



POLICY TITLE	Reporting Organizational Changes	Policy Number	105
Section	Governance, Organization, and General Information	Approval Date	February 10, 2005
Subsection	Governance and Organization	Effective Date	February 10, 2005
Responsible Office	Vice President of Finance and Administration		

1.0 PURPOSE

1.1 Currently there is no control point which requires supervisors at any level to report their respective organizational changes in an effective and timely way. While the *Personnel Action Form* serves the function of official changes in status of employees, there is no mechanism or process in place to affect the proper notification of organizational changes to all units with related recordkeeping, fiscal, appraisal, and other accountability. The formalization of procedures through policy is essential to ensure the proper and up-to-date functionality of the enterprise with its lines of authority and fiscal accountabilities.

2.0 REFERENCES

- 2.1 Utah State Board of Regents' Policies R220, R400-R419
- 2.2 UVU Policy 635 *Faculty Academic Freedom, Professional Rights, and Responsibilities*
- 2.3 UVU Policy 373 *Bona Fide Financial Exigency and Human Resource Reduction*
- 2.4 UVU Policy 603 *Academic Program Review*
- 2.5 UVU Policy 605 *Curriculum and Program Changes Approval Process*
- 2.6 UVU Policy 635 *Faculty Academic Freedom, Professional Rights, and Responsibilities*

3.0 DEFINITIONS

4.0 POLICY

4.1 All changes in the organizational structure (i.e., department name changes, combining or splitting of schools or departments, creation or elimination of units, departments, programs, etc.) shall be approved by the vice president(s) with stewardship over the affected structure(s) and

Printed On:
December 2, 2013



must comply with Regent and other university policy(s). The President, in consultation with the Board of Trustees, may affect university administrative organizational changes. Furthermore, as these approvals are completed, notification, as specified in the subsequent procedures, shall be sent to all vested parties.

5.0 PROCEDURES

5.1 Communication of Changes to the Organization

5.1.1 The Office of the President or of the respective vice president that approves the change(s) is responsible to complete an *Organizational Change and Restructuring Form* and submit the form to Human Resources within five business days of final approval of the change(s).

5.1.2 Notification to Human Resources by the President or the respective vice presidents by the 10th day of the month shall be required to effectuate change throughout the organization by the 1st day of the next month or the effective date of the change whichever is later.

5.1.3 Human Resources shall establish and maintain a notification process among all units with recordkeeping, fiscal, appraisal, and other accountability. The process of notification shall implement the University's currently available technology resources (i.e., workflow). Every effort shall be made to ensure that all responsible entities are notified, including, but not limited to, the Budget Office, Finance and Business Services, and Information Technology.

5.1.4 Human Resources shall appoint a person who has the responsibility to notify all units with recordkeeping, fiscal, appraisal, and other accountability of any properly authorized and reported organizational changes. This person shall be responsible for enterprise-wide notification. Any party needing access to organizational change information shall gain access through this person.

5.2 The Organizational Chart

5.2.1 Human Resources shall appoint a person who has the responsibility to maintain the organization chart on behalf of the University. This person shall be responsible for all notification internal and external to Human Resources. All units with recordkeeping, fiscal, appraisal, and other accountability will be notified Human Resources of any change in personnel that reflects on the organizational chart.

5.3 Fiscal Responsibilities

5.3.1 Finance and Business Services Office and the Budget Office shall each appoint a person who has the responsibility to update all financial managers and their respective line of fiscal approval/authority based on information received from Human Resources. Each of these persons shall be responsible for all notification internal to either the Finance and Business Services or the Budget Office respectively.



5.4 Enterprise Directory Functionality

5.4.1 Information Technology shall appoint a person who has the responsibility to update all employees in the enterprise directory based on information received from Human Resources. This person shall be responsible for all notification internal to the Office of Information Technology.

5.5 Exceptions

5.5.1 Dual Reports: In the event that an organizational change results in a circumstance where an employee or department reports to two separate operational entities in the organizational structure, all involved vice presidents shall meet and agree on a primary and secondary reporting line for fiscal and employee appraisal accountability purposes.

5.5.2 Reporting of Error and Compliance: All errors in organizational structure need to be communicated to the Office of the Vice President of Finance and Administration, which maintains the stewardship of compliance for this policy. Correction of errors shall be authorized by the Vice President of Administrative Services and reported to Human Resources for notification of all units with related recordkeeping, fiscal, appraisal, and other accountability.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity