

CHAPTER IV HUMAN RESOURCES
Chapter 04.07 - Employee Relations

P04.07.010. Employee Orientation.

Regular employees, within a reasonable time after initial hire, will receive an orientation and be provided material that communicates university human resource programs.

(09-30-94)

P04.07.020. Probationary Status.

Newly hired and promoted regular exempt and nonexempt staff, with the exception of officers of the university and senior administrators and faculty, will serve a six month probationary period. The provisions for probationary status will be set forth in University Regulation.

(06-10-04)

P04.07.030. Performance Evaluation.

A. The performance of each employee will be evaluated annually and written will be

- B. Corrective actions may include: formal discussion, written communications detailing performance and behavior standards and expectations, written reprimands, which are sent to the official personnel file, disciplinary probation, suspension, dismissal, or any reasonable combination of these or other actions.

(09-19-14)

P04.07.041. Written Reprimand.

A written reprimand will describe the nature of the offense or deficiency, the method or methods of correction, and the probable action to be taken if the offense is repeated or the deficiency persists. The written reprimand will be placed in the employee's official personnel file and also state the employee's right to request administrative review of the action by the MAU human resources office.

(06-20-97)

P04.07.042. Written Notice of Intent to Take Corrective Action.

If corrective action more formal than written reprimand is necessary, notice of intent to take action will be given in writing to the MAU human resources office. If after consultation with the MAU human resources office the supervisor intends to take action, the employee will be notified in writing of the action to be taken.

(06-20-97)

P04.07.043. Disciplinary Probation.

Any employee who fails to meet the performance standards or employment conditions of the supervising authority may, at the discretion of the supervisor, be placed on disciplinary probation for a period not exceeding six months. Failure to meet the performance standards or employment conditions of the supervising authority may result in termination of employment for cause.

(06-20-97)

P04.07.044. Suspension.

- A. Suspension without pay of not greater than 10 working days kinht4 612 7e92(562or)5(kin)-11(g

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accrual date. Appropriate salary step increases will be accompanied by completed performance evaluations.

Failure by the supervisor to evaluate a subordinate will result in a notice of failure to evaluate issuance of notices of failure to evaluate will be determined by the regional personnel office. A variety of forms and processes appropriate to the job being performed may be used to evaluate an employee.

Assistance for supervisors in conducting job evaluations is available through the regional personnel office and the Statewide Office of Human Resources. General training in performance evaluation will be offered on a periodic basis.

(04-07-05)

R04.07.080. Resignation.

- A. An employee wishing to resign from employment with the university generally should file with the appointing authority a written resignation stating the date it will be effective and the reason for leaving. Verbal resignations may be confirmed in writing by the appointing authority. Employees holding nonexempt positions are expected to give notice of resignation at least two weeks in advance of the last day of work. Other employees are expected to provide notice adequate to allow for their orderly replacement. Notice requirements may be waived at the discretion of the supervisor. A resignation may be withdrawn only with the written approval of the appointing authority.

- B. A person whose resignation has become effective who wishes to be rehired must comply with normal hiring practices, including Equal Employment Opportunity and Affirmative Action requirements prior to rehire in any position. The university may consider as grounds for refusal to employ a person the fact that the person did not give adequate notice when

planning to retire will notify their supervisor as soon as possible prior to the anticipated retirement date. There is no mandatory retirement age at the University of Alaska.

(02-22-01)

R04.07.095. Emeritus Status, Staff

Emeritus status may be conferred upon non- and University Regulation 04.04.070.

(08-02-11)

R04.07.100. Nonretention.

If the university elects to discontinue employment through nonretention under Regents' Policy 04.07.100, written notice shall be given as required by this section. Provisions of this section do not apply to termination of employment pursuant to other provisions of Regents' Policy or University Regulation, nor do they apply to employees covered by collective bargaining agreements. At the election of the university, the employee may be given pay in lieu of notice.

A. Notice Periods

1. Exempt (administrative/professional/technical or APT) staff will receive at least six (6) calendar months notice of nonretention.
2. Non-exempt (classified) staff will receive at least four (4) calendar weeks notice of nonretention.
3. Faculty members non-covered by collective bargaining agreements will receive notice of nonretention to the extent required .

B. Term Employees

Term employees are employed for the duration of a project, grant, or contract, or for a specified length of time. The university is not required to give notice of nonretention at the conclusion of the project, grant, or contract, or the specified length of time. Employment ends automatically at the conclusion of the project, grant, or specified length of time unless a new employment agreement is entered into. Term employees may be non-retained during employment, with notice as provided above. Such notice period, however, will not exceed the duration of the project, grant, or contract, or the specified length of time.

C. Written Notice

Written notice of nonretention will be considered given when such notice is sent by certified mail to the last known mailing address of the employee, or when actually received by the employee, whichever is earlier.

(02-22-01)

- b. Three days may be given to the employee in lieu of three days, but only with the prior approval of the appropriate chancellor or president of the university.
- 3. In the event pay in lieu of notice is approved, the effective date of the layoff is the last day the employee is actually at work.

E. Alternative to Layoff
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- 1. Potential layoff employees shall be considered for vacant positions within their administrative unit for which they are qualified. The appropriate human resources officer will notify potential layoff employees of any such vacant positions.
- 2. A potential or notified layoff employee may be offered a reduced or modified position alternative to layoff.
- 3. In accordance with R04.03.035.A, a potential or notified layoff employee may be transferred, contingent upon qualifications and the ability to perform the work available, to other positions in the same or another administrative unit within the same university, to be determined in the following order of priority:
 - a. To a vacancy in the same classification and the same pay grade.
 - b. To a vacancy in the same classification and the same pay grade.

H. Notification of Layoff and Recall

Employees selected for layoff or recall will be notified in writing. The notice will state the basis for the action, specify the procedures followed and refer the employee to the regional human resources office for assistance. Notification of layoff will be accompanied by a written explanation of the reasons for layoff and consideration of the selection factors.

Notice of layoff or recall will be considered given when sent by certified mail to the last known mailing address of the employee or when actually received by the employee, whichever is earlier.

Recall rights expire and the recalled employee will have no further benefits under this section if the employee's written acceptance of the position is not received by the regional human resources office within 15 calendar days of the date notice was given.

I. Review of Layoff or Recall Decision

Any employee who disputes a layoff or recall decision may request review as set forth below.

1. To be valid, a written request for review must be filed with the chief human resources officer within 10 working days of the date notice of layoff or recall was given in accordance with sub-section H. above. The employee will submit a statement of all reasons for questioning the validity of or motivation for the layoff or recall decision, and such supporting evidence as the employee deems appropriate.
2. The scope of the review will be limited to whether the employee can establish that:
 - a. the procedures provided by the layoff, recall and release policy and this regulation have not been followed in deciding to layoff or not recall the employee;
 - b. the decision to lay off or not to recall the employee was based on a reason prohibited by law; or
 - c. the layoff of the employee or a decision not to recall the employee was not authorized under this regulation. Budget reallocations within or between any administrative units of the university are not within the scope of review.

3. The chief human resources officer or designee, or in appropriate cases a substitute, (hereafter referred to as reviewer) may decide the issues raised on the basis of the materials submitted by the employee and the administrator. The reviewer is never obligated to provide for a different procedure, but may elect to do so with respect to some or all of the issues raised, by creating a new procedure, or by adopting or by modifying an existing procedure.
- 4.

Except in the case of a state budget impasse, employees may request a reduced contract in lieu of an/director and the regional human resources office.

- B. A furlough plan may include, but not be limited to, any of the following at the discretion of the university:
1. A specified number of days each pay period, month or year may be designated as furlough days, with no business being conducted on those days.
 2. Salaries of exempt employees may be reduced by a specified percentage.
 3. Non-exempt employees may have reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to less than 10 days per pay period and/or less than 12 months per year).
 4. A different number or percentage of furlough days for employees in different pay grades or classifications.
 5. During a state budget impasse, temporary indeterminate unpaid leaves of absence which must be re-evaluated after 30 days.

Reduction of pay will include reduction of expected effort.

- C. All university employees (full or part-time, regular, term or temporary) may be subject to furlough, except as provided:
1. Employees who hold H-1B visas, as defined in 20 CFR 655.731;
 2. Graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; however, in the case of a state budget impasse such employees may be subject to furlough;
 3. Employees on military leave with pay;
 4. Employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and
 5. Employees whose compensation is derived 100% from restricted funds; however, in the case of a state budget impasse such employees may be subject to furlough.
- D. Employee benefits during a furlough will be affected as follows:
1. Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

2. Health care and life insurance benefits will not be reduced by a furlough. However, health and life insurance may be suspended in the case of an unpaid leave of absence of 30 days or more resulting from a state budget impasse.
3. Pay deductions authorized by an employee will not be reduced during a furlough, though voluntary deductions may be altered. The employee remains responsible for making all employee contributions during a furlough period, including health coverage. In the case of a state budget impasse resulting in an unpaid leave of absence, the university may but is not required to withhold unpaid deductions or contributions from pay when the furlough ends.
4. Retirement contributions by both the employee and the u

- J. The provisions of this section apply only to employee furlough and are not applicable to layoff or any other type of termination of university employment.

(04-14-17)

R04.07.120. Exit Interviews.

Upon notification of the termination of the employment relationship, the department must inform the regional personnel office as soon as practicable. The employee is responsible for arranging the exit interview appointment prior to his/her termination date. In the event the employee is unavailable, appropriate information will be mailed to the employee's last known address. Documentation of the information mailed must be recorded in the employee's official personnel file.

The exit interview must, at minimum, contain information pertinent to COBRA, the employee's retirement and pension programs, and other relevant personnel programs. The Statewide Office of Human Resources will provide a list of topics which must be covered in the exit interview. Regional personnel offices and departments will augment the list with additional information relevant to individual campus and department processes and procedures.

(06-20-97)