

 <p><b>Category:</b> Human Resources</p> <p><b>Policy applicable for:</b> Staff</p>	<p><i>Policy Title:</i></p> <p><b>Policy on Human Resources Policies and Procedures</b></p> <p><b>Effective Dates:</b> 07/01/2015 – 06/03/2017</p> <p><b>Prior Effective Date:</b> 07/01/2014</p>	<p><i>Policy Number:</i></p> <p><b>3.8.1</b></p> <p><b>Policy Owner:</b> Sr. VP Administration and Finance</p> <p><b>Responsible Office(s):</b> Director, Labor &amp; Employee Relations</p>
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## Background

The University of Cincinnati is committed to providing clear and consistent human resources policies for its units and employees. This policy establishes the process for development, approval, review, revision and retirement of university-wide human resources policies.

## Policy

The Policy Review Committee (PRC) and the Labor & Employee Relations (LER) division are responsible for HR Policy Actions. Individuals, departments or other units may propose HR Policy Actions to the LER.

## Definitions

Human Resources Policy (“HR Policy”): For purposes of this policy, a Human Resources Policy is defined as one that has university-wide application and supersedes any conflicting unit-level human resources policy, but does not supersede conflicting provisions of a collective bargaining agreement.

Policy Review Committee (PRC): The PRC is a committee charged with oversight of HR Policies Actions. The PRC is composed of seven members: a representative from General Counsel; a representative from East campus, a representative from West campus; a representative from Payroll; a representative from Human Resources; a representative from Administration & Finance and; the Director of Labor & Employee Relations, who shall chair the PRC.

HR Policy Actions: HR Policy actions include the development, approval, review, revision or retirement of Human Resources Policies.

## **Procedure**

An individual, department or other unit, or the PRC may contact the LER to request an HR Policy Action.

The LER will convene a meeting of or route the request via electronic mail to the PRC for review.

If the PRC approves the request, the LER shall prepare a draft of the HR Policy Action. The LER shall make a good faith effort to prepare the draft within ten (10) working days of receipt of the referral from the PRC.

Once the draft is approved by the PRC, the draft may be referred to the Human Resources Advisory Committee, the Council of Deans, the Fiscal Coordinating Committee, the Academic Coordinating Committee and/or other appropriate bodies, for review and comment. The comments shall be returned to the LER within three (3) weeks from the date of delivery of the draft.

Within four (4) weeks of receiving comments from the entities identified above, the PRC shall consider the comments, make any changes to the draft and direct the LER to prepare a final version of the HR Policy.

Once approved by the PRC, the final draft shall be subject to review and approval by the Chief Human Resources Officer and the Senior Vice President for Administration and Finance. The official copy shall be maintained by the LER. All HR Policies will be posted on the Human Resources website and the university's Policies and Procedures site. The LER shall be responsible for maintaining a record of all HR Policy Actions and all previous Actions and policies.

## **Interpretation of Policies**

The LER is responsible for the interpretation of HR Policies.

## **Mandatory Review**

All HR Policies are subject to review and approval at least once every three (3) years.