

MOUNT VERNON NAZARENE UNIVERSITY

Life Changing

Employee Relations Policy

It is the policy of Mount Vernon Nazarene University to hold in sacred trust the human resources entrusted to the University and to direct the human resources toward fulfilling the University's mission by:

- Respecting the employee's dignity and worth throughout the employee's experience with the University.
- Defining employee responsibilities through appropriate documents, handbooks, and training experiences.
- Consistently providing feedback to employees and executing a formal employee performance appraisal on a periodic basis.
- Complying with applicable governmental regulations as they pertain to personnel matters.

The Employee Relations Policy is to be implemented in close harmony with the Policy on Vendor Relations.

Role	University Position
Executive sponsor	Vice President for Finance and Chief Financial Officer
Secondary sponsor	Provost and Chief Academic Officer

The Employee Relations Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
Vice President for Finance and Chief Financial Officer	To execute the Employee Relations Policy.
Senior Leadership Team	To define and implement the Employee Relations Policy as it applies to divisional personnel.
Unit managers	To provide supervision, support and training to strengthen the employee's ability to perform his/her responsibilities effectively and efficiently.

Compliance with the Employee Relations Policy is critical and includes the following.

Action	Guideline
Providing initial and continuing orientation of new employees	Administrators and managers charged with personnel development responsibilities will organize and implement an effective orientation program for employees under his/her span of responsibility.
Providing opportunities, means and resources for continued professional development of employees.	The Provost and Chief Academic Officer will implement a faculty development program that applies to the administrative, instructional and support responsibilities of instructional faculty and administrators with faculty status. The Vice President for Finance and Chief Financial Officer will implement a staff development program for managers and staff serving in institutional support capacities.

Fostering a sense of team collegiality in the mission of Christian higher education	Academic unit leaders and service unit leaders seek opportunities and means to build teams that accomplish the University's mission.
Specifying position responsibilities and linking evaluation strategies appropriate to each individual's specific job responsibility.	Unit leaders and managers provide appropriate job descriptions to each employee, and develop an annual evaluation applicable to the employee's assigned responsibilities.
Complying with the Employee Relations Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> and <i>Staff Handbook</i> .

The following documents provide the critical means of implementation of the Employee Relations Policy.

Required Documents	Purpose
<i>Faculty Handbook</i>	To define human resource opportunities, job responsibilities, benefits, etc. as they apply to administrative and instructional faculty.
<i>Staff Handbook</i>	To define human resource opportunities, job responsibilities, benefits, etc. as they apply to managerial and support staff.
Student employee handbooks	To define human resource opportunities, job responsibilities, benefits, etc. as they apply to student employees.
Faculty development program description	To identify what professional development opportunities are available to faculty and means to access the opportunities.
Staff development program description	To identify what professional development opportunities are available to managers and staff, and means by which to avail themselves of the opportunities.

Additional Documents	Purpose
Position descriptions	To identify for each employee his/her specific position responsibilities and identify the employee's direct supervisor.
Annual performance evaluation forms	To identify a means by which supervisors provide appropriate and timely feedback about the employee's performance of his/her assigned duties.

There are no exclusions or exceptions of the Employee Relations Policy.

The following individuals can be contacted for questions on the Employee Relations Policy as outlined here.

For	Contact
Any question	Unit supervisor
Any question related to faculty (instructional or administrative)	Provost and Chief Academic Officer
Any question related to front line or supervisory staff	Director of Human Resources
Reporting misuse of the Employee Relations Policy	Unit supervisor, Provost and Chief Academic Officer, or Director of Human Resources

The following outlines the approval, review, and revision history of the Employee Relations Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initiate Release