



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 322 Employment Responsibilities and Standards			
Existing Policy Number and Title: 322 Employment Responsibilities and Standards			
Approval Process*			
<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.

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

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>8/22/2024</u></p> <p>University Entities Review Entrance Date: <u>8/22/2024</u> Close Feedback: <u>10/17/2024</u></p> <p>University Community Review Entrance Date: <u>12/12/2024</u> Open Feedback: <u>12/12/2024</u> Close Feedback: <u>12/19/2024</u></p> <p>Board of Trustees Review Entrance Date: <u>1/9/2025</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <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 <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



UTAH VALLEY UNIVERSITY Policies and Procedures

POLICY TITLE	Employment Responsibilities and Standards	Policy Number	322
Section	People and Culture	Approval Date	June 18, 1992
Subsection	Conditions of Employment	Effective Date	June 18, 1992
Responsible Office	Office of the Vice President of People and Culture		

1.0 PURPOSE

~~1.1~~

2.0 REFERENCES

~~2.1 Fair Labor Standards Act~~

3.0 DEFINITIONS

~~3.1~~

4.0 POLICY

~~4.1 The following list contains the major employment responsibilities and standards of university executive, administrative, professional, and classified staff:~~

- ~~1) Employees shall not knowingly mislead the University or its personnel by falsely asserting facts relevant to their professional qualifications or their eligibility for institutional benefits.~~
- ~~2) Current, approved job descriptions shall be maintained for all employees and employees shall perform the duties and responsibilities outlined in those descriptions.~~
- ~~3) Employees shall maintain work schedules that are consistent with the needs of their position, as agreed upon with the *Fair Labor Standards Act* and applicable laws and regulations of the State of Utah.~~
- ~~4) Employees shall chair and serve on committees, participate in meetings, comply with other assignments, and accept other responsibilities as required for the efficient and effective operation of the University.~~
- ~~5) Activities that serve to maintain or improve employees' professional skills have a legitimate relationship to their service; however, employees shall not allow non-university commitments,~~



UTAH VALLEY UNIVERSITY

Policies and Procedures

~~outside consulting, or other non-university employment to interfere with the proper discharge of their responsibilities to the University. Employees shall comply with the state law and university regulations relating to conflicts of interest.~~

~~6) Employees shall not exploit the University’s name or their own relationship with the University for personal reasons unrelated to their legitimate job duties and responsibilities. They shall not create the impression that they are representing the University unless in fact they are.~~

~~7) Employees shall not maliciously destroy university property, purposely inflict physical injury or threaten such injury to other persons on campus, or purposely interfere with the legitimate activities of other persons on campus. Nor shall employees purposely and unlawfully incite others to engage in such activities.~~

~~8) Employees shall not discriminate against any other employee or applicant for admission to the University because of race, color, religion, sex, national origin, pregnancy-related condition, disability, or status as a disabled veteran or veteran of the Vietnam era, unless such is a bona fide occupational or educational qualification. Employees shall support and adhere to the University's equal opportunity, affirmative action, and sexual harassment policies.~~

~~9) Employees shall comply with the general policies, rules, and regulations of the University and the Utah Board of Higher Education.~~

~~10) Employees share the general duties of citizenship, and employees who violate state or federal law may not expect immunity or special protection because of their employment status. Breaches of legal duty are matters for disposition by the legal system and the University reserves the right to bring proceedings against employees who are tried and convicted of unlawful conduct.~~

5.0 PROCEDURES

5.1

POLICY HISTORY		
June 18, 1992	Approved	UVU Board of Trustees
January 4, 2024	Non-substantive change: “Board of Regents” to “Utah Board of Higher Education” and “Human Resources” to “People and Culture”	UVU Policy Office

EXECUTIVE SUMMARY:

Policies 105, 322, 353, 374, 375

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

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

Policy Title: 322 Employee Responsibilities and Standards	Policy Number: 322
Sponsor: Marilyn Meyer	Steward: 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.	