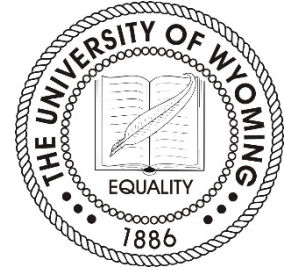

UNIVERSITY OF WYOMING REGULATIONS

Subject: Staff of the University

Number: UW Regulation 5-1



I. DESIGNATION

All employees of the University other than those designated as Officers (UW Regulation 1-1), Academic Personnel (UW Regulation 2-1), or Student Employees (UW Regulation 2-200), shall be classified as Staff Employees or Other Employees (grant funded employees, contract employees, and at-will administrative professionals).

II. APPOINTMENT

Each Vice President and the Director of Intercollegiate Athletics are designated as appointing authorities. They may designate additional appointing authorities within their respective units as needed.

Each appointment to a staff position shall be on a continuing, temporary or limited temporary basis unless otherwise specified by University rules. Employees appointed to staff positions are designated as exempt or nonexempt according to the Fair Labor Standards Act (FLSA). This determination is made by the Department of Human Resources in consultation with the appropriate Appointing Authority. Compensation for staff positions shall be determined by rules established by the University. Commencing with initial employment, all staff shall be required to serve a probationary period of one (1) year. Employees who are promoted, transferred, or reassigned may be required to serve an additional probationary period of up to six (6) months. Employees who are re-employed after a break in service will be required to serve a new one (1) year probationary period. The probationary period may be either reduced or extended for a period of up to six (6) months when the responsible Vice President or the Director of Intercollegiate Athletics determines that such reduction or extension would be in the best interest of the University.

III. TERMINATION

Staff employees may be terminated pursuant to University rules and according to the terms of their employment. If the terms of employment of a staff employee require termination for cause, the employee shall be entitled to due process in accordance with provisions of the University Employee Handbook.

Staff employees serving probationary periods are at-will employees during the term of probation and may be terminated without cause and shall have no right to appeal. Staff

appointed on a limited temporary basis are at-will employees and may be terminated at any time during their employment without cause and shall have no right to appeal.

All staff employees terminated from University service because of insufficient funding, lack of work, program changes, or changes in the structure of departments, divisions, or other University administrative units may be provided retrenchment rights as specified in University rules. Retrenchment is not available to at-will, probationary, and at-will grant funded staff.

IV. LEAVE

All staff employees shall be granted leave in accordance with provisions of the University Employee Handbook.

V. OTHER EMPLOYEES

University appointing authorities may appoint employees who are not entitled to the benefits and rights of Staff Employees. Such employees may be grant funded employees, contract employees and at-will administrative professionals. The terms and conditions of their employment will be controlled exclusively by the terms of a contract or letter of appointment. They may be entitled to University benefits such as retirement, sick leave, and vacation leave as agreed to in writing by the Appointing Authority.

Responsible Division/Unit: Division of Administration

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 1-1; UW Regulation 2-1; UW Regulation 2-200; University of Wyoming Employee Handbook

History:

Trustee Regulation VI; adopted 1/22/2010 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 4-1, now UW Regulation 5-1