

# Human Resources Policy Review Committee Guidelines

**Created:** July 1, 2015;

**Revised:** September 1, 2017

- I. **Purpose:** To establish a representative body to efficiently and effectively review, make recommendations on, and approve Human Resource Policies.
- II. **Committee Representatives:** The Human Resource Policy Committee shall consist of six (6) representatives. Current committee representatives include:

Name	Department	Representing
Alex Teodosio, Chair	Human Resources	Human Resources
Colleen Trembl	General Counsel	Legal Affairs / Senior Leadership Team
Claudia Wenzel	Enrollment	Staff
Rick Greci	School of Business	Faculty
Garry Homany	Environmental Safety	Risk Management
Brian Hurd	JCU Police Department	Staff Council

- III. **Guidelines:** The Human Resources Policy Committee will adhere to the following guidelines.
  - A. Committee meets every other week at an agreed upon designated time in the Human Resources conference room, or as needed.
  - B. The Committee Chairperson will distribute the agenda, facilitate the meeting and provide copies of any policies that are prepared to be reviewed.
    - a. The policy developer will be invited to introduce a new policy or recommended changes to any existing policy.
    - b. Changes to existing policies will be introduced in revision mode.
    - c. A policy review tracking form will accompany each policy reviewed to note any changes and keep track of the policy through the process.
    - d. All policies will be presented in the JCU policy template.
  - C. The Committee will either approve, recommend further changes, or not approve the policy.
    - a. At least 4 out of the 6 Committee members must be in agreement to recommend the policy for adoption.
    - b. Policies that are recommended for further changes will be reintroduced to the Committee either by email or during a subsequent University Policy Committee Meeting.
  - D. Once the Committee reviews the policy and recommends adopting the changes, the final proposed policy version will be circulated to the Senior Leadership Team, as appropriate, for input, and then will be posted for review on Inside JCU for two weeks. Staff Council will also be provided the policy for review during this period.

- E. After the two-week review period, the Committee will review the policy along with any recommended changes for a final time. The review can either occur electronically or during the next scheduled University Policy Committee Meeting.
- F. The Committee will vote to approve or not approve the policy. The majority of members must approve the policy for it to be adopted. If approved, the Policy will be assigned a Policy number, communicated to all stakeholders via appropriate means, and uploaded to the HR website.
- G. As appropriate, policies will be reviewed by the Office of Legal Affairs prior to review by the Policy Review Committee.

**IV. Current Policies:** The following “Employee Handbook” policies are in need of being reviewed and revised. These policies were last reviewed in 2001.

**As of July 1, 2015** *(Several Policies Have been Newly Created or Merged)*

Affirmative Action/EEO
Employee Records
Employment of Relatives
Employment Verification
Employment at Will
Hiring Policy
Media Inquiries
Medical Examinations
Outside Employment & Activities
Performance Reviews
Transfers and Promotions
Categories of Employment
Compensatory Time
Garnishments
Job Classification
Meal Periods
Overtime
Paycheck Deductions
Paychecks/Paydays
Tax Withholding
Time & Attendance Records
Unemployment Compensation
Work Hours & Schedules
Benefit Continuation
Benefit Eligibility
Retirement - TIAA-CREF
Retirement - Wage Supplement
Sick Time/Leave

Total Disability
Tuition Waiver - JCU
Tuition Waiver - Other Programs
Bereavement Leave
FMLA
Jury Duty
Parental Leave
Military Leave
Unpaid Personal Leave
Worker's Comp
Business Expense Reporting
Change of Address and other Personal Info
Communication/Electronic Media
Integrity & Protection of Technological Resources
Emergency Short Term Closing
Personal Calls, Mail & Visitors
Accidents & Emergencies
Attendance & Punctuality
Code of Ethics
Complaint Resolution
Confidentiality
Conflict of Interest
Corrective Counseling
Dress Code & Personal Appearance
Drug & Alcohol Abuse Prevention
Harassment
Smoking
Workplace Violence

**V. New Policies:** As new policies are proposed, they will be reviewed by the HR Policy Committee under the guidelines established above.

**VI. Policy Template:** The following template would be used for all existing and new Human Resources policies:

<b>Policy:</b>	<b>Policy No: II-##</b>
<b>Policy Developer(s):</b> Human Resources	<b>Original Date:</b>
<b>Revised Date:</b>	<b>Approval Date:</b>



- I. **POLICY:**
  
- II. **PURPOSE:**
  
- III. **SCOPE:** All employees of John Carroll University
  
- IV. **PROCEDURES:**
  
- V. **CROSS REFERENCES:**
  
- VI. **ATTACHMENTS:**

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**VII. Policy Routing Checklist** – The following Policy Routing Checklist will be used to track policy review progress through the process.

**Policy Routing Checklist**

**Please attach to proposed policy:**

**Policy Developer:** \_\_\_\_\_

**Policy Name:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_

**Scope of Policy:** (identified by policy owner)

- All John Carroll University Employees
- John Carroll University Staff Employees
- John Carroll University Faculty Employees
- Other: \_\_\_\_\_

*Please list all links & attachments and include attachments in submission to Policy Committee.*

**Policy Review Steps:**

1.  **Review by Office of Legal Affairs, as appropriate: Date:** \_\_\_\_\_
2.  **Policy Committee Review: Date(s) of Review:** \_\_\_\_\_
  - No Changes. Review complete
  - Revisions needed –please track all changes before submitting to Policy Committee.
  - Retire Policy - no longer relevant
  - Do not approve
  - Approve
3.  **Review by Senior Leadership Team, as appropriate. Date:** \_\_\_\_\_
4.  **Review by Staff Council. Date:** \_\_\_\_\_
5.  **Posted on JCU Insider for two week period? Date:** \_\_\_\_\_

6.  **Final Review by Policy Committee.** Date: \_\_\_\_\_

**Education/Training Roll- out Plan:** (Please describe what employee education will be provided and timeline)

Does Policy involve Faculty?  Yes  No. If yes, must be presented to Faculty Council.

Date completed: \_\_\_\_\_.

Faculty Council approval  Yes  No. Date of approval: \_\_\_\_\_.