

3359-3-05 Office of human resources.

- (A) The president of the university, as specified in rule 3359-1-05 of the Administrative Code, the president is executive head of all university colleges and departments possessing duties, responsibilities and powers as delineated in the bylaws.
- (B) The vice president of human resources and chief human resources officer (the "chief human resources officer") shall be appointed by the president, shall hold office at the discretion of the president, and shall report to the president consistent with the administrative reporting line then in effect.
 - (1) The chief human resources officer shall plan and direct policies and initiatives to attain short-term and long-term goals as established by the president in accordance with the policies and rules established by the board and the president.
 - (2) The chief human resources officer is responsible for:
 - (a) Creating and maintaining a compensation and classification philosophy and system that supports performance enhancement and measurement strategies;
 - (b) Supervision of the university's office of equal employment opportunity and affirmative action, including development of an annual affirmative action plan;
 - (c) Refining talent acquisition, retention, and advancement strategies and programs to support effectiveness and efficiency in the use and deployment of human talent;
 - (d) Recommending and implementing human resources policies and procedures consistent with a collaborative and integrated teamwork approach to institutional advancement;
 - (e) Administration of employee programs such as performance planning and management, employee development and recognition, employee benefits, labor relations, and employee relations;
 - (f) Complying with federal and state employment regulations and maintaining employee records;
 - (g) Negotiation and administration of all collective bargaining agreements;
 - (h) Administration of all disciplinary actions, including suspension or termination of classified, unclassified, contract professional, and collective bargaining unit employees; and
 - (i) Serve as the university appointing authority, including signatory authority for personnel actions, as delegated by the president.

Effective: 12/17/2002

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359.01

Rule Amplifies: 3359.01

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