

The statewide office of human resources and the regional human resources offices contribute to the university's missions of teaching, research and public service by providing benefits and services that help to attract, motivate and retain a talented, committed, and diverse workforce. To encourage excellence, the statewide office promotes fair treatment, provides for continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise the university's workforce. The statewide office is established to provide services that enhance productivity through human resource management within the university by developing and implementing programs and services to meet institutional needs; and will propose and maintain university regulation and procedures governing employee relations consistent with the university's goals.

(06-20-97)

In accordance with federal and state law, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate.

(02-18-11)

Criteria for the establishment and maintenance of the university uniform personnel system will be established by university regulation.

(08-19-94)

- A. Officers of the University and Senior Administrators. The president will designate by university regulation those positions to be placed in the Officers of the University and Senior Administrators category.
- B. Faculty. Faculty positions are defined in P04.04.030.
- C. Staff. Staff positions are designated exempt or nonexempt in accordance with the Fair Labor Standards Act.
- D. Casual Labor. Casual labor is nonexempt temporary employment on an as-needed basis.
- E.

- A. At-will employment is an employment relationship that either the employee or the university may terminate at any time for any reason or no reason with such notice as may be required by regents' policy and university regulation. The processes contained in R04.01.050 are the exclusive review procedures available for all terminations of at-will employees.
- B. Temporary, extended temporary, adjunct, student, casual labor, regular new hire probationary employees and those positions designated by the president as officers and senior administrators of the university are employed at-will. A new employee in a regular position, including an individual with a break in university service greater than 10 business days, is also considered at-will for the duration of the probationary status.
- C. Employment not established as at-will entitles the employee to such notice and appeal processes as specified by regents' policy and university regulation.

(06-06-07)

The information to be contained in the official personnel records of the university will be established by university regulation. These records will be maintained at the employee's MAU human resources office, or at such place or places as specified at the employee's MAU human resources office.

(08-19-94)

An employee will have the right to examine the employee's official personnel file at any time during normal business hours upon submission of advance written request to the MAU human resources office. An employee will have the right to a copy of the employee's own file upon submission of advance written request to the regional human resources office.

(06-06-07)

- A. Dates of present and past employment with the university, position title, type of employment, campus, and salary are public information. The university adopts the policy of AS 39.25.080 so that all other personnel records, including but not limited to applications, leave records, home address and telephone number, performance evaluations and disciplinary matters, relating to any past or present employee of the university are not public records and are not accessible by the public. Personnel records will be released only under the following circumstances:

- 1. upon receipt of written authorization from the employee, former employee, or applicant, as directed in the authorization;

4. At the conclusion or expiration of all available steps in the process that is followed, the employee will be advised in writing of the final decision of the University. In most cases it will be sufficient that the final decision state:

“This decision is the final decision of the University. Any appeal of this decision must be filed with the Superior Court for the State of Alaska within 30 calendar days of the date of this decision

Officers and senior administrators may, at the election of the president or designee, be given pay in lieu of all or any portion of the notice period.

Officers and senior administrators may be transferred to another position by the president, or designee, with written notice.

D. Term-funded Employees

A term-funded employee is expected to work a minimum of 1,040 hours in a 12-month period a

5. The exempt temporary status (XT) identifies temporary employees that qualify as

b. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.

2. Remote Work Location and Safety

a. The employee shall maintain an appropriate remote workplace. The

- c. Employees are responsible for maintenance and repair of personal equipment.
- d. The university is not liable for loss, damage, repair, or wear to employee owned equipment.
- e. Information Resources Equipment
 - 1. The university shall follow the procedures applicable to university-owned equipment in Regents' Policy and University Regulation 02.07 for all work done in remote locations.
 - 2. Any use of personally-owned information resource equipment is subject to University Regulation 02.07.066.
 - 3.

7. If these regulations conflict with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.

B. Remote Work Approval

1. Remote work must be approved in advance by the employee's supervisor.
2. Prior to approval, the supervisor will ensure that remote work supports the position's purpose and the institution's objectives.
- 3.

- A. The selection of records to be maintained in the official personnel file will be consistent with federal and state law. Included material should document employment history and directly reflect employment-related events.
- B. The contents of the official personnel file will be considered in making personnel management decisions relevant to the employee. Information such as medical records, immigration forms, government or court ordered payroll actions, will be maintained separate from the official personnel file.
- C. Anonymous material will not be placed in an official personnel file. If anonymous material is found in a personnel file, it will be removed immediately.
- D. An employee may request that a written response to information contained in his/her file be placed in his/her official personnel file.
- E. The official personnel file consists of the following:
 - 1. Information relating to the employee's original hire, such as application material (excluding voluntary self-identification information), curriculum vitae, transcripts, and hire documents including benefit enrollment forms and appointment letters.
 - 2. Revisions relating to the individual's employment status.
 - 3. Performance evaluations, letters of recognition, official reprimands, including notices of unsatisfactory performance; disciplinary action, and any other appropriate material relating to the employee's job performance. A copy of this material must be given to the employee prior to inclusion in the file.
 - 4. Employee responses to the above.
 - 5. Training records and certifications and unemployment documentation.
 - 6. Written documentation of faculty workload and evaluations relating to promotion, retention, tenure, and contractual obligations will be maintained by the appropriate academic office and are considered to be part of the faculty member's official personnel file.
 - 7. The Medical Records File contains all confidential medical information related to employment. Access to and use of information contained in the file will only be as provided by applicable law. Authorized university personnel may examine or copy this file for routine administrative purposes without notification to the employee.

If a representative of an appropriate government agency requests access to the