

Policy 5-003: University of Utah Staff Council (UUSC)

Revision 2. Effective date: June 29, 2004

I. Purpose and Scope 1

II. Definitions 1

III. Policy 2

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources 4

V. References 5

VI. Contacts 5

VII. History 5

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 6-002 – 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 - The University of Utah Staff Council (UUSC) is established to provide 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 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 and Board of Trustees through this process.
- B. Eligibility - Staff Members holding a benefits eligible position who have completed their probationary period are eligible to serve on UUSC.
- C. Representation and Size - In general, the council 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 of the numbers of staff by type and organization and other related demographics shall be prepared by the Human Resources Department to provide current data for use as a guide in the selection of UUSC members. The council shall consist of 24 members, not including ex officio members. There shall be no more than one UUSC member from any department.
- D. UUSC Executive Board Comprised of the President, President-elect, Secretary, and Treasurer.
- E. Selection Procedures - Selection of UUSC members shall be made as follows:
 - 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 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.

- G. Participation in Board of Trustees Meetings - The UUSC President and 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).
- H. Leadership Selection - The UUSC President and President-Elect shall be 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 positions.
1. The UUSC President and President-Elect shall be elected for a period of not to exceed one year in each position.
- I. UUSC Support - Primary staff support of the council shall be provided by the office of the Human Resources Vice President.
1. The Vice President for Human Resource and the Director of Equal Employment Opportunity and Affirmative Action, shall be ex officio members of the council but shall not be entitled to vote on issues considered by the council.
- J. Meeting Frequency - The UUSC shall meet 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.
 - 1. Guideline G5-003A: Staff Council Bylaws
- C. Other Related Resources. [*reserved*]

V. References

- A. Policy 5-001: Employee Definitions
- B. Policy 5-100: Employee Relations and Organizations
- C. Policy 5-106: Equal Opportunity and Nondiscrimination Employment
- D. Policy 6-002: The Academic Senate (UUSC ex officio representative)
- E. Policy 2-002: Board of Trustees
- F. 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.
 - 1. Effective Date June 29, 2004.
 - 2. Editorial Revisions

- 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 1. Effective Date. July 13, 1998.
- C. Renumbering
1. Renumbered from Policy and Procedures Manual 2-33.

OUTDATED