

**Policy 5-003: University of Utah Staff Council**

Revision 3. Effective date: September 10, 2024

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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 6-002 – 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 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 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 meeting eligibility criteria outlined in the UUSC Bylaws are eligible to serve on UUSC.

C. Representation and Size

In general, 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, a report of the numbers of staff by type and organization and other related demographics shall be provided to UUSC by the Division of Human Resources with current data for use as a guide in the selection of UUSC members. UUSC shall consist of at least 24 members and no more than 100 members, not including ex officio members.

D. The UUSC Executive Board

The Executive Board is comprised of the President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

E. 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.

F. Term of Service

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

G. Participation in Board of Trustee 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 according to the procedure outlined in the UUSC Bylaws.

#### I. UUSC Support

1. Primary Staff support of UUSC shall be provided by University Human Resource Management.
2. University Human Resource 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 UUSC.

#### J. Meeting Frequency

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

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*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)
- C. Policy 2-002: Board of Trustees
- D. 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 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.
  - 2. Legislative History
  - 3. Editorial Revisions
- 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