

3359-3-05 ~~Officers of human resources~~ Office of talent development and 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. The president of the university, as specified in rule 3359-1-05 of the Administrative Code, the president is executive head of all university colleges and departments possessing duties, responsibilities and powers as delineated in the bylaws.~~
- (B) ~~The associate vice president for human resources and labor relations~~ vice president for talent development and human resources 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~~ senior vice president and provost and chief operating 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. The vice president for talent development and human resources shall plan and direct policies and initiatives to attain short-term and long-term goals as established by the president and senior vice president and provost and chief operating officer in accordance with the policies and rules established by the board and the president.~~
- (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.~~ Among the responsibilities of the vice president for talent development and human resources are:

- (a) Creating and maintaining a compensation and classification philosophy and system that supports performance enhancement and measurement strategies;
- (b) Creating an environment that embraces diversity and difference, including equal employment opportunity and affirmative action;
- (c) Refining talent acquisition, retention, and advancement strategies and programs to support effectiveness and efficiency in the use and deployment of human talent;
- (d) Recommending and implementing human resources policies and procedures consistent with a collaborative and integrated teamwork approach to institutional advancement;
- (e) Administration of employee programs such as performance planning and management, employee development and recognition, employee benefits, labor relations, conflict resolution services, and employee immigration services;
- (f) Complying with federal, state, and Ohio board of regents personnel report requirements and maintaining employee records;
- (g) Performing other such duties as may be assigned by the president and senior vice president and provost and chief operating officer.

- (C) ~~Assistant executive director and appointing authority~~ The associate vice president for talent development and human resources and appointing authority shall supervise the administration of the university's employment policies and procedures. Among the responsibilities of the associate vice president for talent development and human resources are:

- ~~(1) The assistant executive director supervises the university's employment activities.~~
- ~~(2)(1) Responsible Responsibility~~ for non-faculty collective bargaining activities;:
- ~~(3)(2) Conducts Conducting~~ disciplinary hearings and investigations for non-faculty positions. ~~Responsible Responsibility~~ for disciplinary actions including suspension or termination of classified, unclassified, contract professional and bargaining unit employees;:
- ~~(4)(3) Serves Serving~~ as ~~second step hearing appeals~~ officer under university grievance procedures for staff actions;:
- ~~(5)(4) Serves Serving~~ as university appointing authority, including signatory authority for personnel actions;:
- ~~(6)(5) Represents Representing~~ the university at hearings before state personnel board of review;:
- ~~(7)(6) Provides Providing~~ 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.~~
- (7) Supervising the offices of Title IX coordinator and American with Disabilities Act (ADA) coordinator;
- (8) Performing other such duties as may be assigned by the vice president for talent development and human resources.
- (D) The president may recommend the appointment of additional administrative officers to support the work of the vice president for talent development and human resources.
- ~~(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

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