

STAFF POSITION AUDITS

Procedures in place for annual staff performance evaluations at the University of Wyoming advise that employee position description questionnaires (PDQs) should be reviewed and updated in conjunction with the evaluation process. In the event a supervisor and employee agree that the duties of the position have changed in a manner that would merit a position audit, a request for the audit should be forwarded to Human Resources, pursuant to Presidential Directive 4-2013-1, Information Circular 2007-1 with Appendix A.

President Nichols has requested that the University of Wyoming temporarily postpone requests for individual position audits until full budgetary reviews and the FY18 budget reduction are complete. However, based on the Reorganization/Budget Reduction plans that were submitted to the President and approved by the Board of Trustees in November, 2016, position audits will continue to take place in these impacted units.

If the Reorganization Plan being proposed prompts the retrenchment of University personnel, the retrenchment of personnel shall be done fairly and rationally, and in a manner consistent with the continued attainment of the mission of the University.

This document sets forth guidelines and procedures to promote decisiveness, fairness, and cost effectiveness in a manner consistent with the continued attainment of the mission of the University and to ensure adherence to established nondiscrimination principles.

Required Documents to be Submitted and Processed:

1. Description of the current departmental operations
 - a. Current organizational chart
 - b. Personnel costs
2. Reason for Reorganization
 - a. Function to be eliminated, if any, and why.
Include the name, current salary and job description of affected employee.
 - b. Function to be added, if any, and why.
Include the proposed title of position, job description and salary range.
 - c. Proposed Structure
Include proposed organizational chart and describe how the alternative structure will enhance the operation of the department.
 - d. Explanation of how reorganization meets budget reduction goals and personnel cost savings as outlined in the Trustee-approved plan.
3. Submit the documents in sections 1-2 to the appropriate Vice President for approval. The Vice President will then forward the documents to HR to review the proposed position descriptions, determine appropriate job titles, salary ranges, assure that no employee rights are being violated, and communicate, if approved, further steps to be taken in order to proceed.
4. HR will return the documents to the Vice President for final review with the President.
5. The VP will notify HR of Presidential approval and HR will complete appropriate actions.