

To: *Institutional Policy Committee*

From: Lisa Rigtrup, Past-President
David Thomas, President
Marie Wintriss, President-Elect
[University of Utah Staff Council](#)

Policy Owner(s): Director of Employee Relations

Date: 6/27/2024

Re: Revision to Policy [5-003](#): University of Utah Staff Council (UUSC)

Introduction and Background

- Policy [5-003](#): University of Utah Staff Council (UUSC)
- We propose revisions to the above-noted policy to align with updates to UUSC Bylaws and practices.

Proposed Changes

- Proposed changes include:
 - Updated language regarding UUSC functions to align with published information on the UUSC website.
 - Deferral of details relating to eligibility and selection of UUSC members to the UUSC Bylaws.
 - Administrative updates and corrections to grammar and spelling throughout.

Regulation Development Process

- Changes were initiated by Lisa Rigtrup and input received from Kevin Turner (Deputy Chief HR Officer, Policy Officer designee), Bob Thompson (Policy Owner), Andrea Brown (Human Resources), the UUSC Executive Committee members, and the University Policy Office. Suggestions and recommendations were considered and incorporated if offered and as appropriate. The proposed revision has the support of the UUSC Executive Committee.

Policy 5-003: University of Utah Staff Council

Revision ~~23~~. Effective date: ~~June 29, 2004~~ [Upon Approval of Board of Trustees](#)

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I. Purpose and Scope

A. Purpose.

To establish a Staff advisory council which may provide advice and counsel to the University of Utah Administration and Board of Trustees. (See Board of Higher Education Policy R223 -- Faculty and Staff Participation in Board of Trustees Meetings; University Policy 2-002 – Board of Trustees; and University Policy ~~6-0026-~~[002](#) – The Academic Senate (UUSC ex officio representative).

B. Scope.

[reserved]

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

A. Relevant employee definitions are defined in Policy 5-001.

III. Policy

A. Function

~~A. Function-~~ The University of Utah Staff Council (UUSC) is established to provide [advice and counsel to the University of Utah Administration and Board of Trustees on matters of general staff concern. UUSC provides](#) a forum for University Staff Members to express their concerns, recommendations, and advice regarding wages and salaries, Staff Member benefits, working conditions, and other matters which may affect them in their capacity as Staff Members to the University ~~administration~~[Administration](#) and the Board of Trustees. UUSC shall schedule and conduct its meetings and activities in a manner that will allow free debate and discussion of issues and encourage input by all Staff Members. UUSC shall determine which matters shall be brought to the attention of the University ~~administration~~[Administration](#) and Board of Trustees through this process.

B. Eligibility

~~B. Eligibility-Staff Members holding a benefits eligible position who have completed their probationary period~~ Staff Members meeting eligibility criteria outlined in the UUSC Bylaws are eligible to serve on UUSC.

C. Representation and Size—

~~C.~~ In general, ~~the council~~ UUSC shall be proportionally representative of the types of staff employed by the University and the types of organizations in which these staff members work. Annually, ~~an analysis a report~~ of the numbers of staff by type and organization and other related demographics shall be ~~prepared~~ provided to UUSC by the Division of Human Resources ~~Department to provide with~~ current data for use as a guide in the selection of UUSC members. ~~The council~~ UUSC shall consist of ~~24 members, not including ex officio members. There shall be no more than one UUSC member from any department.~~ at least 24 members and no more than 100 members, not including ex officio members.

D. The UUSC Executive Board

~~D. UUSC Executive Board Comprised of the President, President-elect~~ The Executive Board is comprised of the President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

E. ~~Selection Procedures—Selection of UUSC members shall be made as follows:~~
Selection Procedures

Selection of UUSC members shall occur according to the procedure outlined in the UUSC Bylaws and Right to Opportunity to Service. UUSC members are selected by a committee of the UUSC through the procedures established in the UUSC Bylaws. Staff appointed to UUSC shall notify their supervisor of the appointment. The supervisor may not deny any eligible Staff employee the opportunity to serve and shall take no action hindering such service. The University of Utah shall allow representatives appropriate release time to serve on UUSC.

~~1. UUSC Selection Committee. Annually, the UUSC Executive Board shall nominate to the President ten eligible staff members to serve on the UUSC Selection Committee. From the~~

~~ten nominations, the President shall appoint seven persons to serve on the committee.~~

~~a. The UUSC President-Elect shall serve as chairperson of the selection committee.~~

~~2. University of Utah Staff Council (UUSC)—The UUSC Selection Committee shall seek nominations to serve as members of UUSC. After evaluating the nominees and applicants, the UUSC Selection Committee shall submit to the President a slate of eligible and recommended nominees equal in number to two times the number of vacant positions.~~

~~3. The President shall appoint, from the slate of nominees described above, persons to fill vacant positions on UUSC. The remaining nominees will serve as alternates. The President shall select replacement appointments from the alternates if an appointee declines to serve, resigns from UUSC or terminates University employment.~~

~~a. The President shall strive to provide balance on UUSC based on University demographics.~~

~~4. Staff appointed to the council shall notify their supervisor of the appointment. The supervisor may not deny any eligible Staff Member the opportunity to serve and shall take no action hindering such service. Staff Members shall be granted release time to serve on UUSC.~~

F. Term of Service.

Term of service on UUSC shall be administered according to the UUSC Bylaws.

~~Term of Service—Term of service on UUSC shall be three years with one third of the membership appointed each year. No member may serve for more than two consecutive terms. If the President-Elect is voted into office during his/her second year on the council, the President-Elect shall be granted an extension of one year to fulfill that term of office. All new appointments shall be for a three year term. If members leave the council prior to the end of their term of appointment, the President should appoint a new member to complete the unexpired term from the list of alternates, striving to maintain proportional representatives of staff demographics. When vacancies occur, the new individual selected by the President should ordinarily come from the same organization and staff classification categories as the individual to be replaced.~~

F. Participation in Board of Trustees Meetings—

~~G.~~ The UUSC President and ~~members~~ Members may attend Board of Trustees meetings and shall be afforded the opportunity to address the Board. Minutes of the Board of Trustees meetings shall be provided to the UUSC President on a timely basis. (UBHE Policy R223); University Policy 2-002. See also Policy 6-002 (Academic Senate meetings).

G. Leadership Selection

~~H. Leadership Selection—~~The UUSC President and President-Elect shall be elected by the members of UUSC according to the procedure outlined in the UUSC Bylaws.

~~elected by the members of UUSC on the basis of majority vote. Both the UUSC President and the President-Elect shall have at least one year of service on UUSC prior to serving in these elected positions¹.~~

~~The UUSC President and President-Elect shall be elected for a period of not to exceed one year in each position.~~

H. UUSC Support

1. Primary Staff support of UUSC shall be provided by University Human Resource Management ~~the office of the Human Resources Vice President~~.
2. ~~1. The Vice President for University~~ Human Resource ~~and the Director of Equal Employment Opportunity and Affirmative Action, shall be exofficio members of the council but~~ Management, Hospital and Clinics Human Resources, and the Office of Equal Employment Opportunity and Affirmative Action, shall designate ex officio members to serve on UUSC who shall not be entitled to vote on issues considered by ~~the council~~ UUSC.

I. Meeting Frequency

The UUSC shall meet at least monthly. Additional meetings may be called by the UUSC President as needed.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules. [reserved]

B. Procedures, Guidelines, and Forms. [reserved]

C. Other Related Resources.

1. Supplemental Rule: Staff Council By-laws

V. References

A. Policy 5-001: Employee Definitions

B. Policy 6-002: The Academic Senate (UUSC ex officio representative)

~~B. Policy 5-100: Employee Relations and Organizations~~

~~C. Policy 5-106: Equal Opportunity and Nondiscrimination Employment~~

D. Policy 2-002: Board of Trustees

E. Utah Board of Higher Education Policy R223: Faculty and Staff Participation in Board of Trustees Meetings

VI. Contacts

The designated contact officials for this Regulation are

A. Policy Owner(s) (primary contact person for questions and advice): Director of Employee Relations

B. Policy Officer(s): Chief Human Resources Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision ~~2~~3.

1. Presented for the information of the Academic Senate August 26, 2024 and approved by the Board of Trustees September 10, 2024, with effective date of September 10, 2024.

- ~~1. Effective Date June 29, 2004.~~
 2. Legislative History
 3. Editorial Revisions
 4. ~~a. Editorially revised January 19, 2023 to move to current regulations template~~
 - ~~b. Editorially revised March 5, 2021 to reformat content, fix cross-references, and correct minor errors~~
 - ~~c. Editorially revised October 11, 2011 to reflect the changes to employee definitions as set forth in Policy 5-100.~~
- B. Previous versions.
1. [Revision 2. Effective Date. June 29, 2004](#)
 2. Revision 1. Effective Date. July 13, 1998
- C. Renumbering
1. Renumbered from Policy and Procedures Manual 2-33