Human Resources Policy Guidelines

Presentation to Academic Leadership
2014

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• Purpose of the HR Policy Guidelines
• Structure of HR Policy Guidelines
• Discussion
Purpose
Recent Settlements

“Yale University Fined $165,000 For Not Reporting Under CLERY Act.”

“UMass-Dartmouth to Pay $1.2 million to Professor for Ethnic Discrimination.”

“IBM Must Pay Former VP $3.7 million for Age Discrimination.”

“$60 million fine levied against Penn State University after the Jerry Sandusky sex-abuse scandal.”

“UCLA Professor Faces Trial in Fatal Lab Fire.”

“The University of Connecticut pays nearly $1.3 million to settle a federal lawsuit for mishandling complaints of sexual assault.”

“US Department of Education – Office of Civil Rights will have the ability to impose fines on colleges that run afoul of Title IX law.”
Equal Employment Opportunity Commission (EEOC) charges continue at high levels in 2013

- Received **93,727** charges of employment discrimination
- Obtained **$372.1m** from private sector charge settlements (up from **$365.4m** in 2012)
- Filed **131** new lawsuits (up from **122**)
- Resolved **209** lawsuits, recovering **$38.6m**

According to the EEOC:

- **Retaliation** claims rose to **41.1%** of all charges (often combined with other claims)
- **Race discrimination** claims were **35.3%** of all charges
- **Sex discrimination** allegations were to **29.5%** of all charges
- **Disability discrimination** claims also increased to **27.7%** of all charges
FY’2014 Employee Relations at Rensselaer (170 Cases)

- Performance: 24%
- Attendance: 18%
- Behavior/Conduct: 21%
- Position Elimination: 14%
- Sexual Harassment: 9%
- Retaliation: 1%
- Race: 4%
- Gender: 1%
- Disability: 8%
Policy Guidelines’ Structure
Policy Guidelines’ Structure

1. Introduction and Disclaimers
2. Recruitment and Selection
3. Position Classifications and Status Changes
4. Personnel Files
5. Terminations and Layoffs
7. Compensation and Work Schedules
8. Performance and Conduct
9. Disciplinary Process and Appeals
10. Business Expense Reimbursement
11. Benefits
12. Retirement
13. Paid Time Off and Leaves of Absence
14. Environmental Health, Safety and Workers’ Compensation
15. Workplace Security and Emergency Planning
16. Staff Performance Management Tool
Policy Guidelines’ Structure

Recruitment and Selection

- PMT
- Position Approval Process
- Job Postings
- Recruitment for Faculty and Staff
- Postdoc Research Appointments
- Nepotism
- Medical Exams
- Reference/Background Checks
- Immigration Requirements
- New Hire Orientation
Policy Guidelines’ Structure

Position Classification and Status Changes

- Position Classifications
- Independent Contractors
- Volunteers/Unpaid Interns
- Initial Period of Employment
- Promotion
- Transfers
- Demotions
Policy Guidelines’ Structure

Personnel Files

Employee Privacy

References

Employee Access to Personnel Files
Policy Guidelines’ Structure

Termination and Layoffs

- Employee Separations
- Rehire Policy
- Exit Interviews
- Reductions in Force
Policy Guidelines’ Structure

Non-Discrimination/Non-Retaliation

- Non Discrimination Statement
- Sex Discrimination
- Sexual Harassment
- Other Types of Harassment
- Individuals with Disabilities
- Religions Accommodation

Non-Retaliation Policy
Harassment, Discrimination, Retaliation Reporting Procedure

NO HARASSMENT ZONE
Department of Education, Office of Civil Rights, currently investigating 67 colleges for their handling of sexual abuse allegations……

…..it has pledged to update the log on a weekly basis.

Source: Associated Press July 3, 2014
Recent Developments – Campus Sexual Violence

Obama Administration Initiative

January 2014 Report by the White House Council on Women and Girls finding that the prevalence of rape is highest in college and that one in five women is sexually assaulted while in college.

President Obama establishes a White House Task Force to Protect Students from Sexual Assault.
Campus Sexual Violence Elimination Act (SaVE) amends Clery Act via Violence against Women Act

Colleges and universities are required to:

• **Report** domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;

• **Adopt** certain **student discipline procedures**, such as for notifying purported victims of their rights; and

• **Adopt** certain **institutional policies** to address and prevent campus sexual violence.

**Actions To Take:**

- Educate campus community
- Appoint Title IX Liaisons Institute-wide
Compensation and Work Schedules

- Pay Procedures
- Work Schedules and Compensation
- On-Call
- Meal and Break Periods
- Telecommuting
- Merit Increases
- Exempt Staff Supplemental Pay
Disciplinary Process and Appeals

- Progressive Discipline
- Dispute Resolution/Appeals Process
Policy Guidelines’ Structure

Business Expense Reimbursement

Expense Reimbursement Policy

Relocation Assistance Policy

Concur™

click. done.™
Policy Guidelines’ Structure

Benefits

- Eligibility Requirements
- Eligibility/Termination Dates
- Tuition Scholarship Benefits
- Employee Assistance Services
Policy Guidelines’ Structure

Retirement

Retirement

Health Insurance Benefits

RETIRED LANE
Policy Guidelines’ Structure

Paid Time Off and Leaves of Absence

- PTO Program
- Sick Leave
- Consistent Attendance
- Paid Holidays
- Leaves of Absence
- FMLA
- Bereavement Leave

not working!
Policy Guidelines’ Structure

Environmental Health, Safety and Workers’ Comp

- EHS Policy
- Refusing to Work- Unsafe Conditions
- Domestic Pets and Service Animals
- Minors in the Workplace
- Minors Involved in Events
- Workers’ Comp Program
- Return to Work Policy

Safety matters
Access to HR Policy Manual

Hard Copy:
- Office of the President
- Office of the Provost
- Academic Deans
- Administrative Portfolio Owners

Electronic Copy:
- HR Website (http://hr.rpi.edu/update.do?artcenterkey=15)
Knowledge Check-up

1. Title 7 of the Civil Rights Act of 1964 is administered by the US Equal Employment Opportunity Commission.  
   True / False

2. According to the Fair Credit Reporting Act, organizations are required to obtain employee credit information before offering a position.  
   True / False

3. Affirmative Action is a proactive effort to improve the employment or educational opportunities of members of minority groups and women.  
   True / False

4. The “Reasonable Person Standard” when applied to cases involving harassment is used to identify extreme reactions.  
   True / False

5. Employers must complete an I-9 Immigration form only for employees who are not United States citizens.  
   True / False
6. Title IX is administered by the Department of Education and applies exclusively to athletic interactions.

7. Exempt staff are generally expected to work a minimum of 40 hours per week, and do not accrue compensatory time.

8. In cases involving harassment, Rensselaer is not obligated to investigate.

9. You observe a male student being sexually harassed by a female student. You should only report this incident only if the male student complains.

10. Two graduate students are involved in an altercation at an academic conference in Las Vegas. Because the incident occurred off-campus, Rensselaer cannot legally investigate.

True / False

True / False

True / False

True / False

True / False