

**VII-1.00 – POLICY ON THE USM HUMAN RESOURCES MANAGEMENT PROGRAM**

(Approved by the Board of Regents, July 26, 1990; Amended October 9, 2015)

**I. PURPOSE**

The purpose of this policy is to establish the fundamental elements of a comprehensive Human Resources Management Program of the University System of Maryland (USM), as authorized by Sections 12-110(a)(1) and 12-111(c) of the Education Article of the Annotated Code of Maryland and intended to achieve the following goals:

- A. The recognition that the employees of the USM are among the USM’s most valuable assets;
- B. The recruitment, selection and retention of well-qualified employees, consistent with its commitment to affirmative action and equal employment; and
- C. the provision of effective and efficient human resources services that support the delivery of high quality education and research programs for the USM and the State of Maryland.

**II. SCOPE AND AUTHORITY**

A. General Authority

The Board of Regents delegates to the Chancellor the authority to establish the USM Human Resources Management Program (the HR Program), in consultation with the Presidents of each USM institution.

B. HR Policies

The USM HR Program shall be governed by USM Human Resources Management policies approved by the Board of Regents of the USM and included in the Board’s “Policies, Procedures and Bylaws” (the USM HR policies).

- 1. The USM HR policies shall provide for an appropriate balance between institutional missions and USM responsibilities, consistent with Federal and State laws.
- 2. Each institution shall adopt its own human resource policies and procedures which include the USM HR policies, as well as institution-specific policies and procedures that support implementation of the USM policies and address human resources management concerns not specifically addressed by the USM HR policies

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3. The USM HR policies and institution HR policies and procedures shall be available on the institution's website

### **C. Applicability of USM HR Policies**

1. USM HR policies apply to all USM and institutional Regular Status Nonexempt and Exempt Staff employees, unless a specific policy expressly excludes one or both of those job categories.
2. USM HR policies shall not apply to faculty or contingent status employees, unless a specific policy expressly includes one or more of those job categories.
3. USM HR policies shall apply at all USM institutions, except to the extent that:
  - a. A policy is modified by the terms of a collective bargaining agreement signed by an institution President and ratified by the Board of Regents under Title III of the State Personnel and Pensions Article (Maryland's Collective Bargaining Act) of the Annotated Code of Maryland, or
  - b. A policy provision may be superseded by a change in federal or state law that creates an inconsistency between the policy and current legal requirements.

### **D. Institution Authority**

Under the general direction of the institution's President or designee and consistent with the USM HR policies and institution-specific policies, procedures and collective bargaining agreements, the Chief Human Resources Officer (CHRO) of each institution is assigned the authority to:

1. Administer all elements of the institution's human resources function;
2. Develop, revise, interpret and administer policies, procedures, rules, standards and practices to ensure compliance in the institution, including the authorization of appropriate exceptions where such authority has been delegate by the President or designee;
3. Administer applicable pay and compensation plans;
4. Appoint or serve as the lead negotiator for institution collective bargaining;
5. Develop new and revised job class specifications for institution-specific titles in the Nonexempt pay program;
6. Develop, implement and coordinate employee development and training programs;

7. Carry out other human resource responsibilities and functions as directed by the President or designee; and
8. Delegate functions within the scope of the CHRO's authority to appropriate members of the institution's human resources staff.

### **III. ELEMENTS OF THE USM HR PROGRAM**

The USM HR Program, as embodied in the USM HR policies, shall include, at a minimum, the following elements:

#### **A. Employment**

1. Each institution shall recruit, select, and retain a well-qualified, diverse, competent and creative work force committed to service to the USM and the public.
2. Each institution shall have written procedures to describe the process by which it recruits, selects and appoints employees.

#### **B. Benefits**

1. The USM shall offer a comprehensive range of benefits to attract and retain high-quality personnel and enhance employee morale and productivity.
2. The range of benefits shall include:
  - a. Those benefits required under State law for State employees, including employees of the USM; and
  - b. Other benefits authorized by the Board of Regents, upon recommendation of the Chancellor.

#### **C. Compensation**

1. The Board of Regents shall approve a USM pay program, upon recommendation of the Chancellor.
2. The pay program shall include consideration of
  - a. cost-of-living adjustments,
  - b. merit increases
  - c. salary structures and schedules for various job categories; and

d. other salary adjustments and compensation-related items.

**D. Performance Review**

1. The USM shall provide an equitable and valid performance review process that fosters employee development, excellent performance and fair personnel administration.
2. Written performance reviews shall be administered at regular intervals, on at least an annual basis.

**E. Employee Relations**

1. The USM recognizes the dignity and rights of its employees as individuals and expects its employees to act with judgment, discretion and integrity at all times.
2. The USM will conduct its HR Program consistent with all relevant legal requirements, including federal and state anti-discrimination laws, Maryland's Collective Bargaining Act, and other federal and state laws applicable to its employees.
3. Employee grievances will be resolved in an orderly and timely manner in an environment of impartiality and mutual respect.
  - a. Employees and supervisors will make every effort to resolve differences informally.
  - b. Appropriate formal grievance procedures that conform to all legal requirements and USM HR policies will be available.

**F. General Conduct and Working Conditions**

1. Each institution shall provide an environment that promotes the safety, health, and general welfare of its employees.
2. Each employee will uphold appropriate standards of conduct, including adherence to all applicable USM policies and procedures.

**IV. RELATIONSHIP TO PRIOR INSTITUTION HUMAN RESOURCES POLICIES**

**A. Prior Policies Governing Institution Human Resources**

The policies established under the USM HR Program build upon prior policies that governed the human resources programs of USM institutions prior to the creation of the USM. Such prior policies include:

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1. Laws Relating to and Governing Policies and Procedures of the BTSUC (“BTSUC Policies and Procedures);
2. UM Personnel Policies and Rules for Classified Employees (UM Policies – Classified);
3. UM Personnel Policies and Rules for Associate Staff (“UM Policies – Associate Staff) and
4. UM BOR Policies and Procedures Manual (“UM BOR Manual”).

### **B. Relationship to USM HR Policies**

Any prior policies with continuing relevance to the USM HR Program have been incorporated directly into the text of current USM policies or appended to a current USM policy. Therefore, USM HR policies supersede the prior policies listed in paragraph IV.A. of this section.

### **IMPLEMENTATION PROCEDURES:**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.