



---

## UCSU/CHANCELLOR AGREEMENT PROTOCOLS

December 13, 1985

---

These agreement protocols are intended to describe the policies and procedures for the implementation of the "UCSU/Boulder Chancellor Agreement of Principles and Responsibilities," revised October 22, 1985.

### **I. PROGRAMMATIC, POLICY AND MANAGEMENT AUTHORITY FOR UCSU-FUNDED ACTIVITIES**

A. Generally, programmatic, policy, and management authority for UCSU funded activities rests with the UCSU Executives(s). Thus, programmatic, policy, and management issues relating to those activities should generally be handled within the UCSU.

B. The Chancellor (his/her designee), hereafter referred to as "The Chancellor," may request from the UCSU Executives(s) a review of any programmatic, policy, and/or management issue with UCSU and its activities, pursuant to the Chancellor's responsibilities as described in the Bein Resolution. See Appendix.

C. In turn, the Chancellor may be asked by the UCSU Executives(s) to provide consultation on any programmatic, policy, and management issue as regards the UCSU and its activities.

D. Additionally, the director of any UCSU funded activity may request that the Chancellor provide clarification on any programmatic, policy, and/or management issue relating to that director's area of responsibility. Policy formation should occur with the UCSU organization. This consultation provision is intended to facilitate regular UCSU decision making processes and provide campus administration resources to assist directors in the carrying out of their duties.

E. The review and consultation provisions provided for above are not intended to be substitutes for UCSU's authority for the programmatic, policy, and management issues for UCSU-funded activities. Rather the focus of the review and consultation provisions is to assist UCSU in the accomplishment of its objectives as a student union by encouraging the open exchange of information and cooperation to solve problems.

F. Student Administrators are appointed by UCSU to work in the university administration, e.g. Office of the Chancellor, Vice Chancellor for academic affairs, Vice Chancellor for Academic Services, Vice Chancellor for Administration, Finance Office, Office of Financial Aid, Alumni Relations Office, concentrating on Activities appropriate and the area. The student administrators shall take direction from both UCSU and the administrative office within which they work. They will be recognized as members of the administrative staff in the area within which they work and treated accordingly. However, In case of dispute over assignments, the UCSU Executives shall have final authority. Student administrators shall have normal access to office services in their area. Additional services are to be provided by the UCSU support staff.

G. The UCSU Executive(s), upon election or upon the appointment of the significant UCSU officials, may request that the Chancellor provide a briefing in the nature of the University as an organization. Topics for such a briefing might include, but not be limited to, the organization and hierarchy of the university, the budgeting system, University services available to students, personnel policies and procedures, and other topics deemed relevant for the executive(s).

## **II. PERSONNEL MATTERS**

### **A. General Policies**

1. The University of Colorado, Boulder and the UCSU are affirmative action/Equal Opportunity Employers.

2. Personnel actions to be taken with respect to the unclassified employees and classified directors of UCSU shall be by the mutual agreement of the Chancellor and the UCSU Executive(s), though official personnel documents (e.g. PAF's, appointment letters and termination letters) must include the signature of the

Chancellor. In the event that circumstances preclude consultation on such matters the Chancellor will inform the UCSU Executive(s) about the action as soon as possible.

3. Unclassified Employees: The unclassified directors of the University Memorial Center (UMC), Recreation Center, Wardenburg Student Health Services (SHS), Student Finance Office, and the Legal Service attorneys are exempt employees for personnel matters. Their employment is therefore provided at the pleasure of and by mutual agreement between the Chancellor and the UCSU executive(s).

The appointment, evaluation, termination, or other personnel policies relating to the exempt employees of UCSU areas, shall be consistent with the provisions of the *University of Colorado Unclassified Staff Handbook* (June, 1980, with revisions; hereafter referred to as the "*Handbook*", review copies of the *Handbook* are available in the Chancellor's office), and related Boulder Campus policies concerning unclassified administrators and professional exempt employees, e.g., the conduct of search committees or the recording of accrued vacation and sick leave. All questions not specifically provided for in the *Handbook* or existing Boulder Campus policies shall be decided by mutual agreement between the Chancellor and the UCSU Executive(s). These mutual decisions and resulting policies and procedures shall be consistent with the general provisions of the *Handbook*, should be added to these protocols, and shall provide guidelines for all such future situations.

4. Classified Personnel: Personnel actions related to classified staff employees of UCSU areas e.g. the UMC, Recreation Center, and the SHS as well as the directors of the Environmental Center, Radio Station (KAIR), and the Off-Campus Housing Office are governed by the rules and regulations for the Colorado State Personnel System, Appendix. The directors of the UMC, Recreation Center, and the SHS are designated as appointing authorities for their respective employees. The Off-Campus Housing Office, Legal Services, and Student Finance Office are the supervisors for their employees with the exception of matters relating to corrective or disciplinary actions, wherein the appointing authority will be the Chancellor. The director of the Student Finance Office is the formal supervisor of the UCSU Office classified staff. (See paragraph II A.2 for involvement of UCSU Executives in personnel Actions.)

The appointing authority for all Directors of UCSU areas, e.g. Environmental Center, Radio Station, (KAIR), and Office Campus Housing will be the Chancellor though decisions concerning personnel actions for these employees shall be by mutual agreement between the Chancellor and the UCSU executive(s).

5. Contract Personnel: are those persons hired by UCSU to perform specialized tasks, with specific beginning and ending dates, of duration not to exceed six months, and for which directly comparable positions in the State Personnel System do not exist. Examples include a two month contract with the former

UCSU Finance Board Chair to develop a budget procedures manual for UCSU, and an architect to design a solar retrofit for the university Memorial Center.

All contract personnel must be hired consistent with procedures established by the Boulder Campus Department of Human Resources and Affirmative Action and the Department of Buying and Contracting. See Appendix.

UCSU Executives interested in hiring contract personnel as described above should contact the Director, Student Finance Office, extension X6366 as early as possible.

6. Student Employees: All student employees of the UCSU, such as Student Administrators, Commissioners, Joint Board Chairs, Election Commissioner, Election Commission Employees, Student Secretaries, Test File Booth employees, Parliamentarians, and other workstudy and hourly student employees are employed as per policies and procedures established by the Student Employment Office. Student Employment policies and procedures are appended in Appendix.

## B. Procedures

### I. Unclassified Personnel:

#### a) Hiring

1) A search committee shall be established by the Chancellor and the UCSU Executive(s) to receive applications and interview candidates to fill unclassified positions in the UCSU.

2) The committee will be charged with submitting a budget for its search to the UCSU and the Boulder Chancellor, for their mutual approval. Any additional expenditures must have similar approval. The cost of this search shall be incurred from the operating budget of the auxiliary requesting the search.

3) The search committee shall consist of the chairperson of the respective joint Board, the executive council president, and the Executive council Representative assigned to that respective Joint Board, a student selected by the executive(s), a non-student selected by the Chancellor, and such additional members appointed by the Chancellor and the UCSU executive(s) as might be required to meet Affirmative Action requirements, and that maintains the student majority on this committee.

4) The search committee shall be co-chaired by a student selected by the UCSU Executive(s), and a non-student selected by the Chancellor.

5) The search should be conducted according to the "Suggestion for Managing Administrative Search Committees" Guidelines provided by the Human Resources and Affirmative Action Office (June, 1979), Appendix.

6) The search committee shall make no fewer than three and no more than five recommendations for the director's position and shall forward these recommendations to the Chancellor and the UCSU Executive(s).

7) The Chancellor the UCSU Executive(s) shall reach a mutual agreement as to the appointment of the director. In the event that none of the recommended candidates is acceptable, and mutually agreed upon, the search committee will be asked for additional recommendations from the existing pool of candidates. If the search committee has no further recommendations, the Chancellor and the UCSU Executive(s) shall agree upon an interim appointment and shall initiate a new search as soon as possible.

#### b. Employment, Review, and Salary Matters

1) All unclassified personnel will serve on the basis on one year appointments. (*Handbook*, p. 23) Pending a comprehensive and affirmative review, an unclassified appointment may be converted to a five year renewable appointment. (*Handbook*, p. 24) for which a contract will be signed. A comprehensive performance evaluation will be conducted by the Chancellor and the UCSU executive(s).

2) For the years when a comprehensive performance evaluation is not being conducted, unclassified personnel shall be evaluated jointly by the Chancellor and the UCSU Executive(s), in consultation with the appropriate Joint Board, according to the guidelines provided for all other unclassified personnel of the Boulder Campus.

3) All salary recommendations, whether for appointment for merit increase purposes, shall be made by the Chancellor and the UCSU executive(s), in consultation with the appropriate Joint Board and concurrent With the performance Evaluation, and shall be consistent with the guidelines for salary recommendations for all other unclassified personnel.

#### c. Termination or Non-Renewal

The Appointment of an Unclassified employee may be terminated or not renewed by the mutual agreement of the Chancellor and the UCSU executive(s), In consultation with the appropriate Joint Board.

#### 2) Classified Personnel

a. The hiring, employment, review, salary, and termination and other personnel matters relating to classified staff employees will be handled according to procedures developed by the Boulder Campus Human Resources and Affirmative Action Department, consistent with the Rules and Regulations of the Colorado State Personnel System.

b. The UCSU Executive(s), upon election, and directors of all UCSU funded areas upon appointment, are strongly encouraged to obtain a personnel briefing from the Director of Human Resources and Affirmative Action, especially the Manager of Staff Employment. (See paragraph II. A. 2 for involvement of the UCSU Executives in Personnel actions.)

### **III. FINANCIAL CONSIDERATIONS**

#### **A. Bonds**

The Board of Regents may establish bonded Indebtedness on UCSU facilities, including, but not limited to, the University Memorial Center, the Recreation Center, and Wardenburg Student Health Center. The Board of Regents is ultimately and currently responsible for bonded Indebtedness on the University Memorial Center and the Recreation Center. Although these bonds are in the name of the Board of Regents, they may be backed by student fee monies. (The Board of Regents maintains the authority to increase student fees in order to pay off the bonds.) The UCSU will not be responsible for bonded Indebtedness in any areas other than those listed above, unless mutually agreed upon by the Chancellor and UCSU.

#### **B. Budget**

The UCSU shall have the authority and responsibility to develop and administer budgetary and programmatic policy for student fee supported areas including the bottom-line budgetary figure as well as the scope and quality of services. Internal fiscal procedures which shall guide the director's activities shall also be developed. This includes the authority to determine the disposition of any net revenues resulting from its various operations. These procedures shall be conducted in a manner which is consistent for the Boulder campus fiscal regulations, the Laws of the Regents and City, State and Federal laws. The final student fee package shall be submitted to the Board of Regents as a primary document through the Chancellor who will forward the request as a primary

document, with his/her recommendations as a secondary document, following discussion with the UCSU executives.

#### **IV. AMENDMENTS TO THE AGREEMENT PROTOCOLS**

A. This agreement is intended to delineate the protocol by which the relationship between UCSU and the Boulder Campus Administration will be carried out, and is intended to be the more easily amended document.

B. The document of agreement protocols may be revised upon the mutual consent of the UCSU and the Chancellor.