



**PRESIDENT'S POLICY MEMORANDUM NO. 257**

**TO: All Faculty and Staff**  
**FROM: Charles W. Steger** *WSS*  
**DATE: July 31, 2009**  
**SUBJECT: Human Resources Policies for University Staff  
under Higher Education Restructuring**

**Approved by CSPA: April 1, 2008**  
**Approved by University Council: May 5, 2008**  
**Approved by Board of Visitors: August 25, 2008**  
**Effective Date: October 2008**

The Board of Visitors approved a resolution to implement human resources policies for university staff under higher education restructuring.

Following is the text of that resolution.

**WHEREAS**, the higher education restructuring act provided level 3 institutions with an opportunity to develop a new human resources system for university staff, the designation of non-faculty employees hired on or after July 1, 2006; and,

**WHEREAS**, the management agreement between the university and the Commonwealth authorizes the president to adopt and implement human resources systems for university employees that are consistent with the management agreement, and any other human resources policies adopted by the Department of Human Resource Management or the Board of Visitors for university personnel; and the agreement stipulates that the Board approves any major changes to compensation and benefits plans, and severance policies for those university employees not covered by the Personnel Act before those changes become effective; and,

**WHEREAS**, the university's 2006-2012 Strategic Plan Update addresses the importance of "adopting compensation strategies and effective performance evaluation processes for staff that will make Virginia Tech an employer of choice for a highly talented staff workforce"; and,

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**WHEREAS**, the university solicited input from a broad cross-section of staff employees and their supervisors in the design of the new human resources system, and the recommended policies address the most significant findings from these efforts; and,

**WHEREAS**, with the approval of these policies effective October, 2008, the university will commence the 90-day enrollment period during which **classified** staff may elect to participate in and be governed by the human resources programs established for **university** staff; with implementation to be effective January, 2009;

**THEREFORE BE IT RESOLVED**, that the following human resources policies for university staff be implemented January, 2009:

- The current human resources policies for classified staff will be adopted except for the changes described in this resolution.
- The current benefits, salary and job classification structure will be adopted for university staff, with the following exception: senior-level professional and managerial staff positions will be converted to administrative and professional faculty (rather than university staff) in accordance with the separate resolution on Redefinition of Administrative and Professional Faculty Appointments under Human Resources Restructuring.
- A performance management policy will be adopted including four levels of performance ratings for university staff (model performance, strong performance, developing performance, and unacceptable performance), and opportunities for employee self-assessment will be provided.
- A compensation plan will be adopted that includes flexibility in the in-band process and a merit pay policy that allows for differentiation in pay increase based on individual performance.
- The current salary administration philosophy will be adopted for university staff, and parameters and appropriate levels of approval for salary adjustments will be established.
- The layoff policy will be revised to provide preferential employment opportunities and recall opportunities to vacancies in the same pay band and career group for eligible university staff.

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The new human resources policies for university staff are approved effective October, 2008 will be implemented in January, 2009, after a 90-day enrollment period.

The authority for approval of personnel decisions affecting university staff, including appointments and compensation, is delegated to the President or designee in accordance with university policies guiding such actions.

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