

**POLICY 1**  
**ORGANIZATION OF DUTIES AND RESPONSIBILITIES**

**Rule 1.05 - Responsibilities of Employing Units for Civil Service Human Resources Administration**

Deans, directors, and heads of academic, administrative, and service units are responsible for the management of Civil Service employees in positions assigned to their units. Such management includes responsibility and authority for applying University and campus human resources policies, rules, and regulations as well as supervising the work performance of employees. Unit heads may delegate supervisory responsibilities to other employees within the unit; however, such delegation shall not divest them from overall responsibility for human resources administration.

**Regulations**

1.051 **Major Responsibilities**

Major human resources administration responsibilities of unit heads and supervisors in employing units include:

Complying with Civil Service requirements and other University and campus human resources policies and procedures.

Defining the duties and responsibilities of positions and maintaining current and accurate job descriptions.

Selecting employees from qualified candidates referred by the human resources office.

Communicating organizational information to employees, including the organizational structure and reporting relationships of the unit, and the channels of communication and appeal.

Assuring that employees know the names of their immediate supervisors, the unit head, and those individuals designated to act for them in their absence.

Following campus and University guidelines with regard to administration of pay plans.

Providing materials, equipment, supplies, a safe working environment, training, and supervision.

Insuring that employees are aware of their duties and responsibilities and the standards of performance expected.

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**Regulations (Continued)**

Evaluating employee performance, and communicating with the employees to identify appropriate actions to develop individual skills and competencies and/or to correct deficiencies.

Responding to complaints and grievances.

Initiating employee counseling and progressive disciplinary action when necessary, seeking assistance from the campus human resources office in matters of employee relations when necessary.

Reporting employee work time and benefits used (sick leave, vacation) accurately.

1.052 **Equal Employment Responsibility**

Unit supervisors at all levels share responsibility for carrying out the University's commitment to diversity and equal employment opportunity for all employees and applicants. Heads of units are responsible for informing supervisors that equal employment efforts are considered in their performance evaluations.

1.053 **Communicating Performance Standards**

It is essential that the employee and the employee's supervisor have a common understanding of what duties the employee is expected to perform, and of the standards which should be met. Formal written standards of performance are not mandatory unless they are required by campus operational procedures; however, such standards are desirable.