



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>Proposed Policy Number and Title:</b> 105 Reporting Organizational Changes			
<b>Existing Policy Number and Title:</b> 105 Reporting Organizational Changes			
<b>Approval Process*</b>			
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Substantive Change	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Revision–Limited-Scope	<input type="checkbox"/> Revision–Limited-Scope
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision		<input type="checkbox"/> Deletion
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension		
Anticipated Expiration Date (Temporary Policies): Click or tap to enter a date.			

\*See UVU Policy 101 *Policy Governing Policies* for process details.

<b>Draft Number and Date:</b> <u>Deletion</u>	
<b>President's Council Sponsor:</b> <u>Marilyn Meyer</u>	<b>Ext.</b> _____
<b>Policy Steward:</b> <u>Drew Burke</u>	<b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<b>Policy Drafting and Revision</b> Entrance Date: <u>8/22/2024</u>	<b>POST APPROVAL PROCESS</b> Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update
<b>University Entities Review</b> Entrance Date: <u>8/22/2024</u> Close Feedback: <u>10/17/2024</u>	
<b>University Community Review</b> Entrance Date: <u>12/12/2024</u> Open Feedback: <u>12/12/2024</u> Close Feedback: <u>12/19/2024</u>	<b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b> <b>Name:</b> _____ <b>Date posted and verified:</b> _____
<b>Board of Trustees Review</b> Entrance Date: <u>1/9/2025</u> Approval Date: _____	



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

#### 1.0 PURPOSE

~~1.1 Currently there is no control point that 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 Board of Higher Education 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~~



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must comply with UBHE 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 People and Culture within five business days of final approval of the change(s).

**5.1.2** Notification to People and Culture 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** People and Culture 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** People and Culture 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** People and Culture 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 People and Culture. All units with recordkeeping, fiscal, appraisal, and other accountability will be notified People and Culture 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 People and Culture. Each of these persons shall be responsible for all notification internal to either the Finance and Business Services or the Budget Office respectively.



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#### 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 People and Culture. 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 People and Culture for notification of all units with related recordkeeping, fiscal, appraisal, and other accountability.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 10, 2005	Policy approved.	UVU Board of Trustees
September 26, 2023	Non-Sub changes: Changed “Currently there is no control point which” to “Currently, there is no control point that”	Policy Office
September 26, 2023	Changed all names from “Board of Regents” to “Utah Board of Higher Education”	Policy Office
September 26, 2023	Add an en-dash instead of a hyphen between R400 and R419	Policy Office
September 26, 2023	Changed all “Human Resources” to “People and Culture”	Policy Office

EXECUTIVE SUMMARY:

**Policies 105, 322, 353, 374, 375**

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<b>Date:</b>	<b>August 20, 2024</b>
<b>Sponsor:</b>	Marilyn Meyer
<b>Steward(s):</b>	Drew Burke
<b>Policy Process:</b>	<b>Regular</b>
<b>Policy Action:</b>	<b>Deletion</b>
<b>Policy Office Editor:</b>	Cara O'Sullivan

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**Issues/Concerns (including fiscal, legal, and compliance impact):**

The following reasons will be cited for the recommendations to delete the policies listed below:

1. **Obsolete:** The policy or significant parts are outdated or no longer relevant.
2. **Redundant:** The policy duplicates other existing policies.
3. **Legal/Regulatory:** Amended or new laws or regulations have rendered the policy unnecessary, obsolete, or redundant.
4. **Procedural Basis:** The policy lacks legitimate regulatory or university-related academic or business reasons to exist in policy, and current university procedures or practices render the policy unnecessary.

**Suggested Deletions:**

1. **Policy 105 Reporting Organizational Changes:** This policy requires supervisors at any level to report their respective organizational changes (structure) effectively and timely.

Recommended Deletion Reasons: Procedural and Basis

Organizational changes such as reorganizations, restructures, and position reclassifications are currently handled through People and Culture and departmental processes and procedures.

2. **Policy 322 Employment Responsibilities and Standards:** This policy contains several behavioral and conduct standards (honesty, conflict of interest, following university and USHE policies, exploitation, discrimination, etc.).

Recommended Deletion Reasons: Redundant, Obsolete, and Legal/Regulatory

Recent updates to Policy 371 *Performance Management and Development for Staff Employees* and Policy 635 *Faculty Rights and Professional Responsibilities* currently govern conduct and behavioral expectations for staff and faculty.

3. **Policy 353 Group Healthcare Coverage for Benefit-Eligible Employees:** Every employer's health plan is required by law to have a controlling document called "The Plan Document." This document governs the administration of the benefits plan under federal law. Policy 353 summarizes the provisions for continued group healthcare coverage (COBRA) for eligible employees. Having a policy summarizing The Plan Document is redundant and could create risk if there were a conflict between the annually updated Plan Document and Policy 353.

Recommended Deletion Reason: Redundant

4. **Policy 374 Termination Clearance for Hourly Employees:** This policy requires departments to perform exit clearances (collect UVU property, submit E-PAF, collect library fees, parking fees, etc.) for terminated hourly employees.

Recommended Deletion Reasons: Procedural and Obsolete

Off-boarding departing employees is currently handled through People and Culture and departmental processes and procedures.

5. **Policy 375 Termination Clearance for Salaried Employees:** This policy requires departments to submit a form (replaced by E-PAF), perform exit interviews, collect UVU property, submit E-PAF, and collect library fees, parking fees, etc., for terminated salary employees.

Recommended Deletion Reasons: Procedural and Obsolete

Off-boarding departing employees is currently handled through People and Culture and departmental processes and procedures.

**Requested Approval from President's Council: Requesting Entrance into Stage 2, Regular Policy Deletion Process**

**Target Date to Enter Stage 2: 8/22/2024**

**Target Date for Board of Trustees Review: 12/2/2024**



## POLICY APPROVAL PROCESS - STAGE 2

### SUMMARY OF COMMENTS

<b>Policy Title:</b> 105 Reporting Organizational Changes	<b>Policy Number:</b> 105
<b>Sponsor:</b> Marilyn Meyer	<b>Steward:</b> Drew Burke

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA			x	We like that there is a 5 year or less required check for policies	
UVUSA			x	Wondering if there is a specific procedure if there was a need to have these policies reinstated and if it is in writing	Any future policy efforts would follow the regular policy process based on the individual facts and circumstances for the policy being considered for reinstatement.
Faculty Senate				No comments.	
Academic Affairs Council				No comments.	
PACE				No comments.	