

## Summary of Changes to Human Resources Policies for FY 2018

Policy Number	Policy Name	Summary of Human Resources Changes
06.04.02	<b>Recruitment and Selection</b>  <a href="https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Employment/Recruitment-and-Selection-Policy/">https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Employment/Recruitment-and-Selection-Policy/</a>	<ul style="list-style-type: none"> <li>• Changed the Job Posting requirement from fourteen (14) days to “Once approval is received, positions are posted on the UMMS Careers web site for a minimum of ten (10) calendar days. The position will remain posted until a suitable candidate has been selected or as required by the collective bargaining unit contract.”</li> <li>• Failure of a new hire to fully complete and sign each document in the iCIMS Onboarding Portal will delay the start date.</li> </ul>
06.04.10	<b>Leaving the University</b>  <a href="https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Employment/Leaving-the-University/">https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Employment/Leaving-the-University/</a>	<ul style="list-style-type: none"> <li>• The new electronic Employee Termination process will replace the current manual termination process. All employee terminations must be processed electronically using the new HR Termination form. Manually completed forms delivered to HR via email or interoffice mail will no longer be processed.</li> <li>• If the Supervisor does not transmit the new <a href="#">HR Employee Termination Form</a> to the HR Data Group and the delay results in the employee being paid by UMMS for time not worked after they have left their employment with the University, the Supervisor will receive a Verbal Counseling for the first overpayment event regardless whether the funds are recovered from the former employee or not. The Supervisor will be subject to further corrective action up to and including termination for any successive overpayment event even if the funds are subsequently recovered from the employee. If the Supervisor makes use of a Designee to perform these duties, it is the Supervisor’s responsibility to ensure that this process is followed as stated above. If the Designee fails to follow the process as stated above, the Supervisor will receive the corrective action and not the Designee in the event of an overpayment. It is ultimately the Supervisor’s responsibility to ensure that this process is followed in the timeline as stated above.</li> </ul>
06.06.02	<b>Corrective Action (formerly Disciplinary Action)</b>  <a href="https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Corrective-Action/">https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Corrective-Action/</a>	<ul style="list-style-type: none"> <li>• Clarified the steps in the corrective action process to:               <ul style="list-style-type: none"> <li>○ Documented Verbal Counseling</li> <li>○ Written Warning</li> <li>○ Final Written Warning</li> <li>○ Termination</li> </ul> </li> <li>• UMMS reserves the right to combine or bypass any part (or all) of the Corrective Action Process depending on the facts of each situation and the nature of the offense(s). The level of corrective action intervention may also vary.</li> </ul>
06.06.03	<b>Grievance Policy</b>  <a href="https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Grievance-Policy/">https://inside.umassmed.edu/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Grievance-Policy/</a>	<ul style="list-style-type: none"> <li>• Formerly titled: Dispute Resolution Policy</li> <li>• New process starts with a Step 1 Grievance followed by an Appeal process</li> </ul>