

2024 Human Resources Policies Revisions

- HR policies reviewed every three years
- Comprehensive review by HR, Legal Counsel
- Input from stakeholders
 - Faculty senate
 - All staff council
 - Gender equity alliance
 - A&F executive team
 - HRBP discussions with units



2024 Human Resources Policies Revisions

- Goals:
 - Clearer and more accurate language
 - Changes required by law or policy (i.e. holidays policy)
- Principle:
 - Most HR policies driven directly or indirectly by Montana Code Annotated (MCA), federal law (FLSA, FMLA) or Board of Regents policy
 - We have authority to adjust some parts, not others
- If policy not included here, no substantive changes being proposed



Annual Leave

- Align language with bi-weekly payroll
- Supervisors responsible for managing annual leave
 - Was department
- Annual Leave use in 15-minute increments
 - Was 30-minute increments
 - 15 minutes aligns with the FLSA (differs by CBA)
- Only sick leave can be donated



Lactation Policy

- Use lactation throughout policy rather than breastfeeding
- Building supervisor responsible for family care rooms
- Requirement that employee request and coordinate with their supervisor for use of family care room



Donated Sick Leave

- Align definition of immediate family member with FMLA policy and federal law

c. Immediate Family Member.

The employee's spouse, child, or parent, as defined in the *Family and Medical Leave Act of 1993*, and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.



Donated Sick Leave

- Clarifications:
 - All leaves must be exhausted before using DSL
 - Medical certification required
 - DSL requires consecutive 10-day absence for each medical condition
 - Added contact HR for approval



Drug, Alcohol, & Tobacco Free Workplace

- Replaced “unlawful and unauthorized” to “either unlawful and/or unauthorized”
- Ensures that offenses involving unauthorized legal drugs are also prohibited (i.e. alcohol, marijuana)



Employment Background Checks

- HR has authority to waive background checks, departments do not



Holidays and Holiday Pay

- Removed General Election Day as a paid holiday per HB 13
- Holiday Exchange – removed language about substituting business days for the days surrounding Christmas and New Years
- Removed reference to holiday “cash-out.”
 - Never been our practice and not consistent with BOR policy.
- Added new policy for floating holiday per HB 13



Leave Without Pay

- Title changed from Leave of Absence without Pay to Leave Without Pay
- Added that consultation with HR is required in the event of an extended absence
 - We are required to report these to Commissioner's office
- Does not change BOR faculty Leave Without Pay policy 801.3



Maternity & Parental Leave Policy

- Updated with gender neutral language
 - Ex: replace “a woman’s” to “an employee’s”



Mobile Communication Devices

- Replaced language re: University no longer issuing devices, replaced with language for issuing an allowance



Non-employee appointments

- Changed policy title from Courtesy Affiliate to Non-Employee appointment
- Added, “A non-employee may not displace a paid position or service that requires compensation from MSU under law or policy”
 - Clear language consistent with FLSA and MT wage and hour law
- Human Resources consultation required
- Background check required



Perf Management & Progressive Discipline

- Expanded language for involuntary termination including:
 - unlawful and/or unauthorized use, possession, manufacture, distribution, purchase, and sale of drugs, alcohol or controlled substance
 - Violation of Drug, Alcohol and Tobacco Free policy
 - Any leave abuse
 - Lewd conduct on employer's premises
 - Violation of nondiscrimination, harassment and retaliation policy
 - Added fraud and dishonesty with theft



Separation from Employment

- Departments must consult with HR for post-retirement employment
- MSU will choose resignation/retirement date if employee does not identify one after giving notice
- Separation can't be extended by giving date beyond expiration of contract or appointment
- Term checklist must be completed by department
- Department must initiate retiree separation checklist
- Leave without pay cannot extend probationary period



Sick Leave

- Allow use in 15-minute increments rather than 30
- Added requirement for medical note after 5 consecutive days sick

6. MEDICAL ~~CERTIFICATION~~ Documentation

After consultation with University Human Resources, the supervisor may require medical ~~certification-documentation~~ to confirm the appropriate use of sick leave, including the need to care for an ill or injured immediate family member, using the procedures approved by University Human Resources. Medical documentation is required for an absence of more than five (5) consecutive working days.



Compensation Administration

- Title change from Staff Classification and Compensation Administration to Compensation Administration
- HR has responsibility for ensuring compliance with applicable BOR policies for:
 - Classified
 - Letters of Appointment (a contract)
 - MUS contracts



Volunteers

- Added that volunteers may not displace regularly employed workers/positions
- Added that employees may not volunteer to provide the same or similar type of services that they are employed to provide
- Added that volunteers subject to background checks
- Human Resources responsible party

