.
- The designated committee, if a standing committee will recommend action on the proposed agreement to the full Board of Trustees; if an ad hoc committee, will recommend action to the Internal Affairs Committee who will recommend action to the full Board of Trustees.
- The Board of Trustees must ratify all final collective bargaining agreements.
- At the conclusion of each round of negotiations the designated committee will prepare recommendations to guide the next round of negotiations.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: <u>Title of Policy:</u> Collective Bargaining and Negotiations	
Responsible Division/Office: <u>Human Resources</u>	
Approving Officer:	<u>Vice President for Finance and Administration</u>
Revision History:	<u>Aug 1998; Nov 2009</u>
Resolution Number(s):	<u>YR 1999-33; YR 2010-</u>
Board Committee:	<u>Internal Affairs</u>
EFFECTIVE DATE:	_____
Next review:	<u>November 2012</u>

Developed by: <u>Jean R. Wainio</u>	Authorized by: <u>G. L. Mears</u>
Title: <u>Interim Executive Director</u>	Title: <u>Executive Vice President</u>
<u>Human Resources</u>	EFFECTIVE: 12-11-98
Date: <u>August, 1998</u>	

Policy: Youngstown State University recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in 4117.01 of the *Ohio Revised Code*.

RESOLUTION NUMBER: YR 1999 – 33

Parameters:

- The goal of collective bargaining under this policy is to negotiate successor agreements with each bargaining unit that achieve the goals of both the University and bargaining unit members and are negotiated in a professional and collegial manner.
- The *Ohio Revised Code* at 4117.01(C) defines public employees as “. . .any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the National Labor Relations Board has declined jurisdiction on the basis that the involved employees are employees of a public employer. . . .” Exceptions applicable to colleges and universities include:

• “Confidential employees,” “Management level employees,” “Supervisors,” “Students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit,” and “Part-time faculty members of an institution of higher education.”

- It is the responsibility of the appropriate appointing authorities to inform those members of the faculty or staff within their respective division who are not included in collective bargaining representation because of the nature of their position.

-
- The Board of Trustees of Youngstown State University within its fiduciary responsibility provides oversight of collective bargaining between the University and the bargaining units that represent employee groups. ~~The Board of Trustees must ratify all collective bargaining agreements.~~

The role of the Board of Trustees in collective bargaining is defined by the following guidelines:-

- The Chairperson of the Board of Trustees or his/her designee will act as the sole spokesperson for the Board of Trustees on any matters related to negotiations.
- ~~Prior to each negotiation,~~No later than nine months prior to the expiration of a given contract ~~the the~~ Board of Trustees will either designate a standing committee or appoint an ad hoc committee to which reports on collective bargaining and negotiations are made. This committee will provide the necessary authorizations for ~~administration~~ administration negotiations teams. ~~This committee and~~ will establish parameters for Board of Trustees participation and communications for each negotiation.
- ~~Prior to each negotiation, the~~The University administration will present to the designated committee for its review recommendations for membership of the University negotiation team, the Chief Negotiator, the role of legal counsel, ~~and and~~ bargaining style approach (e.g. traditional versus interest based).~~,-~~ The University administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and University goals and priorities as well as s, anticipated bargaining unit goals and priorities. ~~,-and~~ financial parameters.

- The designated committee will approve overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
- During each negotiation the University administration will update the designated committee on overall progress, University and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
- When a final tentative agreement is reached and after legal review, the University administration will provide to the designated committee ~~with~~ a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices, typically at least one week in advance of the scheduled meeting.
- The designated committee, if a standing committee will recommend action on the proposed agreement to the full Board of Trustees; if an ad hoc committee, will recommend action to the Internal Affairs Committee who will recommend action to the full Board of Trustees.
- The Board of Trustees must ratify all final collective bargaining agreements.
- At the conclusion of each round of negotiations the designated committee will prepare recommendations to guide the next round of negotiations.

UNIVERSITY GUIDEBOOK

Title of Policy: Multiple-Year Contracts

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance & Administration
Revision History: June 1999; November 2009
Resolution Number(s): YR 1999-110; YR 2010-
Board Committee: Internal Relations
EFFECTIVE DATE:
Next review: November 2012

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

Definitions

- **Executive Officers of the University** are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel. Other positions, with the approval of the Board of Trustees, may be identified as executive level officers (Policy 9001.01)
- **Administrative Officers of the University** include the College Deans, Dean of the School of Graduate Studies and Research, the Executive Directors, and the Director of Equal Opportunity and Diversity. (Policy 9002.01)
- **Designated Professional/Administrative Staff** include Associate and Assistant Provost, Associate and Assistant Dean, professional/administrative staff of the Office of the President, and others designated by the President.

Parameters:

- Executive and administrative officers and selected designated professional/administrative staff typically receive three-year employment contracts. Such contracts are renewable at least a year prior to the ending of the contract. The President of the University and athletic coaches may also receive multiple year contracts.
- Executive and administrative officers are evaluated annually (Policies 9001.01 and 9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President may present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.

Procedures

1. The length of the contract offered to Executive Officers, Administrative Officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of the University President is described in 9008.01.
3. The process of selection and evaluation of Executive Officers is described in 9001.01.
4. The process of selection and annual evaluation process for Administrative Officers is described in 9002.01.
5. The process of selecting other professional/administrative staff is described in 2001.02.
6. Coaches in intercollegiate athletics are covered by policy 7016.02.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Title of Policy: **Multiple-Year Contracts**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: June 1999; November 2009

Resolution Number(s): YR 1999-110; YR 2010-

Board Committee: Internal Relations

EFFECTIVE DATE:

Next review: November 2012

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director

Title: Executive Vice President

Human Resources

EFFECTIVE: June 11, 1999

Date: December, 1998

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

RESOLUTION NUMBER: YR 1999 – 110

Definitions

- **Executive Officers of the University** are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel. ~~Vice President for Student Affairs, Vice President for Development and Community Affairs, University Advancement, Executive Vice President for Finance & Administration, Provost/Vice President for Academic Affairs, University General Counsel and President.~~ Other positions, with the approval of the Board of Trustees, may be identified as executive level officers (Policy 9001.01)
- **Administrative Officers of the University** include the College Deans, Dean of Graduate ~~the Graduate School and Research, Studies,~~ the Executive Directors, and the Director of Equal Opportunity and Diversity. ~~and the Executive Directors.~~ (Policy 9002.01)

- **Designated Professional/Administrative Staff** include Associate and Assistant Provost, Associate and Assistant Dean, ~~General Counsel~~, professional/administrative staff of the Office of the President, and others designated by the President.

Parameters:

- Executive and administrative officers and selected designated professional/administrative staff typically receive three-year employment contracts. Such contracts are renewable at least a year prior to the ending of the contract. The President of the University and athletic coaches may also receive multiple year contracts.
- Executive and administrative officers are evaluated annually (Policies 9001.01 and 9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President may present to the ~~Personnel Relations Committee of the Board of Trustees~~ other appointment plans for specific individuals when it is in the best interest of the University.

Procedures

1. The length of the contract offered to Executive Officers, Administrative Officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
- ~~1.2.~~ The process of selection and evaluation of the University President is described in 9008.01.
- ~~2.3.~~ The process of selecting Executive and Administrative Officers selection and evaluation of Executive Officers is described in 9001.01.
- ~~3.4.~~ The process of selection and evaluation annual evaluation process for Executive and Administrative ~~and Executive~~ Officers is described in 9002.01.
5. The process of selecting other professional/administrative staff is described in 2001.02.
6. Coaches in intercollegiate athletics are covered by policy 7016.02.

UNIVERSITY GUIDEBOOK

Title of Policy: Compensation and Salary Studies

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance and Administration
Revision History: October 1998; September 2009
Resolution Number(s): YR 1999-112; YR 2010-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next Review: September 2012

Policy: The Board of Trustees recognizes the need to have appropriate compensation plans for all employees and employee groups, and has authorized the President, or designee, to develop such plans.

Definition: Employee groups include faculty, professional/administrative staff, and classified civil service staff.

Parameters:

- Compensation and salary studies will be based upon comparable markets as determined by the University that are applicable to the institution and respective employee groups.
- Compensation and salary plans will attempt to provide parity for positions with comparable duties and responsibilities.
- Compensation and salary made available to employees will be consistent with the fiscal ability of the University to support such plans.

Procedures:

1. The President will periodically designate the individual(s) responsible for reviewing compensation and salary of employee groups.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Title of Policy: **Compensation and Salary Studies**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: October 1998; September 2009

Resolution Number(s): YR 1999-112; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next Review: September 2012

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director

Title: Executive Vice President

Human Resources

EFFECTIVE: June 11, 1999

Date: October, 1998

Policy: The Board of Trustees recognizes the need to have appropriate compensation plans for all employees and employee groups, and has authorized the President, or designee, to develop such plans.

RESOLUTION NUMBER: YR 1999 - 112

Definition: Employee groups include faculty, professional/administrative staff, and classified civil service staff.

Parameters:

- Compensation and sSalary studies will be based upon comparable markets as determined by the University that are applicable to the institution and respective employee groups.
- Compensation and sSalary plans will attempt to provide ~~wage~~ parity for positions with comparable duties and responsibilities.
- Compensation and salary made available to employees will be consistent with the fiscal ability of the University to support such plans.

Procedures:

1. The President will periodically designate the individual(s) responsible for reviewing compensation and salary of employee groups.

Procedures:

1. _____ The Provost, or designee, is responsible for periodically reviewing faculty salary and compensation surveys with a particular focus on peer institutions in Ohio.

2. _____ The Executive Vice President, or designee, is responsible for periodically reviewing professional/administrative staff salaries and compensation at peer institutions in Ohio.

3. _____ The Executive Director of Human Resources, or designee, is responsible for periodically reviewing classified civil service staff salaries and compensation at institutions within the Youngstown/Warren/Sharon regional metropolitan area.

UNIVERSITY GUIDEBOOK

Title of Policy: Professional/Administrative Staff

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance & Administration
Revision History: March 1999; November 2009
Resolution Number(s): YR 1999-114; YR 2010 –
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: November 2012

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members.

Parameter: Professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate division head.
2. The division head will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.

3. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and procedures for the selection of Administrative Officers (9002.01).
4. Professional/administrative staff members are employed in full-time or part-time status (7021.03).
5. The Provost or appropriate Vice President will review the proposed offer of employment with the Executive Director of Human Resources prior to the offer to the successful candidate.
6. The offer of employment is extended by the Provost or appropriate Vice President upon the recommendation of the Dean or Executive Director and the person responsible for the employing unit.
7. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
8. Terms and conditions of employment of professional/administrative staff are outlined in the *YSU/YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [7017.01], externally funded staff [7021.04], managerial staff, or appointments of less than .27 FTE).

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: <u>Title of Policy:</u> Professional/Administrative Staff	
Responsible Division/Office: Human Resources	
Approving Officer: Vice President for Finance & Administration	
Revision History: March 1999; November 2009	
Resolution Number(s): YR 1999-114; YR 2010 –	
Board Committee: Internal Affairs	
EFFECTIVE DATE:	
Next review: November 2012	

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director	Title: Executive Vice President
Human Resources	EFFECTIVE: June 11, 1999
Date: March, 1999	

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999 114

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members. ~~and that systems for their development and improvement are identified.~~

Parameter: Professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director.
- 2.—After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the ~~Provost or appropriate Vice President.~~ appropriate division head.

- ~~3.2.~~ The Provost or appropriate Vice President The division head will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.
- ~~4.~~ The President authorizes the filling of .50 FTE or greater University staff positions, following discussion of each request by the President's Cabinet.
- ~~5.3.~~ Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and procedures for the selection of Administrative Officers (~~9001~~9002.01).
- ~~6.4.~~ Professional/administrative staff members are employed in full-time or part-time status (7021.03).
- ~~7.~~ Annually, the Executive Director for Human Resources will provide to the President, Provost, and Vice Presidents statewide, regional, and/or campus salary data for all professional/administrative positions.
- ~~8.5.~~ The Provost or appropriate Vice President will review the proposed offer of employment with the Executive Director of Human Resources prior to the offer to the successful candidate.
- ~~9.6.~~ The offer of employment is extended by the Provost or appropriate Vice President upon the recommendation of the Dean or Executive Director and the person responsible for the employing unit.
- ~~10.7.~~ _____ The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
- ~~11.8.~~ _____ Terms and conditions of employment of professional/administrative staff are outlined in the *YSU YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [7017.01], externally funded staff [7021.04], managerial staff, or appointments of less than .27 FTE).

Delete – covered in other policies or no longer relevant

UNIVERSITY GUIDEBOOK

<p>Subject: Preparation of Policy, Institutional Procedure, and Administrative Procedure Pages</p>

<p>Developed by: Shirley A. Carpenter Title: Chairperson Policies & Procedures Task Force Approved: October 4, 1996</p>	<p>Authorized by: Leslie H. Cochran Title: President Date: May 19, 1997 EFFECTIVE: June 2, 1997</p>
<p>RESOLUTION NUMBER: YR 2000-63</p>	

Purpose: It is critical that all current Policies and Institutional Procedures are documented and communicated throughout the University. The *Guidebook* is specifically designed to contain all Policies and Institutional Procedures in a format that is consistent and user-friendly. The *Guidebook* also provides for the inclusion of Administrative Procedures developed and utilized within the Divisions of the University.

Copies of the *Guidebook* are widely distributed throughout the University for reference. New Policies and Institutional Procedures and changes to existing statements are issued when necessary to update the *Guidebook*.

The following Action Steps establish the framework for the preparation, publication, and distribution of new or revised Policy and Institutional Procedures.

Action Steps:

1. The process of initiating or revising a Policy is described at 0001.0 [Development of Policies] in the *Guidebook*. The process of initiating or revising an Institutional Procedure can be found at 0002.0 [Development of Institutional Procedures], and 0003.0 [Development of Administrative Procedures] describes the process for Administrative Procedures.
2. Upon the Authorization [see 0001.0, 0002.0, or 0003.0] of a new or updated Policy, Institutional Procedure, or Administrative Procedure, a copy is forwarded to the Office of the President. The forwarded copy should be on a three-inch computer disk utilizing either WordPerfect 6.0 or Word for Windows 6.0.
3. The new or updated Policy, Institutional Procedure, or Administrative Procedure will be placed on the standard *Guidebook* pages and be assigned a number.

**Agenda Item E.4.b.
Exhibit H**

NUMBER

0003.00

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4. Copies of the new or revised Policy, Institutional Procedure, or Administrative Procedure will then be distributed to holders of the *Guidebook*.

UNIVERSITY GUIDEBOOK

DELETE – no need to define divisional numbering

Subject: Numbering of Divisional Administrative Procedures

Developed by:	Charles McBriarty	Authorized by:	Leslie H. Cochran
Title:	Chairperson Policies & Procedures Task Force	Title:	President
Approved:	January, 2000	EFFECTIVE:	March 10, 2000
RESOLUTION NUMBER: YR 2000-63			

Divisional Administrative Procedures are defined as operating guidelines established by one of the divisions of the University. The administrative procedures that have an impact beyond the division are found behind the "Divisional Section" tab located at the back of the *University Guidebook*.

A coded numbering system will be utilized as a method of identifying and tracking Divisional Administrative Procedures. This numbering code will utilize a series of three letters to identify the responsible division and two letters to identify the responsible department or unit within the division. A series of numbers follow to specify the sequence of the administrative procedure developed by that particular department or unit.

Divisional Codes:

Division of Academic Affairs	DAA
Division of Business and Financial Affairs	DBF
Division of Development & Community Affairs	DCA
Division of Student Affairs	DSA
Office of the President	PRS

Department or Unit Codes: Two of the letters from the words that identify the department or unit will be used as identifiers, e.g., the code for University Relations will be UR.

NUMBER

0006.00

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The code found on the previous page would be located at the top right hand corner of the first page of a two page Administrative Regulation that was the seventh in a series of Administrative Regulations developed by the Office of University Relations, a unit of the Division of Development and Community Affairs.