

# NEW BOG RULES TALENT AND CULTURE

## 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.

# CURRENT BOG POLICIES | TALENT AND CULTURE

CURRENT BOG POLICY	RECOMMENDED ACTION	NEW BOG RULE NAME	BRIEF DESCRIPTION
BOG Policy 8 – Holidays	Amend and Approve	BOG Talent and Culture Rule 3.6 Holidays	<ul style="list-style-type: none"> <li>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.</li> <li>Amends language to align Rule with the current practice of setting one holiday schedule for all University campuses.</li> </ul>
BOG Policy 13 – Part-Time Classified Employees	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> <li>Incorporates substance of BOG Policy 13 into new BOG Talent and Culture Rule 3.1.</li> </ul>
BOG Policy 24 – Employee Leave	Amend and Approve	BOG Talent and Culture Rule 3.5 Employee Leave	<ul style="list-style-type: none"> <li>No substantive changes.</li> <li>Re-numbers and re-formats original BOG Policy 24 into BOG Talent and Culture Rule 3.5.</li> </ul>
BOG Policy 26 – Employee Development	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> <li>Incorporates substance of BOG Policy 26 into new BOG Talent and Culture Rule 3.1.</li> </ul>
BOG Policy 27 – Work Scheduling	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> <li>Incorporates substance of BOG Policy 27 into new BOG Talent and Culture Rule 3.1.</li> </ul>
BOG Policy 29 – Salary Policy	Repeal		<ul style="list-style-type: none"> <li>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.</li> </ul>
BOG Policy 32 – Rule on Annual Increment	Amend and Approve	BOG Talent and Culture Rule 3.7 Annual Increment	<ul style="list-style-type: none"> <li>No substantive changes.</li> <li>Re-numbers and re-formats original BOG Policy 32 into BOG Talent and Culture Rule 3.7.</li> </ul>
BOG Policy 34 – Affirmative Action and Equal Employment Opportunity	Amend and Approve	BOG Talent and Culture Rule 3.2 Affirmative Action and Equal Employment Opportunity	<ul style="list-style-type: none"> <li>No substantive changes.</li> <li>Re-numbers and re-formats original BOG Policy 32 into Talent and Culture Rule 3.2.</li> </ul>
BOG Policy 50 – Meal Breaks	Repeal		<ul style="list-style-type: none"> <li>A BOG Rule is not required on this topic, as meal break requirements are mandated by West Virginia statute.</li> </ul>
BOG Policy 53 – Emergency Call-In	Relocate and Repeal	BOG Talent and Culture Rule 3.3 Classification and Compensation	<ul style="list-style-type: none"> <li>Incorporates substance of BOG Policy 53 into new BOG Talent and Culture Rule 3.3.</li> </ul>
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	<ul style="list-style-type: none"> <li>Amends practice regarding second drug tests for dilute specimens.</li> <li>Re-numbers and re-formats original BOG Policy 56 into BOG Talent and Culture Rule 3.4.</li> </ul>