

USAC Web Submissions - Received 7-18-23 and discussed in the 8-8-2023 USAC meeting

Idea/Question (1)

What is best practice and how often are supervisors supposed to be reviewing job descriptions? Does HR look at job descriptions on a regular basis and inquire about updates?

Rationale/Reason

When employees are given increased responsibilities or the nature of their job changes yet not all managers and supervisors regularly review and update job descriptions. Where is the policy regarding this issue on the HR site or in the UR policy manual? Furthermore, when there are extended leaves by another employee or position (e.g., FMLA, vacancy) and employees are expected to perform the additional workload for an extended period of time, what instructions or protocols are given to supervisors regarding staff bonuses for the increased workload and how long are employees expected to do the additional work before the vacancy is filled or employee returns to work? One month, three months, six months?

HR Response:

Job descriptions should be reviewed and updated to reflect any changes in the role, its responsibilities, and the evolving needs of the organization. We don't currently have any specific requirement that they are updated on a pre-defined timeline, but as HR works with department leaders and managers in changes to organizational structures, overall changes to workflows, filling vacancies, etc. it supports managers in revising job descriptions. Employees are encouraged to speak with their supervisors when their roles have evolved to request that job descriptions are reflective of any significant changes. HR Business Partners are also available to speak to employees and provide guidance in navigating the process.

HR Contacts can be found here: <https://hr.richmond.edu/contact/index.html>

There is information on the HR website that speaks to reclassifications.

<https://hr.richmond.edu/managers/compensation/pay.html#reclassification> Below is the information captured on the site:

There is also information guiding supervisors as to when to request additional compensation, <https://hr.richmond.edu/managers/compensation/pay.html#vacancy>

Idea/Question (2)

Is there a guide (e.g., career level guide) available to employees to see the various grades and expected responsibilities and knowledge so that it is more transparent as to how employees can progress in their careers at UR?

Rationale/Reason

It is hard to know how to advance one's career without clear and available materials on how one can get from one grade to the next within their current division or in another division on campus.

HR Response:

We do not currently have a career-level guide or career framework. We have information on HR's website that describes our pay grades and how those are determined. Talent Acquisition Specialists and Human Resources Business partners found with the attached HR Contact list are available to provide coaching and guidance on navigating careers on campus. The Talent Acquisition Team is responsible for finding the best new Spiders to join our web! We work daily to attract top talent who will embody the values of UR and push our mission forward. We partner with hiring managers and search committees to attract, recruit, and hire amazing candidates, creating a capable, diverse, and inclusive community. Feel free to reach out to our team to learn more about careers at UR.

You can find your HR contacts here: <https://hr.richmond.edu/contact/index.html>