
SUBJECT: PERSONNEL SYSTEM

1.0 PURPOSE

1.1. A well-functioning personnel system allows the college to recruit and retain the talented employees it needs to accomplish its mission. This Policy sets forth the ways Snow College implements such a personnel system.

2.0 DEFINITIONS

2.1. **Total Compensation:** The total value provided by the college to employees in exchange for their service to the college. This includes both compensation and benefits.

2.2. **Employee:** Faculty, Regular Staff, Probationary Staff, Part-time staff, and Adjunct Faculty. Student employees are also considered employees in this policy.

2.3. **Supervisor:** The Immediate or Line Supervisor or other persons in the immediate line of supervision including Administration Employees.

3.0 POLICY

3.1. The President of Snow College, with the approval of the Board of Trustees is charged with appointing administrative officers, deans, faculty members, and other professional and support personnel, prescribing their duties, and determining their salaries. [Regents Policy R220]

3.2. In carrying out that charge, the Snow College President has formed a Human Resources Office. The Human Resources Office is charged with implementing a Personnel System. As part of the Personnel System, HR shall:

3.2.1. Develop and recommend Policies regarding all aspects of employment at Snow College. With regard to staff employees, HR has the primary responsibility of implementation including developing and recommending policies regarding hiring; classifying employees; probation; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; and grievance procedures.

3.2.2. With regard to academic employees, HR has the joint responsibility with Academic Affairs of implementation including developing and recommending policies regarding hiring; classifying employees; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; grievance procedures; and tenure.

3.3. HR is charged with training and assisting Supervisors at the College in implementing the Personnel System. This shall include training and assisting Supervisors with:

3.3.1. Applying policies and procedures fairly and uniformly across all employees.

- 3.3.2. Developing and maintaining a work environment that is reasonably safe from physical hazards and unlawful harassment or discrimination.
- 3.3.3. Implementing reasonable accommodations granted by the College.
- 3.3.4. Training employees on relevant laws and college policies and procedures.
- 3.3.5. Training employees on their work duties.
- 3.3.6. Providing regular feedback to employees on their performance.
- 3.3.7. Administering corrective action, when necessary, in compliance with applicable laws and policy.
- 3.4. Among its other duties, HR shall take an active role in the following:
 - 3.4.1. Hiring new personnel. This shall include:
 - 3.4.1.1. Developing policies and procedures for fair and systematic recruitment of the best qualified employees.
 - 3.4.1.2. Serving as an aid to search committees to help the College hire qualified employees in accord with law, rules and regulations. An HR representative must be included on all search committees. The HR representative will oversee and coordinate the hiring process and maintain documents.
 - 3.4.2. Advising Supervisors and administrators on personnel related issues, including organization structure and change management.
 - 3.4.3. Administering campus-wide Total Compensation programs.
 - 3.4.3.1. The payroll office is responsible for processing wage deductions, delivering pay to employees and disbursing funds to benefits vendors and state and federal tax authorities, as well as overseeing paid leave accrual and usage. Therefore, the HR office will work closely with the payroll office to ensure accurate information is conveyed.
 - 3.4.3.2. Since Total Compensation programs significantly impact the college budget, the budget office will be consulted in decisions regarding Total Compensation.
 - 3.4.4. Investigating complaints of misconduct and recommending corrective action when necessary.
 - 3.4.5. Maintaining accurate employee records.
 - 3.4.6. Acting as the college Equal Employment Opportunity office.
 - 3.4.7. Managing and approving disability accommodations for employees.
 - 3.4.8. Facilitating compliance training for employees.
 - 3.4.9. Administering Worker's Compensation and campus-wide safety programs.
 - 3.4.10. Performing other duties consistent with the mission of the Human Resources Office.
 - 3.4.11. Performing any other duties assigned by policy.

3.4.12. Performing any other duties delegated by the College President or the Vice President (or equivalent position) responsible for the Human Resources Office.