The 5 W’s and 1 H of HR Policy

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How many PPSM policies are there currently?

How many SMG policies are there currently?

How many PPSM policies were revised in 2011?

How many SMG policies were reviewed in 2011?

How many systemwide programs were implemented in 2011?
Presidential Policies:
- Staff Personnel Policies
- Universitywide Policies

Regental Approval:
- Senior Management Group Policies
- Regents Policies
Promulgate employment policies and programs that:

- are clear, concise, and consistent
- delineate the rights and responsibilities of both the employee and the University
- reflect current legal and regulatory requirements
- align with other University policies
Guide the University-employee relationship by articulating expectations for University and employee conduct and behavior

Create a workplace environment that supports and protects employees as they work to further the University’s mission of teaching, research and public service
Three components to when and how staff policies are developed:

- Philosophy
- Core Responsibilities
- Process
Present the University as an excellent employer by promulgating employment policies and programs that:

- are strategic, progressive, and strive to balance the interests of the University and its employees
- enable the University to attract, retain and reward employees who will carry out the University’s mission most effectively
- support employees’ professional development
The core responsibilities of the Unit are to:

- Research
- Develop
- Draft
- Review
- Revise
- Interpret

personnel policies and other employment-related policies, programs, guidelines, and procedures for staff employees.
PPSM Creation/Revision Process
PERSONNEL POLICIES FOR STAFF MEMBERS

CREATION/REVISION PROCESS

Creation/Revision of Policy initiated by:
- Federal Law
- State Law
- Regents’ Policy
- President
- EVP – Business Operations
- VP – Human Resources
- Employee Relations
- Ethics, Compliance and Audit
- HR Compliance
- Labor Relations
- Office of the General Counsel
- Policy Coordinators
- Student Affairs
- Universitywide Policy Office

Incorporate Comments, as appropriate

Policy Draft distributed for Management Consultation (posted on Itracks for 3 days)
- EVP – Business Operations
- VP – Human Resources
- Locations

As appropriate:
- Academic Personnel
- Employee Relations
- Ethics, Compliance and Audit
- HR Compliance
- Labor Relations
- Office of the General Counsel
- Policy Coordinators
- Student Affairs
- Universitywide Policy Office

Incorporate Comments, as appropriate

Formal Review/Employee Notice¹ (minimum 30 days) (Policy Draft, Background/Instructions, Model Communications)

As appropriate:
- Appropriate OP Offices
- Universitywide Policy Office
- Locations
- Subject Matter Experts

Incorporate Comments, as appropriate

Final Policy Prepared for Issuance (Final Policy, Issuance Letter)

Analyse
- Incorporate Comments, as appropriate
- Courses of action
- Best practices

As appropriate:
- Model Communications
- Summary of Formal Review Comments
- Summary of Changes

Route through issuance process

As appropriate:
- Academic Personnel
- Student Affairs

Policy Issued by President

Employees

As appropriate:
- FAS
- Implementation Procedures

Incorporate Comments, as appropriate

RESEARCH
- Current UC Practices
- Historic decisions/issues
- Previously issued policies
- Best practices at comparator institutions

As appropriate:
- Employee Relations
- Ethics, Compliance and Audit
- HR Compliance
- Labor Relations
- Office of the General Counsel
- Policy Coordinators
- Universitywide Policy Office
- cc: Chief Human Resources Officers

Incorporate Comments, as appropriate

Policy Draft distributed for Management Consultation (posted on Itracks for 3 days)
2012 Initiatives

Policy Review

- Review current policy listings and categories
- Streamline policies and categories for employee ease of use
- Utilize new policy template to keep policies consistent

Policy Projects

- Phased Retirement Program
- PPSM 70: Complaint Resolution
- Convert policies into policy template
Unit Goals

Equip managers with tools, resources, and a policy framework that facilitate an effective operating environment

- Regular reviews to ensure that policies are examined in light of current and targeted resources to facilitate strategic guidance in their implementation

Provide the system with the tools necessary to address budget challenges

- Employee-Initiated Reduction In Time and Phased Retirement Programs

Position the University to attract and retain employees

- Staff leave policies that facilitate flexible use of accrued leave to better address personal needs and family commitments
Pop Quiz - Answers

- How many PPSM policies are there currently? 35
- How many SMG policies are there currently? 10 Regents policies, 8 PPSM-II policies
- How many PPSM policies were revised in 2011? 1 (PPSM 60: Layoff)
- How many SMG policies were reviewed in 2011? 7
- How many systemwide programs were implemented in 2011? 1 (ERIT)