

Staff Personnel Policies

Authority This Guide Memo was approved by the Vice President for Business Affairs and Chief Financial Officer.

Summary This policy describes general information on the development of, administration of, and decisions about personnel policies at Stanford University. Section headings are:

1. PURPOSE
2. POLICY AUTHORITY
3. ADMINISTRATION OF STAFF PERSONNEL POLICIES
4. EXCEPTIONS TO PERSONNEL POLICIES

1. PURPOSE

Staff personnel policies and procedures are intended as guidance to supervisors and administrators for the purpose of achieving equitable and consistent personnel actions and decisions. The University has developed formal personnel policies for only those subjects which are considered essential due to the number of employees and the number of entities which constitute the University, as well as applicable laws and regulations.

2. POLICY AUTHORITY

- a. **Policy Development** – Personnel policies are approved and authorized by the Vice President for Business Affairs and Chief Financial Officer, in consultation with Vice Presidents, Vice Provosts and other University officials.
- b. **Policy Revisions** – Proposals for policy changes should be sent to the Executive Director of Human Resources for study and recommendation. Approved changes are published in the Administrative Guide and may be communicated in the *Stanford Report* or by written notice to officers and administrators. Changes in policies for benefit plans (e.g., health, life insurance, disability, and retirement) are reflected in the summary plan descriptions and brochures of the individual plans.
- c. **Policy Interpretation** – Questions of policy interpretation should be addressed to an Employee Relations Representative.
- d. **Alleged Policy Violations** – Complaints of policy violation should be brought to the attention of the Director, Employee & Management Services, via a written grievance (see Guide Memo 22.10, Regular Staff Grievance Procedure, http://adminguide.stanford.edu/22_10.pdf).

3. ADMINISTRATION OF STAFF PERSONNEL POLICIES

University officers and administrators, both academic and nonacademic, are responsible for the administration of University policies and procedures including those applicable to staff. Supervisors who work for officers and administrators are responsible for ensuring that individual employees receive information about personnel policies and procedures as well as providing policy interpretations and/or referrals to appropriate resources.

4. EXCEPTIONS TO PERSONNEL POLICIES

In the event an exception to established policy appears to be necessary, the unique facts of the situation should be discussed in advance with an appropriate representative from Human Resources, usually an Employee Relations Representative. When necessary, cognizant Vice Presidents, Vice Provosts or University officers will be included in the decision-making of proposed exceptions. Exceptions to personnel policies must be approved by the Vice President for Business Affairs and Chief Financial Officer, or his/her designee.