

NEW BOG RULES – TALENT AND CULTURE

Talent and Culture 3.1 – Administration and Employment Practices	Talent and Culture 3.8 – Performance Management
<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ Meeting with Classified Staff Council quarterly to review BOG Talent & 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 & Culture Rules. ▪ Incorporates or replaces current BOG Policies: <ul style="list-style-type: none"> ○ BOG Policy 13 – Part-Time Classified Employees ○ BOG Policy 26 – Employee Development ○ BOG Policy 27 – Work Scheduling 	<ul style="list-style-type: none"> ▪ 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-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 3.3 – Classification and Compensation	Talent and Culture 3.9 – Reduction in Force (RIF)
<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ BOG Policy 29 – Salary Policy ○ BOG Policy 53 – Emergency Call-In 	<ul style="list-style-type: none"> ▪ 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 & 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.