

Human Resources Roles and Responsibilities

This document addresses system and unit human resources (HR) roles and responsibilities are a high level, for primarily administration of processes and compliance. The information included in this document is not intended to be either all inclusive of HR functions or a designation of any ranking of priority. The intent is to clarify where responsibility, authority and accountability lie with respect to the fifteen HR functions listed below.

• Human Resources Policies, Rules, Guidelines, Central Procedures, Regulations and Standards	1
• System Communication to Employees	3
• Labor Agreement Negotiation and Administration	4
• Staffing	5
• Job Classification System	8
• Academic Promotion, Tenure and Granting of Continuous Appointment	10
• Compensation	12
• Benefits – Plan Designs and Administration	13
• Workers’ Compensation	16
• Education, Training and Development	17
• Performance Appraisals	18
• Dispute Resolution	19
• Non-Renewal, Layoff and Terminations	20
• HRMS – Payroll and Managing Work Force Information	22
• Strengthening the University-wide Human Resources Community	26

NOTE:

- UMD – Roles and responsibilities may vary due to the UEA contract, especially in areas that relate to faculty.
- AHC – Some variation will exist with roles and responsibilities based on expanded responsibilities of AHC Human Resources.

Human Resources Roles and Responsibilities

Key to Office Abbreviations

DS:	Disability Services
EOAA:	Equal Opportunity and Affirmative Action (reports to SVPP)
SVPP:	Executive Vice President and Provost (reports to President)
UGO:	University Grievance Office
OGC:	Office of the General Counsel
OHR:	Office of Human Resources (reports to President)
OIT:	Office of Information Technology
OPA:	Office of Planning and Analysis
ORMI:	Office of Risk Management and Insurance
OSFA:	Office of Scholarship and Financial Aid

Key to Acronyms

ADA:	Americans with Disabilities Act
ADP:	Automated Data Processing (related to unemployment insurance)
ASAC:	Academic Staff Advisory Committee
BU:	Bargaining Unit
CS:	Civil Service
DEBCP:	Designated Employee Benefits Contact Person
EDMS:	Enterprise Document Management System
EOAA:	Equal Opportunity and Affirmative Action
FLSA:	Fair Labor Standards Act
FMLA:	Family and Medical Leave Act
HR PRO:	Human Resource professional/administrator working in campus, college or administrative units
IMS:	Information Management Systems
JEQ:	Job Evaluation Questionnaire
JRQ:	Job Review Questionnaire
P&A:	Academic Professional and Administrative
PELRA:	Public Employees Labor Relations Act

System and Unit Roles and Responsibilities: Human Resource Policies, Guidelines, Central Procedures, Regulations and Standards

System

Central Offices: OHR, SVPP, EOAA, OGC

Regents Policies and Procedures

- Develop and modify, as needed, human resource Board of Regents' (Board) policies and related guidelines and procedures. Adhere to process as defined by the Board office.
- Partner and/or consult with other system offices and various affected constituencies in development and revision of policies and procedures.
- Consult with the OGC regarding legal implications of proposed Board policies and related guidelines and procedures; obtain OGC concurrence with proposed Board policy before placement on Board agenda.
- Present policies to the Board of Regents for final approval.
- Oversee system-wide communication and administration of policies and procedures.
- Consult on interpretation of policy guidelines and procedures to ensure consistent application.
- Provide for final interpretation of policy language and intent.
- Ensure system-wide compliance as applicable for each policy through training and periodic assessment using reports, formal and informal audits and other effective methods.

University Policies and Procedures

Academic and Civil Service

- Develop and modify, as needed, system-wide human resource policies, guidelines and procedures.
- Partner and/or consult with other system offices and various affected constituencies in development and revision of policies and procedures.
- Consult with the OGC regarding legal implications of proposed policies, guidelines and procedures.
- Oversee system-wide communication and administration of policies and procedures.
- Consult on interpretation of policy, guidelines and procedures to ensure consistent application.
- Provide final interpretation of policy language and intent.
- Ensure system-wide compliance as applicable for each policy through training and periodic assessment using reports, formal and informal audits and other effective methods.

Campus, College or Administrative Unit

All Policies, Rules, Federal and State Law

- Advise central administrative offices both formally in response to a central inquiry or informally through ongoing feedback, on policies, rules, guidelines and procedure development and/or modification.
- Provide feedback on clarity and application of HR policies, rules, guidelines and procedures to OHR.
- Possess knowledge of and know where to access the most current policy versions, rules, guidelines and procedures.
- Communicate policy and rule-related information to appropriate unit administrators, managers and supervisors.
- Participate and carry through with any unit responsibilities as the policy, rules and procedures dictate.
- Establish unit-wide policies, guidelines and procedures as appropriate and consistent with University or Board policies and rules.
- Consult with OHR or appropriate central administrative office on interpretation, new or revised policies and rules and unusual circumstances.
- Consult with the OGC regarding interpretation and application of federal and state laws and rules.
- Establish compliance expectation and follow through and ensure units' compliance to policies, rules and procedures.

System and Unit Roles and Responsibilities: Human Resource Policies, Guidelines, Central Procedures, Regulations and Standards

System

Central Offices: OHR, SVPP, EOAA, OGC

Civil Service Rules

- Participate in the development and revision of Civil Service Rules, discuss proposed changes with Vice President for Human Resources and approve recommendations.
- Consult with General Counsel regarding legal implications of proposed changes to Civil Service Rules.
- Present OHR approved recommended changes to the Board of Regents for final approval.
- Consult on interpretation of Civil Service Rules to ensure consistent application.
- Consult with General Counsel regarding legal implications of application and interpretation of Civil Service Rules.
- Provide for final interpretation of rule language and intent with the Civil Service Committee.
- Ensure system-wide compliance as applicable for each policy through training and periodic assessment using reports, formal and informal audits and other effective methods.

Seniority Lists

- Develop and maintain central master file of civil service seniority units.
- Create and maintain seniority rosters for represented bargaining unit employees.
- Assist units when organizational changes impact seniority lists and rights.
- Provide information and consultation to units.

Federal and State Law

- Work with the OGC to provide system-wide interpretation of General Counsel's legal interpretation of state and federal law (ADA, FMLA, FLSA, PELRA, Workers Compensation, etc.) and its impact on employment practice at the University.
- Ensure system-wide compliance as applicable for policies and practices in accordance with federal and state law.

Campus, College or Administrative Unit

Seniority Lists

- Consult with OHR in the update and maintenance of seniority rosters.
- Provide OHR updated seniority lists and seniority unit rosters for Civil Service staff, consulting with central Human resources as needed.
- Consult with OHR as needed.

System and Unit Roles and Responsibilities: System Communication to Employees

System

Central Offices: OHR, EOAA and IRR

- Provide for system-wide communication of policies, guidelines and procedures and other university employment information to affected employees.
- Provide reminders to campus, college or administrative units for items which they are responsible to communicate.
- Consult with OGC as appropriate to assess legal obligations and risks regarding communications.

Campus, College or Administrative Unit

- Help to ensure that system-wide communication of policies, guidelines and procedures and other University information has been made available and employees have had their questions answered.
- Communicate to employees unit-wide policies, guidelines and procedures and other unit or department relevant information.

System and Unit Roles and Responsibilities: Labor Administration

System

Central Offices: OHR and OGC

Labor Administration

- Manage labor agreement negotiations and participate in establishing appropriate parameters for each one.
- Establish individual negotiation teams and a chief negotiator who negotiate each collective bargaining agreement on behalf of the University.
- Coordinate changes, prepare new contract and appropriate documentation.
- Submit each negotiated agreement to the Board of Regents for approval.
- Coordinate labor management committees and task forces as outcomes of collective labor agreement negotiations.
- Oversee system-wide communication and administration of labor agreements and provide training to administration and managers/supervisors.
- Provide final interpretation of contract language.
- Ensure system-wide compliance as applicable for each labor agreement through training, periodic assessment using reports and other effective methods.

Union Organizing Efforts

- Develop and coordinate system-wide response to union organizing efforts.
- Communicate information and provide training and advice to unit administration and managers/supervisors.
- Represent the University in clarification of unit/employee group and other election related proceedings before the Bureau of Mediation Services.

Campus, College or Administrative Unit

Labor Administration

- Give input on proposals and changes within labor agreements being negotiated.
- Provide people to serve on negotiation teams, when requested.
- Operate under the auspices of labor agreements.
- Consult with OHR or appropriate central office regarding interpretation issues and unusual or difficult situations.
- Oversee unit compliance with labor agreements and procedures.
- Support and participate on labor management committees and task forces as appropriate.

Union Organizing Efforts

- Provide thoughts and perspective into the development and coordination of the University's response to union organizing efforts.
- Communicate information and provide training and advice to unit administration and managers/supervisors.

System and Unit Roles and Responsibilities: Staffing

System

Central Offices: OHR, SVPP, EOAA, OSFA

All Employee Groups

- Develop, assess and modify, as needed, forms, policies, and procedures to ensure compliance with federal and state laws and with Regents policies, Administrative policies, Civil Service Rules, Labor Agreements and Student Employment Rules (Twin Cities only).
- Consult with the OGC regarding interpretation and application of Federal and State laws.
- Post vacancies online.
- Establish policies and procedures and provide consultation for verification of candidate information as appropriate.
- Oversee system-wide communication of policies and procedures.
- Provide information and guidelines to assist hiring authorities in carrying out the hiring function.
- Approve Requests for Waiver to Hire Non-Student employees when it appears that University students would not be available to fill a position.
- Ensure compliance with required procedures and in particular, those that are dictated by federal and state law, university policy and labor agreements.
- Ensure the Fair Labor Standards Act exempt/non-exempt regulations with regard to assignment of appropriate classifications are followed.
- Maintain database information on diverse nature of applicant pools and where appropriate, reasons for selection and non-selection.
- Develop and deliver recruitment programming consistent with the needs of University departments.
- Work the Purchasing and the OGC as necessary to negotiate outside vendor partnerships, where appropriate, that complement University-provided services related to staff.
- Provide advice on diversity hiring issues within units.
- Ensure system-wide compliance with equal opportunity and affirmative action policies, guidelines and procedures.
- Provide template letters of offer (currently being developed).
- Provide accurate and updated employee information for units to give to new employees, e.g., Employee Benefits Information.
- Offer on a regular basis a New Employee Orientation Program.

Campus, College or Administrative Unit

All Employee Groups

- Follow prescribed unit consultation and approval procedures.
- Develop and modify, as needed, unit review and approval process.
- Possess knowledge of policies, rules and labor agreements pertinent to hiring.
- Ensure that all departments/divisions within the campus, college of administrative unit comply with equal opportunity and affirmative action policies, guidelines and procedures.
- Consult with the OGC as appropriate to assess legal obligations and risks.
- Ensure compliance with system procedures and required approvals.
- Provide information to OHR as requested (e.g., applicant pool information, referral follow up data).
- Determine pay for new hires within appropriate and defined pay structures and with consideration of existing work group compensation.
- Provide vacancy information to OHR for posting online.
- Advertise and recruit applicants for open positions as appropriate.
- Provide hiring information and consult with hiring authorities, search committees and EOAA.
- Consult as needed for information and assistance.
- Recruit, screen and interview applicants.
- Identify candidates to interview and make final hire selection.
- Make offer of position to candidate of choice followed up with an official letter of offer.
- Conduct salary negotiations with individual being offered position.
- Provide employment related information to new employee, e.g. Employee Benefits packet.
- Orient new employees to the unit/department.

System and Unit Roles and Responsibilities: Staffing

System

Central Offices: OHR, SVPP, EOAA, OSFA

Academic

- Approve academic “no-search” requests (EOAA and OHR; SVPP also when tenure is involved).

Civil Service/Bargaining Unit

- Determine and communicate with hiring authority appropriate job classifications and exemption status for the work to be assigned that is consistent with the Job Classification System.
- Screen and refer applicants for Civil Service and Bargaining Unit positions in units on the Twin Cities campus.

Student Employee

- Develop and modify, as needed, Twin Cities and appropriate system-wide student employment hiring policies and procedures.
- Maintain external employment programs for Twin Cities campus with public and private business partners.
- Maintain student temporary employment placement service.
- Maintain Community Service Work-Study program.
- Develop programming related to work-study.
- Work with OSFA in the delivery and use of work-study awards.
- Monitor compliance with regulations related to work-study programs.

Campus, College or Administrative Unit

Academic

- Review and approve all academic Form 16 search plans and Form 17 recommended hires.
- Consult with OHR and EOAA prior to hiring a search firm.

Civil Service/Bargaining Unit

- Review and approve job requisitions.
- Consult with OHR in determining essential qualification that are measurable and related to the functions of the position.

Student Employee

- Develop and modify, as needed, student employment hiring policies and procedures (coordinate campuses).
- Monitor work-study compliance issues.

System and Unit Roles and Responsibilities: Job Classification System

System

Central Office: OHR, EOAA, DS

All Employee Groups

- Design, develop, implement, revise and maintain the job classification system for faculty, academic staff, civil service and represented bargaining unit staff and student employees.
- Consult with EOAA and DS on appropriate issues related to job classification and generic job descriptions.
- Consult and conduct appropriate committee presentations and/or trainings.
- Develop, maintain and update database of all job classifications.
- Receive and, after appropriate consultation, review and approve requests for new or revised job classifications; maintain ongoing communication with requestor.
- Provide consultation as needed and/or requested.
- Communicate classification information to the U of M HR community and managers/supervisors.

Academic

- Develop complete generic classification descriptions for all academic staff including requirements and individual classification concepts.
- Provide final human resource interpretations of appropriate use of job classifications as requested.
- Document and provide oversight for use of academic job classifications by collegiate, campus and administrative units through periodic assessments.

Civil Service/Bargaining Unit

- Develop complete and standardized classification descriptions for all civil service and represented bargaining unit classifications including description and essential (minimum) qualifications.
- Make final determination of classification assignment for positions being filled or reclassified and communicate this information to the hiring authority or supervisor.
- Ensure compliance with the Fair Labor Standards Act.

Student Employee

- Develop student job families and standardized levels.
- Develop generic student job descriptions to include basic qualifications,

Campus, College or Administrative Unit

All Employee Groups

- Possess working knowledge of the job classification system for all employee groups and how to readily access the classification information online.
- Advise departments/divisions in appropriate and consistent use of job classifications for all employee groups.
- Advise departments/divisions in development and use of working titles specific to what a unit needs.
- Request new or revised classifications or classification descriptions from OHR as need dictates.
- Consult as needed for information and assistance.
- Educate managers/supervisors in the job classification system for all employee groups including an understanding of exempt and non-exempt work.
- Develop and revise as needed a college personnel plan which identifies the classifications to be used for individuals with teaching functions.

System and Unit Roles and Responsibilities: Job Classification System

System

Central Office: OHR, EOAA, DS

typical duties, and supervision.

- Advise on appropriate use of job classifications as requested.

Campus, College or Administrative Unit

System and Unit Roles and Responsibilities: Job Classification System

System

Central Office: OHR, EOAA, DS

Movement Between Employee Classes

- Develop and modify, as needed, policies and procedures regulating movement between classifications of Exempt Civil Service or Non-Exempt Civil Service / Represented Bargaining Unit to Academic Professional or Administrative staff.
- Provide approval for movement from a Non-Exempt Civil Service / Represented Bargaining Unit classification to a P&A classification.
- Communicate with labor union if position is reclassified outside of union; discuss as needed.

Reclassification of Civil Service/Non-Academic Bargaining Unit Positions

- Develop, maintain and revise, as needed, forms, procedures, and guidelines for requesting reclassifications.
- Provide training and consultation on procedures.
- Determine appropriate classification or level and discuss any questions, clarifications, or differing viewpoints with supervisor.
- Notify employee and supervisor of final ruling on classification assignments.
- Ensure compliance with the Fair Labor Standards Act.
- Handle JEQ/JRQ appeals.

Campus, College or Administrative Unit

Movement Between Employee Classes

- Make requests and prepare appropriate documentation for an individual to move from an Exempt Civil Service or Non-Exempt Civil Service/Represented Bargaining Unit position to an Academic Professional or Administrative position.
- Provide approval for movement from a Non-Exempt Civil Service/Bargaining Unit to a P&A classification.
- Submit documentation to OHR in support of a request to move an individual in a Non-Exempt Civil Service classification to a P&A classification.

Reclassification of Civil Service/Non-Academic Bargaining Unit Positions

- Initiate and/or review and approve reclassification requests.
- Submit requests with appropriate documentation to OHR for review and final ruling.

System and Unit Roles and Responsibilities: Academic Promotion, Tenure, and Granting of Continuous Appointment

System

Central Office: SVPP, EOAA and OHR

Granting of Promotion and Tenure for Regular Faculty

- Develop guidelines to assist college/campus units in the administration of policies and procedures relating to the promotion and tenure process.
- Provide interpretation on the “Regulations”, consult with OGC as appropriate.
- Oversee system-wide communication and administration of promotion and tenure regulations and guidelines.
- Coordinate the University-wide promotion and tenure process including tracking number of years prior to final decision year; defining academic year and prior service; approving stopping the clock; and approving “expanded” committee.
- Consult with the OGC as appropriate for legal assessment.
- Notify the college of the decision to present the file to the Board of Regents (SVPP).
- Examine the file for missing information and maintain the permanent file.
- Prepare docket for final presentation to the Board of Regents.

Promotion of Academic Professional and Administrative Staff

Academic Professional

- Establish permissible promotional classification series for academic professionals.
- Develop and modify, as needed, system-wide policy and directives for promotion of eligible academic professional staff; consult with the OGC as appropriate.
- Provide access to examples of unit level promotional criteria and procedures to assist campus, collegiate and administrative units in development of their own (currently being developed).

Academic Administrative

- Develop and modify, as needed, policies and procedures related to movement and/or promotions between Academic Administrative classifications; consult with the OGC as appropriate.
- Oversee system-wide communication and administration of policy and procedures for movement and/or promotions between academic administrative classifications.

Campus, College or Administrative Unit

Granting of Promotion and Tenure for Regular Faculty

- Provide consultation, oversee, monitor and ensure compliance with promotion and tenure policies and procedures.
- Ensure that faculty are provided with regulations, procedures, and departmental statement of indices and standards (7.12).
- Ensure that assistance is provided to probationary faculty members in understanding promotion and tenure requirements.
- Maintain the promotion and/or tenure file.
- Review documentation and recommend promotion and tenure action.
- Prepare appropriate unit recommendations on faculty tenure, promotion, and forward to the Senior Vice President and Provost who then moves them out to small review groups including the Graduate School; review groups advise the SVPP and AHC Senior Vice President.

Promotion of Academic Professional and Administrative Staff

Academic Professional

- Develop promotional criteria for relevant academic professional positions in the promotional series.
- Establish administrative guidelines and procedures for the review and approval of academic professional promotions.
- Communicate policy and procedures for academic professional promotions.
- Review and approve requests for promotion of academic professionals within relevant promotional series (Dean or Administrative Unit Head).

Academic Administrative

- Review and approve requests for movement and/or promotions between academic administrative classifications.
- Communicate policy and procedures for academic administrative staff movement between classifications and/or promotions.

System and Unit Roles and Responsibilities: Academic Promotion, Tenure, and Granting of Continuous Appointment

System

Central Office: SVPP, EOAA and OHR

Granting of Continuous Appointment for Academic Professionals

- Develop and modify, as needed, policies and guidelines to assist campus, college and administrative units in review and approval of granting of continuous (G) appointment to academic professional staff on probationary (H) appointments.
- Provide examples of criteria and procedures to be developed at the unit or department/division level.
- Review by the University Continuous Appointment Review Committee with recommendations forwarded to the Senior Vice President and Provost.
- Consult with the OGC as appropriate for legal assessment.
- Review documentation for continuous appointments and provide final approval (SVPP).
- Prepare and submit continuous appointment items for the Board of Regents' docket.

Campus, College or Administrative Unit

Granting of Continuous Appointment for Academic Professionals

- Establish or work with departments/divisions to establish criteria to be used in granting continuous (G) appointment to probationary (H) academic professional employees.
- Develop unit administrative procedures for the review and granting of continuous appointments.
- Participate in review as administrative procedures instruct.

System and Unit Roles and Responsibilities: Compensation

System

Central Office: SVPP, OHR and OGC

- Establish, revise and maintain a university compensation philosophy and related policies for faculty, staff and students.
- Establish policies, standard and parameters for salary adjustments of any type, including those based on inequities, market analysis, retention and merit.
- Consult with the OGC as appropriate for legal interpretations.
- Develop and communicate annual salary plans for faculty, academic professional and administrative staff and graduate assistants/professionals in training.
- Develop and communicate annual salary plans for civil service and student employees.
- Advise labor negotiating teams on salary plans for represented bargaining unit staff.
- Provide interpretation and application guidance as perceived need and or requests surface.
- Monitor pay equity broadly across the University, raise issues and provide expertise to address.
- Develop and manage system-wide employee recognition programs.

Campus, College or Administrative Unit

- Possess a working knowledge of compensation policies, rules and contract language.
- Contribute suggestions to revisions of the general University compensation philosophy.
- Develop principles for guiding unit decisions and equity on salary adjustments (i.e., in-range and augmentations). Make adjustments as appropriate.
- Develop operating principles for fair and consistent application of compensation within broadbanded classifications.
- Approve all in-range salary adjustments consistent with unit principles and procedures.
- Implement annual salary plans as directed.

Academic

- Ensure that departments/sub units have documented procedures for determining increases, consistent with University policy.

System and Unit Roles and Responsibilities: Benefits – Plan Designs and Administration

System

Central Offices: OHR, SVPP and OGC

Faculty, P&A, Civil Service/Bargaining Unit, Graduate Students Health-Related Benefits

- Determine what health-related insurance and other benefits are made available to employees, as well as spouses, registered same sex domestic partners and dependents of employees.
- Negotiate and administer contracts for University-wide health benefits.
- Communicate benefits system-wide.
- Develop and administer policies and procedures related to medical, dental, life, short and long term disability and long-term care insurance, as well as pre-tax accounts and health and dependent care reimbursement accounts; consult with the OGC as appropriate.
- Provide COBRA notification to dependents, ex, and surviving spouses.
- Coordinate and provide all educational seminars on behalf of the University related to health insurance benefits available to employees.
- Monitor and implement changes in federal and state legislation as appropriate.
- Coordinate and deliver communications and training to unit employee benefits liaisons (DEBCP) representatives.
- Ensure system-wide compliance with federal and state legislation within benefit programs made available for University employees.

Disability Insurance Benefit

Faculty, P&A

- Develop and administer policies and procedures for disability insurance benefits; consult with the OGC as appropriate.
- Provide information and consulting on the disability insurance program and related policies and procedures system-wide and to individual employees.
- Provide final interpretation of policies and procedures; consult with the OGC as appropriate.
- Coordinate the process to include as appropriate the insurance carrier, the employee and/or family, the employee's department, disability services, employee benefits and other OHR staff.

Retirement Benefits

Faculty, P&A, Civil Service/Bargaining Unit

- Develop and administer policies and procedures for retirements programs

Campus, College or Administrative Unit

Faculty, P&A, Civil Service/Bargaining Unit, Graduate Students Health-Related Benefits

- Possess general knowledge of, respond to questions, and provide basic information on health-related insurance and other benefits.
- Provide employee benefits packet to new employees.
- Refer more detailed questions and requests for information to Employee Benefits, OHR.
- Provide COBRA notification to all terminating employees.
- Notify employee benefits of death of employee; arrange to pay one month death benefit related to eligible faculty, P&A and CS job classifications.
- Provide for a unit employee benefits liaison (DEBCP representative).

Disability Insurance Benefit

Faculty, P&A

- Possess general knowledge, respond to questions and provide basic policy information and resources.
- Refer more detailed questions and requests for information to Employee Benefits and other OHR staff.
- Keep appropriate leave records to include sick leave and FMLA leave.

Retirement Benefits

Faculty, P&A, Civil Service/Bargaining Unit

- Possess general knowledge of, respond to questions, and provide basic

System and Unit Roles and Responsibilities: Benefits – Plan Designs and Administration

System

Central Offices: OHR, SVPP and OGC

including optional retirement plans and retiree supplements; consult with the OGC as appropriate.

- Provide information, presentations and consulting on retirement program policies and procedures to individual employees.
- Provide final interpretation of policies and procedures; consult with the OGC as appropriate.
- Coordinate and provide all educational seminars on behalf of the University related to basic or optional retirement plans available to employees.
- Monitor and implement changes in federal and state legislation.

Faculty Only

- Develop policies and procedures and administer benefits associated with phased retirement and terminal agreements; consult with the OGC as appropriate.
- Monitor use of and provide final approval of phased retirement and terminal agreements.
- Provide information and counseling on interpretation of policies, procedures and available programs to unit administrators, managers/supervisors and individual employees; consult with the OGC as appropriate.

Layoff Severance and Non-Renewal Programs

Civil Service, Represented Bargaining Units and P&A

- Develop policies and procedures, communicate system-wide and administer benefits associated with civil service and represented bargaining unit staff layoff and P&A Non-Renewal programs; consult with the OGC as appropriate.
- Monitor use of and provide final approval of civil service and represented bargaining unit staff Severance Program agreements and P&A Non-Renewal Program agreements.
- Provide information and consulting on interpretation and application of policies, procedures and available programs to unit administrators, managers/supervisors and individual employees; consult with the OGC as appropriate.
- Maintain list of laid-off employees and, in collaboration with OHR staff and laid-off employees, pursue re-employment options.

Campus, College or Administrative Unit

information on various retirement programs.

- Refer more detailed questions and requests for information to Employee Benefits, OHR.
- Refer retiring employees to Employee Benefits for completion of appropriate documents three to six months prior to retirement date.

Faculty Only

- Negotiate terms of phased retirement within the guidelines of the Regents' policy.
- Recommend and complete paperwork for phased retirement and terminal agreements to OHR.

Layoff and Non-Renewal Programs

Civil Service, Represented Bargaining Units and P&A

- Possess general knowledge of, respond to questions, and provide basic information on civil service and represented bargaining unit layoff and academic professional and administrative non-renewal programs and respective employee's rights.
- Provide layoff/non-renewal package to laid off or non-renewed employees.
- Refer more detailed questions and requests for information to OHR.
- Advise campus, collegiate and administrative units on layoff procedure and appropriate bumping rights for all staff positions.

System and Unit Roles and Responsibilities: Benefits – Plan Designs and Administration

System

Central Offices: OHR, SVPP and OGC

Unemployment

- Serve as liaison between State of Minnesota and Automated Data Processing (ADP); audit claim information; make accessible Re-Employment Insurance Guidelines.

Domestic Partner

- Develop appropriate policies and procedures and administer human resources benefits associated with domestic partners; consult with the OGC as appropriate.
- Provide information and consulting on interpretation and application of benefits and procedures, system-wide and to individual employees; consult with the OGC as appropriate.

Vacation Pay-Out

- Monitor vacation pay-out program for Civil Service, and represented bargaining unit employees.
- When notified by the department, pay out balance of vacation hours to faculty and P&A employees upon termination.

Tuition Benefits

- Develop appropriate policies and procedures, obtain Regent's approval as appropriate and administer human resources benefits associated with tuition benefits: Regent's Scholarship and Academic Tuition Benefits; consult with the OGC as appropriate.
- Provide information and consulting on interpretation and application of benefits and procedures, system-wide; consult with the OGC as appropriate.

Campus, College or Administrative Unit

Unemployment

- Possess general knowledge of Unemployment Insurance guidelines.
- Ensure compliance related to provision of separation information to Automated Data Processing (ADP).
- Consult with OHR as needed.

Domestic Partner

- Possess general knowledge of, respond to questions and provide basic information on various domestic partner programs.
- Refer more detailed questions and requests for information to Employee Benefits, OHR.

Vacation Pay-Out

- Maintain records and notify Employee Benefits when vacation hours need to be paid out for an individual.

Tuition Benefits

- Possess general knowledge of, respond to questions, provide basic information and approve use of Regents Scholarship and Academic Tuition Benefit.
- Refer more detailed questions and requests for information to Employee Benefits, OHR.

System and Unit Roles and Responsibilities: Workers Compensation

System

Central Offices: OHR and ORMI

- Develop and administer policies and procedures for workers' compensation.
- Communicate all related workers' compensation information and updates, system-wide.
- Provide education and training on workers' compensation issues, policies and changes in federal and state legislation.
- Provide final interpretation of policies and procedure in accordance with Minnesota Department of Labor and Industry and state law and ensure compliance.
- Consult with the OGC as appropriate.

Campus, College or Administrative Unit

- Have current general knowledge of workers' compensation process to respond to employee's needs and questions (see OHR homepage).
- Promptly report all injuries and refer injured employees for immediate medical attention.
- Seek assistance from U of M Workers' Compensation Department for questions about legitimacy of claim.
- Seek assistance from ORMI (risk manager) if loss is severe or has questionable circumstances.
- Consult with U of M Workers' Compensation department and/or Disability Services on issues related to work restrictions and release to return to work.
- Keep and provide as needed, appropriate employee records, and provide information as requested.

System and Unit Roles and Responsibilities: Education, Training and Development

System

Central Office: OHR, EOAA, SVPP, OIT

- Provide for centrally-delivered orientations, education and training programs and follow-up services (e.g., labs, listservs) in areas such as administrative and leadership development, faculty and TA development, career enhancement, management policies, practices and systems, service improvement, diversity, compensation, labor agreements, benefits, and human resource related information technology.
- Support enterprise-wide administrative systems through training, consultation, organizational development, business process review and other forms of service.
- Provide administrative support to assure efficiency and cost-effectiveness in the delivery of system-wide training programs with emphasis on cutting-edge registration, scheduling, database, communication, and reporting systems.
- Design and develop technology applications in programming, service, and administrative support areas to enhance access for clients.
- Cooperate with University managers, system owners, and clients in conducting needs analysis and developing plans to set program, budget, and staffing priorities for system activities.
- Develop and implement evaluation systems for garnering feedback on quality, effectiveness, impact, and outcomes of programs and services.
- Maintain installed enterprise-wide training administration software.
- Market centrally-delivered education and training programs and follow-up services.

Campus, College or Administrative Unit

- Become informed about human resource related functional areas and participate in education and training as appropriate.
- Deliver or partner in the delivery of selected professional development programs and administrative support services.
- Consult with and provide feedback to appropriate central offices that deliver education, training and development services on unit needs and the effectiveness of these offerings.

System and Unit Roles and Responsibilities: Performance Appraisals

System

Central Office: OHR and SVPP

All Employee Groups

- Develop and revise, as needed, overarching policies, guidelines and procedures for performance appraisal systems for all employee groups.
- Communicate new or updated information for conducting evaluations.
- Provide final interpretations of policies, guidelines and procedures; consult with the OGC as appropriate.
- Provide access to materials, information, and helpful aides/tools.
- Provide training for individuals conducting performance appraisals.
- Provide clarification on issues relating to evaluation of staff.
- Retain performance appraisal documentation in official University personnel file.
- Monitor appropriate compliance by units through periodic assessments.

Academic

- Develop and revise, as needed, overarching policies, guidelines, and procedures for annual and periodic comprehensive reviews of academic employees and post-tenure reviews for tenured faculty; consult with the OGC as appropriate.

Civil Service and Non-Academic Represented Bargaining Unit

- Develop and revise, as needed, a standardized performance appraisal system and provide training on a periodic basis.
- Review, approve, and maintain copy of alternative performance appraisal forms submitted by college, campus or administrative units.

Student Employees

- Establish and revise, as needed, optional performance appraisal system.

Campus, College or Administrative Unit

All Employee Groups

- Maintain current knowledge of and provide ongoing interpretation of policies, guidelines and procedures.
- Communicate policies, guidelines, and procedures to department/division and program administrators.
- Advise OHR on the development, modification and effectiveness of performance appraisal systems, policies, procedures, and guidelines.
- Make recommendations to improve policies, guidelines and procedures.
- Develop customized performance evaluations systems and tools as desired.
- Coordinate delivery of customized or focused training as needed. Assist in promoting availability of centrally-delivered training.
- Ensure policy compliance throughout campus, college, or administrative unit with timely evaluations conducted for all staff and establish appropriate consequences for not conducting evaluations.
- Forward a copy of individual performance appraisals for all employee groups to the Information Systems Division within OHR .
- Consult with OHR on new initiatives, unusual circumstances or to help problem solve.
- Establish as appropriate, unit-wide performance standards for different employee categories and types of positions.

Academic

- Develop unit procedures for post-tenure review to be consistent with University policy and unit 7.12 statements.

Civil Service and Non-Academic Represented Bargaining Unit

- Submit customized evaluation tools to the Office of Human Resources for information and approval to use.

System and Unit Roles and Responsibilities: Dispute Resolution

System

Central Offices: OHR, SVPP, UGO, OGC, EOAA

Civil Service, Faculty, P&A and Student Employee

- Contribute to further development and revisions as needed of the University of Minnesota Grievance Procedures covering employees of the University, including faculty, academic professional and administrative staff, civil service staff and student employees; consult with OGC as appropriate.
- Participate as the situation and procedures require.
- Provide information on request; consult with the OGC regarding federal and state laws governing data disclosure.
- Consult on process.
- Follow appropriate procedures for supporting, drafting and approving settlement agreements.
- Official UGO grievance rules are maintained by the UGO.
- Provide training on the roles and responsibilities of the grievance process.

Employees in bargaining units represented by a collective bargaining agent

- Negotiate on behalf of the University, grievance language and procedures for represented bargaining unit staff.
- Oversee compliance to the process as defined in the respective labor agreements and participate as agreed upon process dictates.
- Consult on process.
- Draft all settlement agreements and releases.
- Approve grievance settlements after consulting with and obtaining monetary settlement approval from the OGC.
- Official grievance files are maintained by OHR.
- Provide training on the roles and responsibilities of the grievance process.

Campus, College or Administrative Unit

Civil Service, Faculty, P&A and Student

- Participate in grievances as the situation and procedures require.
- Consult with central offices as needed.
- Comply with University policies regarding settlements of claims.

Employees in bargaining units represented by a collective bargaining agent

- Participate as contract language dictates.
- Consult with central offices as needed.
- Participate in discussions of settlement agreements.
- Approve grievance settlements in conjunction with OHR, SVPP and OGC.

System and Unit Roles and Responsibilities: Non-Renewal, Layoff and Terminations

System

Central Offices: OHR, SVPP, Graduate School and OGC

Academic: Non-Renewal/Non-Reappointment

Academic Professional and Administrative

- Develop and modify, as needed, policies and procedures for non-renewal of contracts for P&A staff and non-reappointment of probationary (H) academic professional staff; consult with the OGC as appropriate.

Graduate Assistants/Professionals in Training

- Develop and modify, as needed, policies and procedures for non-renewal of contracts for Graduate Assistants/Professionals in Training; consult with the OGC as appropriate.

Non-Academic: Layoff

- Establish policies and procedures in accordance with Civil Service Rules and respective labor agreement.
- Provide administrative interpretation of policies and procedures.
- Maintain list of laid-off employees and, in collaboration with OHR staff and laid-off employees, pursue unemployment options.

Termination For Cause: Academic

Faculty

- In consultation with the faculty governance system, develop policies and procedures for termination of faculty for cause; consult with the OGC as appropriate.
- Provide central administrative interpretation of policies and procedures; consult with the OGC as appropriate.

Academic Professional and Administrative

- Develop and modify, as needed, policies and procedures for termination for cause of P&A staff; consult with the OGC as appropriate.
- Provide central administrative interpretation of policies and procedures; consult with the OGC as appropriate.

Campus, College or Administrative Unit

Academic: Non-Renewal/Non-Reappointment

- Have working knowledge of policies and procedures regulating non-renewal of appointments for faculty, academic professional and administrative staff and graduate assistants/professionals in training.
- Act in accordance with policies and procedures and oversee compliance.
- Provide ongoing and consistent interpretation of policies and procedures, consulting with appropriate central offices on unusual circumstances.

Non-Academic: Layoff

- Have working knowledge of policies, rules, labor agreements and procedures related to layoff and employee's rights.
- Advise campus, collegiate and administrative units on layoff procedures and appropriate bumping rights for all staff positions.

Termination For Cause: Academic

- Have working knowledge of policies and procedures regulating termination for cause for faculty, P&A and graduate assistants/professionals in training.
- Provide ongoing and consistent interpretation of policies and procedures, consulting with appropriate central offices and/or SVPP office on unusual circumstances.
- Act in accordance with policies and procedures and oversee compliance.

System and Unit Roles and Responsibilities: Non-Renewal, Layoff and Terminations

System

Central Offices: OHR, SVPP, Graduate School and OGC

Graduate Assistants/ Professionals in Training

- Develop and modify, as needed, policies and procedures for termination for cause of Graduate Assistants/Professionals in Training; consult with the OGC as appropriate.
- Provide central administrative interpretation of policies and procedures; consult with the OGC as appropriate.

Termination For Cause: Non-Academic

Civil Service/Bargaining Unit

- Establish policies and procedures regulating termination for cause of Civil Service/Bargaining Unit staff; consult with the OGC as appropriate.
- Provide central administrative interpretation of policies and procedures; consult with the OGC as appropriate.

Student Employment

- Establish and modify, as needed, system-wide policy for termination for cause of student employees; consult with the OGC as appropriate.
- Provide central administrative interpretation of policies; consult with the OGC as appropriate.
- Develop procedures to support the policy and provide assistance as needed (Twin Cities) ; consult with the OGC as appropriate.

Campus, College or Administrative Unit

Termination For Cause: Non-Academic

Civil Service/Bargaining Unit and Student

- Have working knowledge of termination for cause policies and procedures.
- Review and approve termination for cause personnel actions.
- Oversee use of and ensure compliance with policy and procedure.
- Consult with OHR and the OGC as needed.

Student Employment

- Develop procedures to support the policy and provide assistance as needed (coordinate campuses).
- Have working knowledge of termination for cause policies and procedures.
- Oversee use of and ensure compliance with policy and procedures.

System and Unit Roles and Responsibilities: HRMS – Payroll and Managing Work Force Information

System

Central Office: OHR, OIT, IMS, EOAA

Overall

- Develop and provide access to “tools” and selected resources in support of HRMS related functions.
- Provide for “helpline” assistance.
- Develop and provide initial and ongoing education/training for staff responsible for oversight, management and processing of data into HRMS.
- Modify panel and field information as needed.
- Incorporate new versions of PeopleSoft.
- Communicate changes, additional information and make change information accessible on a continuing basis.
- Establish system-wide internal controls.
- Provide for system integrity.
- Provide internal control guidelines to collegiate/campus and administrative units for use in establishing local controls.
- Provide OHR oversight for the entire HRMS component of the Enterprise System.
- Provide pro-active follow-up to campus, collegiate and administrative units.
- Check-in with unit HRMS key contact to assess how things are going.
- Determine what additional support or “tools” would be helpful.
- Provide for evaluation of HRMS system using appropriate measurement methods such as surveys, interviews, and focus groups.
- Provide for back-up PeopleSoft technical assistance (OIT).
- Develop, implement and maintain effective communication strategies with HRMS key contacts for the purpose of informing, updating, training and facilitating exchange of information and discussing observations, ideas and issues.

Campus, College or Administrative Unit

Overall

- Have knowledge of and make use of “tools” and resources available in support of HRMS related functions.
- Provide helpful suggestions to OHR related to support “tools”.
- Support and participate as appropriate in education/training offerings to staff responsible for oversight, management and processing of data into HRMS.
- Keep up to date on changes and additional information provided by OHR.
- Communicate with staff working with HRMS data processing and reports, and others as appropriate.
- Be aware of and adhere to internal control standards and procedures.
- Establish unit level internal controls.
- Provide authorization and approval of individual personnel security access through responsibilities of HRMS key contacts.
- Have in place appropriate channels for communication of problems in operation, deviations from established standards and violations of policy or law.
- Consult with OHR as appropriate.
- Develop appropriate structure for timely and accurate processing of HRMS data and provide for oversight and management.
- Provide for HRMS data processing as structure dictates. Identify staff to carry out assigned functions.
- Provide ongoing operational assessment and make internal unit adjustments as need would indicate.
- Provide feedback on problems, concerns and support needed, as well as what functions are operating smoothly and efficiently.
- Make suggestions where appropriate to OHR.
- Provide for ongoing workflow assessment and make modifications to increase efficiencies and effectiveness.
- Participate in evaluation of system and organization workflow as well as helpful suggestions.
- Manage and provide for back-up assistance for HRMS data processing as need dictates.
- Provide PeopleSoft technical assistance to the degree possible.

System and Unit Roles and Responsibilities: HRMS – Payroll and Managing Work Force Information

System

Central Office: OHR, OIT, IMS, EOAA

Reports

- Provide recurring scheduled reports from HRMS intended to assist units in managing data and actions; primarily delivered via EDMS using the web.
- Provide analytical and technical support for maintenance, enhancement and development of human resources informational reports.
- Assist campus, college and administrative units with interpretation of data and use in decision making.
- Provide EOAA report data including workforce goals to college, campus and administrative units.

Appointments

- Develop and modify, as needed, policies and procedures related to and impacting appointments: initial appointments, compensation, leaves, benefits, etc. Communicate changes and impact of change on the different modules of HRMS data (appointment, benefits, payroll, accounting/labor distribution) ; consult with the OGC as appropriate.
- Provide ongoing access to information.
- Provide for periodic central audits of appointment information processed into HRMS.

Payroll

- Develop and modify as needed policies and procedures related to and impacting payroll; consult with the OGC as appropriate.
- Communicate changes and impact of change on the different modules of HRMS data (appointment, benefits, payroll, accounting/labor distribution).
- Provide ongoing access to information.
- Have knowledge of and communicate federal and state regulations affecting pay for work and taxing for all employees, including foreign nationals.
- Provide for periodic central audits of information entered into the HRMS system.

Campus, College or Administrative Unit

Reports

- Provide human resource data as requested by OHR.
- Develop individualized reports (Power users can develop) or request customized reports as need indicates.
- Provide input on usability and access to reports.
- Access and utilize data in making human resources related decisions.
- Consult OHR as needed.

Appointments

- Have knowledge of policies and procedures related to and impacting appointments and other HRMS modules.
- Keep abreast of changes and communicate them to unit staff working on HRMS data processing.
- Enter appointment information into the HRMS system.
- Monitor timeliness and accuracy of data processing of appointment information into HRMS.

Payroll

- Have working knowledge of policies and procedures related to and impacting payroll and other HRMS modules.
- Keep abreast of changes and communicate them to unit staff working on HRMS data processing.
- Have working knowledge of and communicate federal and state regulations affecting pay for work for all employees to unit staff.
- Separate the payroll functions of preparing, verifying and approving payroll entries.
- Audit payroll information/processing accuracy as appropriate.
- Provide to HRMS the following information on each new hire: I-9 form, visa information and eligibility to work.
- Document approvals for hiring and other personnel status changes.

System and Unit Roles and Responsibilities: HRMS – Payroll and Managing Work Force Information

System

Central Office: OHR, OIT, IMS, EOAA

Benefits

- Develop and modify, as needed, policies and procedures related to and impacting benefits; consult with the OGC as appropriate.
- Communicate changes and impact of change on the different modules of HRMS data (appointment, benefits, payroll, accounting/labor distribution).
- Provide ongoing access to information.
- Serve as liaison with the State of Minnesota Department of Employee Relations (DOER) and the Minnesota State Retirement System (MSRS)/Public Employee Retirement Association (PERA).
- Inform employees of appropriate benefit choices and enroll them into the benefit program of choice.
- Based on individual employee choices, build appropriate deductions into the system.
- Provide for periodic central audits of information entered into the HRMS system. Consult with units on appropriateness of entries into the system.

Leave Accrual

- Develop and modify, as needed, policies and procedures related to and impacting vacation/sick leave accrual rates and tracking; consult with the OGC as appropriate.
- Communicate changes and impact of change on the different modules of HRMS data (i.e., appointment, benefits, and payroll).
- Provide ongoing access to information.
- Resolve issues related to vacation and sick leave accumulations.
- Provide interpretation and impact on HRMS data processing function for vacation/sick leave accruals.

Accounting and Labor Distribution

- Develop and modify, as needed, policies and procedures related to accounting functions including labor distributions, encumbering, and effort certifications; consult with the OGC as appropriate.
- Have knowledge of and work with the OGC to interpret related federal regulations.

Campus, College or Administrative Unit

Benefits

- Have working knowledge of employee group eligibility for array of benefits available.
- Understand the interrelationship of appointments, benefits, and payroll data.
- Communicate changes to unit staff working on HRMS appointment and payroll data processing.
- Assign DEBCUP representative who informs new employees of benefits available and directs them to appropriate resources as needed.
- Monitor timeliness and accuracy of data processing of appointment information which drives benefit eligibility into the HRMS system.

Leave Accrual

- Have working knowledge of policies and procedures related to and impacting vacation/sick leave accruals rates and tracking.
- Develop tracking system for academic staff in collaboration with departments/divisions.
- Communicate information to unit staff responsible for vacation/sick leave tracking.
- Enter leave accrual information into the HRMS system.
- Ensure a tracking system for academic staff is maintained.
- Consult OHR as needed.
- Monitor timeliness and accuracy of data processing of leave accrual information into HRMS.

Accounting and Labor Distribution

- Have working knowledge of federal regulations, policies, and procedures related to impacting accounting functions and other HRMS modules.
- Communicate information to unit staff working on HRMS data processing.
- Monitor timeliness and accuracy of data processing of accounting information into HRMS.

System and Unit Roles and Responsibilities: HRMS – Payroll and Managing Work Force Information

System

Central Office: OHR, OIT, IMS, EOAA

- Communicate changes and impact of change on the different modules of HRMS data (i.e., appointment, benefits, and payroll).
- Provide ongoing access to information.
- Provide for periodic central audits of accounting information entered into the HRMS system.

Campus, College or Administrative Unit

System and Unit Roles and Responsibilities: Strengthening the University-wide Human Resources Community

System

Central Office: OHR

- Develop, implement and maintain effective communication strategies with the University's Human Resources community for the purpose of informing, updating and facilitating discussion on a variety of subjects pursuant to human resources responsibilities.
- Provide a broad spectrum of services such as transactional assistance, consulting, training and professional development to support HR PROs, administrators, managers and supervisors in carrying out HR responsibilities.
- Initiate and deliver education and training programs to support HR PROs, administrators, managers and supervisors in carrying out HR responsibilities.
- Provide recognition for excellence in human resource work at the University.
- Maintain responsibility for communicating new, revised or deleted human resources policies, information or process.
- Provide current, up-to-date human resource information to support the human resource function throughout the University.

Campus, College or Administrative Unit

- Develop, implement and maintain local communication strategies for purposes of sharing human resources related information with administrators, supervisors and staff within the unit.
- Participate in education and training programs designed to enhance human resource effectiveness and/or human resource functions.