



OFFICE OF HUMAN RESOURCES

To: **SLAC Management**
From: Christine Green
Employee Relations and Organizational Development Specialist
Re: Manager Training for FY11 Policy Changes
Date: October 21, 2010

On September 1, 2010, policy revisions to Stanford Administrative Guide went into effect. To assist SLAC Management with understanding and implementing these recent policy changes, Human Resources has scheduled two 2-hour sessions on the following days:

Manager Training for FY11
Policy Changes
November 2, 2010
2:00 pm to 4:00 pm
Kavli Auditorium

or

Manager Training for FY11
Policy Changes
November 11, 2010
10:00 pm to 12:00 pm
Kavli Auditorium

This training is important and key to understanding the changes. The revisions are significant, making it important that all managers are present. We will highlight the specific policy changes and provide you with helpful guidelines so you can feel confident that you are administering the policies correctly.

We will review revisions to the following policies:

22.1 Recruiting & Hiring of Regular Staff
22.4 Compensation of Staff Employees
22.8 Separation from Employment
22.13 Senior Staff

22.14 Trial Period

22.15 Addressing Conduct & Performance Issues

POLICY REVISIONS TO STANFORD ADMINISTRATIVE GUIDE

22.1 Recruiting & Hiring of Regular Staff

- Title change from “Employment of Regular Staff”
- Added international section
- Added Guide to Supervisors
- Updated b) Employment Rights and Preferences of Former and Current Regular Staff
- Updated c) Employment of Related Persons
- Added policies on background checks, criminal records, false and/or misleading statements

22.4 Compensation of Staff Employees

- PTO is to be treated like vacation and must be recorded in increments of 4 hours. Floating Days must be taken as a full day based on the employee’s FTE. (Clarification of policy)

22.8 Separation from Employment

- Additional definition of misconduct: *actions which are detrimental to or disrupt the reputation or operations of the University*
- Added: *With the exception of Trial Period and Senior Staff, employees cannot be terminated without some form of cause as defined in Guide Memo 22.15*

22.13 Senior Staff

- Senior Staff “*serve at the pleasure of the President*” was replaced by “*at will*” employment
- Added statement that notice and severance pay not provided if Senior Staff is terminated for misconduct
- Corrected and clarified policy on benefit continuation
- Not in policy, but please note: Senior Staff designation has expanded. Senior Staff policy will apply to the following job grades: N99; N11; 1M5; 1M4; 3P5; and 4P5

22.14 Trial Period

- Added “At will” language meaning that the trial period can be terminated by either the employee or the University at any time and for any reason, with or without notice.
- Supervisors are expected to establish and communicate performance expectations, resolve problems and consult with the local HR office about problems that could lead to a trial period extension, or termination during the trial period.
- Add statement in Length of Trial Period: *“Nothing in this Policy guarantees that an employee will be permitted to complete a full 6-month trial period if earlier termination is warranted.”*
- Guide Memos 22.10 Grievance Procedure and 22.15 Addressing Conduct & Performance Issues do not apply to trial period employee.
 - During trial period, relationship between the employee and University is “at-will” VP of HR or designee (Larry Young, Director of HR) must approve Trial Period terminations.

22.15 Addressing Conduct & Performance Issues

- Changed title from “*Corrective Action and Discipline*” to better reflect a shift from discipline to requiring managers to be more responsible for dealing with performance issues.
- Policy no longer applicable to employees in their Trial Period
- Policy now spells out “**cause**”

Employees cannot be terminated without some form of cause. “Cause” is defined broadly as any legitimate business reason, including but not limited to: Failure to satisfactorily perform job duties or meet job requirements, unavailability for work, excessive absences or tardiness, disclosure/misuse of confidential information, damage or misuse of University property, insubordination, failure to follow University policies and procedures, failure to return from an approved leave, or any other misconduct or acts detrimental to University operations.

 - Clarification stating that supervisors are “normally required” to give written notice (e.g., memos, performance evaluations, letters, etc.) that performance or behavior is unsatisfactory and improvement is needed before terminating an employee. Such notice may or may not be preceded by verbal coaching
 - Policy no longer outlines specific steps for corrective action

For further information, please contact any of the following Employee Relations Staff:

Carmella Huser : Manager of Employee and Labor Relations, Ext 2358
 Teresa Juarez: Employee Relations Specialist, Ext 2357

Christine Green:Employee Relations and Organizational Development
Specialist, Ext 3585

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