TALENT AND CULTURE 3.1  
Administration and Employment Practices
- Re-states general delegation of authority to President for University’s human resources practices.
- Adds language required by W. Va. House Bill 2542 (2017) regarding continued engagement with Classified Staff Council regarding human resource practices, including:
  - Meeting with Classified Staff Council quarterly to review BOG Talent and Culture Rules.
  - Providing for external review of human resource practices at least once every 5 years, with opportunity to Classified Staff Council to speak with external auditors.
- Defines terms for all BOG Talent and Culture Rules.
- Incorporates or replaces current BOG Policies:
  - BOG Policy 13 – Part-Time Classified Employees
  - BOG Policy 26 – Employee Development
  - BOG Policy 27 – Work Scheduling

TALENT AND CULTURE 3.3  
Classification and Compensation
- Provides guiding principles for establishing a University classification and compensation program for Classified and Non-Classified Employees, including procedures for determining new Employees classification, initial job title, job description and compensation.
- Outlines what compensation elements can be considered for individual Employees’ pay.
- Eliminates point factor method for job change adjustments.
- Establishes new factors to evaluate when a job change adjustment is appropriate, which shifts focus on growing individual compensation towards performance and away from re-evaluation of individual job descriptions.
- Outlines additional compensation adjustments supervisors may use to increase an Employee’s pay when applicable.
- Establishes periodic reviews of market data to assess competitiveness of compensation.
- Incorporates and replaces current BOG policies:
  - BOG Policy 29 – Salary Policy
  - BOG Policy 53 – Emergency Call-In

TALENT AND CULTURE 3.8  
Performance Management
- Provides guiding principles for performance management for Classified and Non-Classified Employees.
- Requires all supervisors of Classified and Non-Classified Employees to complete a written performance evaluation for each Employee.
- Requires all supervisors of Classified and Non-Classified Employees to undergo training on performance management.
- Standardizes six-month performance reviews for new Classified and Non-Classified Employees.
- Allows Classified and Non-Classified Employees the opportunity to respond in writing to performance evaluation.
- Requires a performance improvement plan for all Classified and Non-Classified Employees who are rated below expectations.

TALENT AND CULTURE 3.9  
Reduction in Force (RIF)
- Outlines guiding principles for reduction in Classified workforce due to budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination, or an emergency that curtails operations.
- Unit supervisor must prepare a RIF plan and seek approval from Vice President for Talent and Culture or a Review Committee, depending on the number of Classified Employees involved.
- Review Committee will consist of senior leaders from Provost’s Office, Strategic Initiatives and Talent and Culture with advice from General Counsel.
- Position eliminations determined based on the following factors: performance (would include discipline in prior 24 months), skills/qualifications and seniority.
- Classified Employees will receive 60-day notice of elimination and may be offered a severance package based on years of service, not to exceed one year’s base pay.
- Severance payment requires a waiver and release of claims, and Classified Employees will have 45 days to consider the agreement, with a 7 day revocation period.
- Certain positions are not applicable for severance, including but not limited to temporary positions and grant/contract funded positions (hired after 7/1/2017).
- Severance payments end if re-employed by WVU or a University Affiliate.
- Recall rights if individual impacted position is filled within 12 months of original decision to eliminate the position, and impacted employee left in good standing.
<table>
<thead>
<tr>
<th>CURRENT BOG POLICY</th>
<th>RECOMMENDED ACTION</th>
<th>NEW BOG RULE NAME</th>
<th>BRIEF DESCRIPTION</th>
</tr>
</thead>
</table>
| BOG Policy 8 – Holidays | Amend and Approve | BOG Talent and Culture Rule 3.6 Holidays | • Amends to clarify President’s ability to grant either a floating holiday or a change to the holiday schedule in response to additionally holiday time granted by Governor or other governmental entity.  
• Amends language to align Rule with the current practice of setting one holiday schedule for all University campuses. |
| BOG Policy 13 – Part-Time Classified Employees | Relocate and Repeal | BOG Talent and Culture Rule 3.1 Administration and Employment Practices | • Incorporates substance of BOG Policy 13 into new BOG Talent and Culture Rule 3.1. |
| BOG Policy 24 – Employee Leave | Amend and Approve | BOG Talent and Culture Rule 3.5 Employee Leave | • No substantive changes.  
• Re-numbers and re-formats original BOG Policy 24 into BOG Talent and Culture Rule 3.5. |
| BOG Policy 29 – Salary Policy | Repeal | | • New, more comprehensive BOG Rule on compensation now required by W. Va. House Bill 2542 (2017), which will be contained within BOG Talent and Culture Rule 3.3. |
| BOG Policy 32 – Rule on Annual Increment | Amend and Approve | BOG Talent and Culture Rule 3.7 Annual Increment | • No substantive changes.  
• Re-numbers and re-formats original BOG Policy 32 into BOG Talent and Culture Rule 3.7. |
• Re-numbers and re-formats original BOG Policy 32 into Talent and Culture Rule 3.2. |
| BOG Policy 50 – Meal Breaks | Repeal | | • A BOG Rule is not required on this topic, as meal break requirements are mandated by West Virginia statute. |
| BOG Policy 53 – Emergency Call-In | Relocate and Repeal | BOG Talent and Culture Rule 3.3 Classification and Compensation | • Incorporates substance of BOG Policy 53 into new BOG Talent and Culture Rule 3.3. |
| BOG Policy 56 – Drug and Alcohol Testing for FTA and FMCSA Covered Positions | Amend and Approve | BOG Talent and Culture Rule 3.4 Drug and Alcohol Testing for FTA and FMCSA Covered Positions | • Amends practice regarding second drug tests for dilute specimens.  
• Re-numbers and re-formats original BOG Policy 56 into BOG Talent and Culture Rule 3.4. |

Update: July 7, 2017

WVU is an EEO/Affirmative Action Employer — Minority/Female/Disability/Veteran.