

**3359-3-05      Officers of human resources.**

- (A) President of the university. As specified in rule 3359-1-05 of the Administrative Code, the president is executive head of all university colleges, branches, schools, and departments, possessing duties, responsibilities and powers as delineated in the bylaws.
- (B) The associate vice president for human resources and labor relations shall be appointed by the board upon recommendation of the president, and shall hold office at the discretion of the president, and shall be responsible to the president through the vice president of finance and administration and chief financial officer.
  - (1) The associate vice president for human resources and labor relations shall be responsible to the president through the vice president of finance and administration and chief financial officer for the supervision and administration of functions encompassed by the department of human resources, employment services, personnel services, benefits administration, equal employment opportunity, and labor and employee relations.
  - (2) Among the responsibilities of the associate vice president for human resources and labor relations in the area of human resources are: recruitment and employment activities; administration of fringe benefits and other employee programs; labor relations, employee development; recommendation and implementation of personnel policies and procedures; compliance with federal, state, and Ohio board of regents personnel report requirements; employee communications, including handbooks and directories; and maintenance of personnel records.
- (C) Assistant executive director and appointing authority.
  - (1) The assistant executive director supervises the university's employment activities.
  - (2) Responsible for non-faculty collective bargaining activities.
  - (3) Conducts disciplinary hearings and investigations for non-faculty positions. Responsible for disciplinary actions including suspension or termination of classified, unclassified, contract

professional and bargaining unit employees.

- (4) Serves as second step hearing officer under university grievance procedures for staff actions.
- (5) Serves as university appointing authority, including signatory authority for personnel actions.
- (6) Represents the university at hearings before state personnel board of review.
- (7) Provides advice and counsel to supervisors and employees to assist them in resolving employee performance related concerns and in appropriate use of university disciplinary guidelines.
- (8) Responsible for administration of the 2000 classification and compensation plan for contract professional and staff positions.

(D) Director of benefits administration.

- (1) The director of benefits administration shall be responsible for administering the university group benefits package, which includes monitoring carrier activities, plan design, proposed plan changes, rfp preparation, carrier interview selection and recommendation for administration.
- (2) Administers premium recovery process for NEOUCOM and Wayne College.
- (3) Responsible for sick leave reporting.
- (4) Responsible for employee service awards, new employee information sessions and other programs as deemed necessary.
- (5) Administers various compliance programs such as Family and Medical Leave Act, workers compensation, alternative retirement plans.

(E) Director of AA/EEO compliance.

- (1) The director of AA/EEO compliance is responsible for oversight of

the faculty and staff employment processes.

- (2) The director investigates and resolves complaints from faculty, staff and students.
- (3) The director serves as ADA (Americans with Disabilities Act) coordinator for faculty and staff concerns.
- (4) Provides statistical and appropriate data required for compliance reporting.

(F) Director of training and development services.

- (1) Responsible for performance review program for contract professional and staff positions.
- (2) Responsible for assisting with the coordination of required employee compliance training and other developmental programs as identified.

(G) Director of human resource information services.

- (1) Serves as functional lead for the campus community Peoplesoft module.
- (2) Serves as records administrator for electronic and paper files for faculty, staff and graduate assistants.
- (3) Serves as liaison between human resources, payroll and benefits administration to assure system enhancements interface.
- (4) Responsible for personnel recommendations for board of trustees report and related personnel action form processing.
- (5) Serves as deputy appointing authority.
- (6) Responsible for coordination of annual salary increase process, off-line salary increase recommendations and job audits.

(H) Other administrative officers and assistants as are needed to carry on effectively the work of human resources may be appointed by the board

upon recommendation of the president and shall be responsible to the president through the executive director of human resources.

Effective: June 25, 2007

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Statutory Authority: 3359.01

Rule Amp.: 3359.01

Prior Effective Dates: 4/28/97, 11/24/01, 5/25/02, and 4/11/03