

NEW BOG RULES TALENT AND CULTURE

TALENT AND CULTURE 3.1

Administration and Employment Practices

- Re-states general delegation of authority to President for University's human resources practices.
- Adds language required by W. Va. House Bill 2542 (2017) regarding continued engagement with Classified Staff Council regarding human resource practices, including:
 - Meeting with Classified Staff Council quarterly to review BOG Talent and Culture Rules.
 - Providing for external review of human resource practices at least once every 5 years, with opportunity to Classified Staff Council to speak with external auditors.
- Defines terms for all BOG Talent and Culture Rules.
- Incorporates or replaces current BOG Policies:
 - BOG Policy 13 – Part-Time Classified Employees
 - BOG Policy 26 – Employee Development
 - BOG Policy 27 – Work Scheduling

TALENT AND CULTURE 3.3

Classification and Compensation

- Provides guiding principles for establishing a University classification and compensation program for Classified and Non-Classified Employees, including procedures for determining new Employees classification, initial job title, job description and compensation.
- Outlines what compensation elements can be considered for individual Employees' pay.
- Eliminates point factor method for job change adjustments.
- Establishes new factors to evaluate when a job change adjustment is appropriate, which shifts focus on growing individual compensation towards performance and away from re-evaluation of individual job descriptions.
- Outlines additional compensation adjustments supervisors may use to increase an Employee's pay when applicable.
- Establishes periodic reviews of market data to assess competitiveness of compensation.
- Incorporates and replaces current BOG policies:
 - BOG Policy 29 – Salary Policy
 - BOG Policy 53 – Emergency Call-In

TALENT AND CULTURE 3.8

Performance Management

- Provides guiding principles for performance management for Classified and Non-Classified Employees.
- Requires all supervisors of Classified and Non-Classified Employees to complete a written performance evaluation for each Employee.
- Requires all supervisors of Classified and Non-Classified Employees to undergo training on performance management.
- Standardizes six-month performance reviews for new Classified and Non-Classified Employees.
- Allows Classified and Non-Classified Employees the opportunity to respond in writing to performance evaluation.
- Requires a performance improvement plan for all Classified and Non-Classified Employees who are rated below expectations.

TALENT AND CULTURE 3.9

Reduction in Force (RIF)

- Outlines guiding principles for reduction in Classified workforce due to budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination, or an emergency that curtails operations.
- Unit supervisor must prepare a RIF plan and seek approval from Vice President for Talent and Culture or a Review Committee, depending on the number of Classified Employees involved.
- Review Committee will consist of senior leaders from Provost's Office, Strategic Initiatives and Talent and Culture with advice from General Counsel.
- Position eliminations determined based on the following factors: performance (would include discipline in prior 24 months), skills/qualifications and seniority.
- Classified Employees will receive 60-day notice of elimination and may be offered a severance package based on years of service, not to exceed one year's base pay.
- Severance payment requires a waiver and release of claims, and Classified Employees will have 45 days to consider the agreement, with a 7 day revocation period.
- Certain positions are not applicable for severance, including but not limited to temporary positions and grant/contract funded positions (hired after 7/1/2017).
- Severance payments end if re-employed by WVU or a University Affiliate.
- Recall rights if individual impacted position is filled within 12 months of original decision to eliminate the position, and impacted employee left in good standing.

CURRENT BOG POLICIES | TALENT AND CULTURE

CURRENT BOG POLICY	RECOMMENDED ACTION	NEW BOG RULE NAME	BRIEF DESCRIPTION
BOG Policy 8 – Holidays	Amend and Approve	BOG Talent and Culture Rule 3.6 Holidays	<ul style="list-style-type: none"> Amends to clarify President's ability to grant either a floating holiday or a change to the holiday schedule in response to additionally holiday time granted by Governor or other governmental entity. Amends language to align Rule with the current practice of setting one holiday schedule for all University campuses.
BOG Policy 13 – Part-Time Classified Employees	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> Incorporates substance of BOG Policy 13 into new BOG Talent and Culture Rule 3.1.
BOG Policy 24 – Employee Leave	Amend and Approve	BOG Talent and Culture Rule 3.5 Employee Leave	<ul style="list-style-type: none"> No substantive changes. Re-numbers and re-formats original BOG Policy 24 into BOG Talent and Culture Rule 3.5.
BOG Policy 26 – Employee Development	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> Incorporates substance of BOG Policy 26 into new BOG Talent and Culture Rule 3.1.
BOG Policy 27 – Work Scheduling	Relocate and Repeal	BOG Talent and Culture Rule 3.1 Administration and Employment Practices	<ul style="list-style-type: none"> Incorporates substance of BOG Policy 27 into new BOG Talent and Culture Rule 3.1.
BOG Policy 29 – Salary Policy	Repeal		<ul style="list-style-type: none"> New, more comprehensive BOG Rule on compensation now required by W. Va. House Bill 2542 (2017), which will be contained within BOG Talent and Culture Rule 3.3.
BOG Policy 32 – Rule on Annual Increment	Amend and Approve	BOG Talent and Culture Rule 3.7 Annual Increment	<ul style="list-style-type: none"> No substantive changes. Re-numbers and re-formats original BOG Policy 32 into BOG Talent and Culture Rule 3.7.
BOG Policy 34 – Affirmative Action and Equal Employment Opportunity	Amend and Approve	BOG Talent and Culture Rule 3.2 Affirmative Action and Equal Employment Opportunity	<ul style="list-style-type: none"> No substantive changes. Re-numbers and re-formats original BOG Policy 32 into Talent and Culture Rule 3.2.
BOG Policy 50 – Meal Breaks	Repeal		<ul style="list-style-type: none"> A BOG Rule is not required on this topic, as meal break requirements are mandated by West Virginia statute.
BOG Policy 53 – Emergency Call-In	Relocate and Repeal	BOG Talent and Culture Rule 3.3 Classification and Compensation	<ul style="list-style-type: none"> Incorporates substance of BOG Policy 53 into new BOG Talent and Culture Rule 3.3.
BOG Policy 56 – Drug and Alcohol Testing for FTA and FMCSA Covered Positions	Amend and Approve	BOG Talent and Culture Rule 3.4 Drug and Alcohol Testing for FTA and FMCSA Covered Positions	<ul style="list-style-type: none"> Amends practice regarding second drug tests for dilute specimens. Re-numbers and re-formats original BOG Policy 56 into BOG Talent and Culture Rule 3.4.