

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Professional & Scientific Council

Council Motion: P&S Positions At-Will and Exempt from P&S Policies

Submitted by: P&S Policies and Procedures Committee August 1, 2014

Whereas, P&S Council has been asked to provide input on the draft of the “P&S Positions At-Will and Exempt from P&S Policies” and supporting guidelines;

Whereas, This draft updates/clarifies the current “Positions Exempt from P&S Policies” to include renaming the policy and a supporting guidelines document; and

Whereas, P&S Council provided input during the draft formation and revision process through representation on the Policy Library Advisory Committee (PLAC);

It is moved, That changes include striking the following sentence in the policy statement and providing further clarification:
~~At the time of their appointment, new employees hired into exempt position are so informed.~~
The designation of an at-will appointment is stated in both the posting for a vacant position and the letter of intent at time of an offer.

It is moved, That these changes include additional clarification to be added to the policy statement:
UHR will provide an annual report to P&S Council as to the number of at-will designations and their specific position titles;

It is moved,

That These changes include additional clarification be moved from the proposed guidelines to the policy statement with a modification (highlighted in bold):
*The determination of a P&S position being designated as at-will is the responsibility of the applicable Senior Vice President or President. The decision to make a position exempt from **certain** P&S Policies shall be made in consultation with University Human Resources (UHR);*

It is moved,

That these changes include additional clarification to be added to the following statement in the guidelines document (highlighted in bold):
*Senior vice presidents and the president ~~are expected~~ **shall** consider the following factors when determining whether to designate a position as exempt from certain P&S policies;*

It is moved,

That these changes include modification to the following statement in the guidelines document:
~~For persons in the administrative specialist classification,~~ Does the position provide administrative support to, and have significant delegated authority from a major divisional leader that serves in an at-will capacity?;

It is moved,

That changes include additional clarification to be added to the following statement in the guidelines document (highlighted in bold):
*When it is determined that a vacant position should be at-will and exempt from P&S policies, the position will be advertised with the language: “This position serves at the pleasure of university administration and is exempt from **certain** P&S policies.”*

It is moved,

That changes include additional clarification to be added to the following statement in the guidelines document (highlighted in bold):
When a designated position is considered for reclassification as at-will, the supervisor will communicate this with the employee prior to reclassification, and after approval from UHR and the respective SVP/President; and

It is moved,

That the Professional and Scientific Council recommends these changes stated above and, with those changes, endorses the policy revision with supporting guidelines for Fall 2014 implementation.

Distribution:

Steven Leath, President
Jonathan Wickert, Senior Vice President and Provost
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