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Policy Information

Effective Date:

September 12, 2019

Last Revised Date:

January, 2020

Policy Number:

USM 5-105

Responsible Unit:

Human Resources

Email:

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Policy

The University has the authority to exercise customary functions of management. These include but are not limited to, the following:

1. The authority to hire, promote, transfer, discipline, and terminate employees in accordance with the guidelines of University and ABOR policies.
2. The authority to reassign an employee from one position to another position within the same or a comparable job classification.
3. The authority to direct the workforce; to determine its composition, organization, and structure; and to assign work and evaluate performance.
4. The authority to establish reasonable job standards, expectations, work rules, guidelines, and regulations.
5. The authority to determine the extent and schedule of its operations.
6. The authority to maintain the orderly conduct of the workforce, to require job performance that meets or exceeds job requirements, and to terminate employees in accordance with the provisions of University policy.
7. The authority to amend, revise, revoke, or issue new guidelines and rules governing employees.

All employees of the University can expect the following:

1. The expectation to be appraised regularly on job-related criteria and to receive constructive

feedback.

2. The expectation of a means to express employee concerns and complaints.
3. The expectation to work in a safe environment.
4. The expectation to reasonable and nondiscriminatory application of ABOR and University policies, and departmental guidelines and rules.

Revision History*

12/01/2023: Updated responsible unit email address.

Source

URL:<https://policy.arizona.edu/employment-human-resources/university-staff-management-authority-and-employee-expectations-policy>

Links

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