



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.01 Employee Relations Guide

Issuance Status and Effective Date: July 2011

1. Values and Intentions

Our employee relations emphasis is on the importance of individual contribution, individual involvement and the development of individual skills and talents. The starting point is the assumption that every employee wants to do a good job, invest their efforts in worthwhile accomplishments, work harmoniously with others and have their contributions recognized.

We value cooperative relationships. We believe that by working together, we improve the likelihood of progress for our institution. The spirit and tone is best described as each helping the other to be effective. Our combined productivity and aggregate accomplishments give meaning to our efforts as individuals.

We strive for a working climate in which each person can and will speak up for his/her needs, and any obstacles hindering his/her best performance. We believe that relationships which serve the University best are those that are built around open and honest exchanges of viewpoints, cultivate recognition of an individual's need for their own identity and preserve their dignity.

2. Mutual Expectations

We expect those in authority to administer it with reason, fairness and humanity. We also expect others to respond to such authority in the spirit of willingness to cooperate and contribute.

University policies try to strike a balance between individual and organizational expectations. Members of our University community can expect opportunity for development, but at the same time, are expected to recognize their own responsibility for self development. They can expect their length of service to affect their employment status favorably, but are expected to provide a high quality of service. They can expect pay and benefits that are just and fair, but are expected to do their part in making improved pay and benefits affordable.

3. Equality

All of us earn our livelihood in the field of higher education. Our roles and our influence will vary, but we all have in common the one fact that each of our contributions is needed. **Everybody is equally important.** It is with this outlook that we want to approach our tasks. We believe it to be the pathway to the best possible quality of work life for every one of us at the University.

4. Third-Party Relationships

When the above-stated values and intentions, mutual expectations and striving for equality exist, communications are healthy, relationships are harmonious, and intervention by outside third parties is neither necessary nor an attractive alternative. Where a third-party relationship is mandated, the conditions described above and the mutual respect and cooperative effort implied continue to include those affected to every extent possible.