

PART IV HUMAN RESOURCES
Chapter 04.01 - Uniform Personnel System

P04.01.010. Human Resources Mission Statement.

The statewide office of human resources and the regional human resources offices contribute to the university's missions of teaching, research and public service by providing benefits and services that help to attract, motivate and retain a talented, committed, and diverse workforce. To encourage excellence, the statewide office promotes fair treatment, provides for continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise the university's workforce. The statewide office is established to provide services that enhance productivity through human resource management within the university by developing and implementing programs and services to meet institutional needs; and will propose and maintain university regulation and procedures governing employee relations consistent with the university's goals.

(06-20-97)

P04.01.020. Nondiscrimination Statement.

P04.01.055. Termination.

A. At-

2. to the employee's supervisors and to university supervisors to whom the employee or former employee has applied for promotion, transfer or rehire;
 3. to a state agency authorized by statute to review such university documents upon receipt of a subpoena issued by a competent authority and upon execution of an agreement that confidential information will not be made public;
 4. upon receipt of an order of a court of competent jurisdiction;
 5. for internal university operations, to persons having a need to know as determined by the regional personnel officer or the custodian of the record.
- B. A request not covered by A.1-5 of this section will be addressed to the MAU human resources director. The MAU human resources director or designee shall review the request and may approve the release if that release is in the best interest of the university and can be accomplished without violation of the employee's, former employee's, or applicant's right to privacy.
- C. Notwithstanding the provisions of this section, a supervisor or human resources office may disclose information about the job performance of an employee or former employee to a prospective employer upon request. Any information provided must be given in good faith and must be factual.

(06-06-07)

**UNIVERSITY REGULATION
PART IV HUMAN RESOURCES
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R04.01.030. System Establishment and Maintenance

The Statewide Offi

5. The exempt temporary status (XT) identifies temporary employees that qualify as for health care under Affordable Care Act regulations. Human resources should be consulted prior using the exempt temporary status (XT).
6. Break of service: does not have an active job in a temporary staff position for 120 consecutive days.

Adjunct faculty and student employees are considered temporary employees, but are not subject to the above listed regulations.

1. Students see Regents' Policy 09.05.
2. Adjunct faculty see Regents' Policy 04.01.050.B; P04.01.055.B; P04.04.030.E.1; P04.05.020.; and R04.05.042.E.

G. Faculty

See Regents' Policy 04.01.050.B.

H. Adjunct Faculty

See Regents' Policy 04.01.050.B.

I. Exempt Jobs

See Regents' Policy 04.01.050.C.

J. Nonexempt Jobs

See Regents' Policy 04.01.050.C.

(03-26-23)

R04.01.051. Remote Work

This regulation applies to all university employees who are not on approved leave.

Remote work is a management-approved arrangement in which the employee works at a location away from a university managed workplace. Under this arrangement, the employee maintains close contact with their supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.

A. Remote work requirements

1. Work Hours and Scheduling

- a. The employee shall be reachable by supervisor approved communication methods during the employee's work hours.

- b. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.

2. Remote Work Location and Safety

- a. The employee shall maintain an appropriate remote workplace. The university is not responsible for costs associated with setup, maintenance, or utilities (including telecommunications) of a remote work location, or the tax, insurance and other legal implications of remote work. The responsibility for understanding and fulfilling all such obligations shall rest solely with the employee.
- b. An employee with a disability who desires a remote work arrangement as a reasonable accommodation under the Americans with Disabilities Act (ADA) shall submit a request to the affirmative action coordinator in accordance with University Regulation 04.02.033 and engage in the ADA process.
- c.

6. The employee will be responsible for any expenses for travel to or from the remote work location, except as otherwise specified and approved by the supervisor. Travel at university expense must comply with University Regulation 05.02.060.
7. If these regulations conflict with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.

B. Remote Work Approval

1. Remote work must be approved in advance by the employee's supervisor.
- 2.

- C. Anonymous material will not be placed in an official personnel file. If anonymous material is found in a personnel file, it will be removed immediately.
- D. An employee may request that a written response to information contained in his/her file be placed in his/her official personnel file.
- E. The official personnel file consists of the following:
 - 1. Information relating to the employee's original hire, such as application material (excluding voluntary self-f

- F. The following materials will be removed from the official personnel file:
1. Unauthorized or anonymous material.
 2. Letters of reprimand and/or disciplinary actions may, by written request of the supervisor who originated the documents, be removed by the regional human resource office director.
- G. A unit or department may maintain files containing whatever information is needed for efficient and convenient operation; however, these files are not official personnel files.

(11-19-99)

R04.01.062. Confidentiality of Personnel Records

If a request for disclosure of personnel records is received from persons other than those determined by the custodian of the record to have a need to know, a reasonable effort will be made to advise the affected employee of the request prior to the disclosure.

(11-19-99)