

NEED TO BE REVISED

13.1.1 SNOW COLLEGE PERSONNEL SYSTEM

March, 1990; Rev/May, 2000 (Effective July 1, 2000)

13.1.1. SNOW COLLEGE PERSONNEL SYSTEM

Snow College has two separate groups of employees, Exempt and Non-Exempt as defined by the Fair Labor Standards Act. Exempt and Non-Exempt employees at the SCS campus will be referred to as SCS Staff. Exempt employees at SCE campus will be referred to as Faculty, Executive, Administrative, and Professional staff.

The Executive Vice President is delegated the authority and responsibility to administer the approved Snow College policies for those employees administered from the SCS campus or paid from the SCS budget.

This document will attempt to address policies common to all groups under the same headings. When a policy is common to SCS and SCE employees, they will be referred to as "Staff." If there are policies and/or topics which are specific to groups or campuses, reference will be made to that effect.

13.1.1.1. AUTHORITY, RESPONSIBILITY FOR PERSONNEL ADMINISTRATION

Under the inherent and implied authority of the Utah Higher Education Act of 1969 (more specifically Section 15) and the by-laws of the Utah State Board of Regents (more specifically Article III, Section 3) the President of Snow College, with the approval of the Board of Trustees, has the authority and responsibility to establish the basic goals, objectives, principles, policies, and procedures for a personnel system. The authority and responsibility for the Human Resource Office has been delegated to the President.

As delegated by the President, authority and responsibility for the Human Resource office at SCS campus is given to the Executive Vice President.

As referenced in the policies, "appropriate Human Resource Office" means employees paid through the SCS budget will use the SCS Human Resource Office; employees paid through the SCE budget will use the SCE Human Resource Office.

13.1.1.2. THE HUMAN RESOURCE OFFICE RESPONSIBILITIES

May include but are not limited to

All Groups:

1. Serve as ex officio member of all search committees.
2. Assist in advertising, recruitment, and assembly of data for each committee.
3. Serve as the Affirmative Action Office.
4. Work with manpower planning and development together with others delegated to do so.

5. Work on employee relations both internally and externally (including safety)
6. Maintain complete and accurate records of all personnel actions.
7. Be responsible for all reports (internally and externally) which deal with personnel actions.
8. Assurance that all policies and procedures are applied uniformly and equally to all applicants and employees of the College without regard to race, color, sex, age, religion, national origin, disability, or veteran status.
9. Serve to aid the Executive Vice President or designee and the various Vice Presidents and search committees in seeking out and selecting the most qualified employees under established guidelines.
10. Maintain a job status information file with related compensation, fringe benefits, and employee relations (including the handling of complaints and grievances).

13.1.3. DEPARTMENTAL PERSONNEL RESPONSIBILITIES

The attainment of a good personnel system is a responsibility of every person who works for the College. Employees are entitled to know the policies and practices that govern their relations with the personnel system, supervisors, and the administration. All management personnel (which include supervisors, department heads, deans, managers, coordinators, directors, advisors, assistant vice presidents, vice presidents, executive vice president, the President or any other person with direct supervisory responsibilities) have a responsibility to know and understand these goals, objectives, principles, and concepts and to make every possible effort to maintain harmonious and productive working relations with their employees. In other words, each supervisor is responsible for the College's personnel policies and procedures within his or her department. A copy of the Personnel Policy will be accessible to all employees.