

# UNIVERSITY STAFF COMPARISONS



	Current Classified Staff	Current Appointed Staff	University Staff
<b>University Staff Comparison (Paid Leave)*</b>			
Vacation Accrual	<b>First two years continuous service:</b>  11 days/year (3.38 hours/pay period)	<b>All years continuous service:</b>  22 days/year (6.77 hours/pay period)	<b>All years continuous service:</b>  22 days/year (6.77 hours/pay period)
	<b>Third &amp; fourth year continuous service:</b>  16 days/year (4.92 hours/pay period)		
	<b>Five or more years continuous service:</b>  22 days/year (6.77 hours/pay period)		
Vacation Carryover	<b>First two years continuous service:</b>  132 hours/year	<b>All years continuous service:</b>  264 hours/year	<b>All years continuous service:</b>  264 hours/year
	<b>Third &amp; fourth year continuous service:</b>  192 hours/year		
	<b>Five or more years continuous service:</b>  264 hours/year		
<b>University Staff Comparison (Retirement)</b>			
Choices	ASRS	ASRS or ORP	ASRS or ORP

\*Note: This information is based on 1.0 FTE. In addition, employees will not earn paid leave when on an unpaid leave of absence.

	<b>Current Classified Staff</b>	<b>Current Appointed Staff</b>	<b>University Staff</b>
<b>University Staff Comparison (Policy)</b>			
<b>Layoff, Release, Nonrenewal and Separation</b>	Non-probationary employees will receive a 30-calendar-day layoff notice whenever feasible.	Academic professional employees funded by the state receive at least 90 day notice (The notice is 30 days if position is non-state funded or if the nonrenewal is due to reorganization or loss of funding).	The employee will receive as much notice as possible. The University will follow the Separation from Employment Policy, Reorganization or Reduction in Force Guidelines, and Performance Management Guidelines. The Division of Human Resources will oversee, and must approve, all separations.
<b>Coaching, Performance Management, Corrective Action and Progressive Discipline</b>	Except in special circumstances, employees go through a process of progressive discipline to improve job performance and/or compliance with departmental and University policies prior to discharge.	Employees receive regular performance management feedback and coaching.	Employees receive regular performance management feedback and coaching. The University Police Department will follow the Police Bill of Rights.
<b>Probationary Period</b>	Newly hired or rehired employees serve an initial probationary period of at least 6 months.	No probationary period.	No probationary period (with the exclusion of University Police Officers).
<b>Disputes related to Separation from Employment</b>	If an employee is unable to informally resolve his or her concern, he or she may initiate a dispute resolution request through the Staff Dispute Resolution Procedure.	If an employee is unable to informally resolve his or her concern, he or she may initiate a grievance through the UHAP Grievances and Hearings policy.	A University Staff employee who believes they were separated from employment in violation of University or public policy may dispute the separation decision by notifying the Division of Human Resources in writing.