

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Board of Regents Policy Manual
Date: July 21, 2004

Recommended Actions:

Accept, as a first reading, revisions to the following sections of the Policy Manual:

- §4.03A: Professional and Scientific Classification System
 - §4.35 Phased and Early Retirement
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Executive Summary:

The Board Office and Regent institutions have been in the process of reviewing and proposing editorial changes to the Board of Regents Policy Manual for more than a year. As a result of that process, the following two changes are being presented for first reading this month:

- §4.03A: revises the policy to reflect that proposed changes to the professional and scientific classification system shall be submitted to the Board Office for approval by the Executive Director rather than docketed for approval by the Board of Regents.
 - §4.35: corrects an editorial error related to the phased and early retirement program
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Background:

Policy Manual
being revised

For the past year a major effort has been underway to update the Board of Regents Policy Manual (formerly known as the Procedural Guide).

Standard revision
process takes two
Board meetings

Changes are proposed to the Policy Manual as a result of editorial review and Regent comments. The traditional revision process for substantive changes involves the Board reviewing proposed changes and additions at one meeting (the "first reading"), commenting on the proposals, and

allowing institutional comments to be considered, and then providing final Board approval for publication at a subsequent Board meeting.

Revisions to the Policy Manual that have already been approved by the Board are listed in **Attachment 3**.

Analysis:

Two policies are being presented for first reading this month:

P&S classification revisions to be approved at the Board Office

A revision is proposed to section 4.03A of the Policy Manual in response to a recent suggestion made by the Board of Regents. This revision would eliminate to the requirement that changes to institutional professional and scientific classification systems be approved by the Board of Regents prior to taking effect. Rather than being docketed for Board approval, proposed revisions to the P & S classification system will be submitted to the Board office for review and approval by the Executive Director.

Attachment 1 reflects the current policy with the proposed revision, and also shows how the policy would appear if the revision is approved. This revision is being presented for first reading.

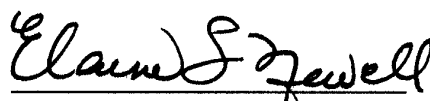
Correct error in phased retirement policy

It has come to the attention of Board office staff that there is an editorial error in section 4.35 of the Policy Manual that has gone unnoticed for some time. As currently written, the section provides conflicting information. Incorporating the proposed revision into section 4.35 will ensure that it accurately informs employees about the terms of the phased retirement policy.

Attachment 2 reflects the current policy with the proposed revision, and also shows how the policy would appear if the revision is approved. This revision is being presented for first reading.

In summary, the Board office recommends the Board accept, as first reading, proposed revisions to the following sections of the Policy Manual:

- §4.03A Professional and Scientific Classification System
- §4.35 Phased and Early Retirement – Schedule of Phasing


Elaine S. Newell

Approved: 
Gregory S. Nichols

PROPOSED REVISION:

IV. PERSONNEL

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4.03 Professional and Scientific

A. Classification System:

~~Proposed changes in Board-approved classification system for Professional and Scientific staff which involve the assignment of new classes or position titles to pay grades, changes in the pay grade assignment of classes or position titles, and the deletion or addition of classes or position titles shall be docketed by the institutions for Board approval prior to implementation. Revisions in class or position title descriptions that do not affect pay grade assignments shall not require Board approval.—~~

[See proposed revision below.]

POLICY AFTER REVISION:

IV. PERSONNEL

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4.03 Professional and Scientific

A. Classification System:

Proposed revisions to the institutional professional and scientific classification systems, including addition of new classifications, deletion of classifications and pay grade and title changes to existing classifications, shall be submitted to the Board Office for review and action. Submissions shall include the proposed description, rationale for the proposal and the methodology used to determine pay grade assignments in accordance with the state law on comparable worth. In order to facilitate the process, the Executive Director is authorized to approve such revisions.

PROPOSED REVISION:

IV. PERSONNEL

4.35 Phased and Early Retirement

A. Phased Retirement Policy

Schedule of Phasing: A staff member may reduce from full-time to no ~~more~~ less than a half-time appointment either directly or via a stepped schedule. At no time during the phasing period may an employee hold greater than a 65 percent appointment. The maximum phasing period will be five years with full retirement required at the end of the specified phasing period. Once phased retirement is initiated, employees may not return to full-time appointment.

POLICY AFTER REVISION:

IV. PERSONNEL

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Board approved revisions of sections of the Policy Manual

- Chapter V. Equal Opportunity, in January 2002.
- Chapter II. Meetings and Chapter IV: Personnel, in March 2002.
- Chapter IV. Personnel -- §4.04: Appointment of Presidents, Superintendents, and Executive Director and §4.11: Employment and Supervision of Immediate Family Members, in April 2002.
- Chapter III. Board Office, in April 2002.
- Chapter VI. Academic Policies and Procedures (with the exception of §§6.03 and 6.04), in April 2002.
- Chapter I. Board of Regents, in May 2002.
- Chapter VI. Academic Policies and Procedures, §§6.03 and 6.04, in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter IV. Personnel -- §4.37: Regent Employees Representing the Board of Regents and the Regent Enterprise, and §4.38: Regent Employees Serving on State Committees as Regent Employees, in June 2002.
- Chapter I. Board of Regents -- §1.07(A)(2)(b) (amended to include a community college president as a representative on the Committee on Educational Coordination), in June 2002.
- Chapter VII. Business Procedures -- §7.04: Purchasing, in July 2002.
- Chapter IV. Personnel -- §4.39: Conflict of Interest of Public Officers and Employees – Gifts, §4.40: Conflict of Interest – Duty of Loyalty, and §4.41: Inclement Weather, in January 2003.
- Chapter VII. Business Procedures -- §7.01: Authority, §7.02: General Practices, §7.04: Financing, §7.06: Risk Management, §7.07: Compliance and Reporting, and §7.08: Audits, in January 2003.
- Chapter IX. Property and Facilities -- §9.03: Register of Capital Improvement Business Transactions, §9.04: Permission to Proceed with Project Planning, §9.05: Program Statement, §9.06: Project Descriptions and Budgets, §9.07: Consultant Agreements and Amendments, §9.08: Construction Contracts and Change Orders, §9.09: Acceptance of Completed Construction Contracts, and §9.10: Final Reports, in January 2003.
- Chapter I. Board of Regents -- § 1.03: Report of Special Schools Advisory Committees; §1.04, subsections C and E; and §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School, in April 2003.
- Chapter IV. Personnel -- §4.42: Interinstitutional Staff Sharing, in April 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval and subsection 6.05B(3), in April 2003.
- Chapter IX. Property and Facilities -- §9.07: Consultant Agreements and Amendments, in April 2003.
- Chapter I. Board of Regents -- §1.03: Governance, subsection E: Governance Reports – Banking Committee, in May 2003.
- Chapter I. Board of Regents -- §1.05: Board of Regents Committee, in May 2003.
- Chapter VII. Business Procedures -- §7.09: Printing, in July 2003.
- Chapter VII. Business Procedures -- §7.02: General Policies, A. Budgets, 6. Reallocation, in October 2003.

- Chapter I. Board of Regents - §1.06E: Economic Development and Technology Transfer, in October 2003.
- Chapter III. Board Office -- §3.03: Responsibilities of the Executive Director and Board Office, emeritus status for Board Office staff, in November 2003.
- Chapter IV. Personnel -- §4.16: Holidays, in December 2003.
- Chapter IV. Personnel -- §4.31: Drug-Free Environment and Controlled Substances, Subsection C, in December 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval, in December 2003.
- Chapter V. Equal Opportunity -- §5.06: Affirmative Action Committee, in December 2003.
- Chapter VII. Business Procedures -- §7.09: Printing, Subsection D-4, in December 2003.
- Chapter I. Board of Regents -- §1.09, Affiliated Organizations, in January 2004.
- Chapter VII Business Procedures -- §7.04B, Master lease drawdowns, in January, 2004.
- Chapter VII Business Procedures -- §7.04C, Assistance in reporting, in January, 2004.
- Chapter VII Business Procedures -- §7.04I, Purchasing report, in January, 2004.
- Chapter VIII Fees and Charges -- §8.06A, Residence system reporting, in January, 2004
- Chapter I Board of Regents -- §1.03E, Governance Reports, in February 2004
- Chapter I Board of Regents -- §1.02, Strategic Plan, in April, 2004
- Chapter I Board of Regents -- §1.01C, Orientation of Board Members, in May, 2004
- Chapter IV. Personnel -- §4.40: Conflict of Interest, in May, 2004.
- Chapter I Board of Regents -- §1.04, Board Officers, in May, 2004
- Chapter I Board of Regents -- §1.05, Board of Regents Committees, in May, 2004
- Chapter I Board of Regents -- §1.06, Interinstitutional Committees, in May, 2004
- Chapter I Board of Regents -- §1.07, Special Committees, in May, 2004
- Chapter VII Business Procedures – A number of non-substantive editorial corrections were implemented to ensure that the Policy Manual conformed to the revisions in the Board's committee structure (e.g., "Banking Committee" references were removed or revised) in May, 2004
- Chapter I Board of Regents -- §1.05b, Board Committee responsibilities, in June, 2004
- Chapter I Board of Regents -- §1.05d, Standing Committees of the Board, in June, 2004
- Chapter VI. Academic Policies and Procedures -- §6.01: Admissions Requirements (application fees), in June, 2004.
- Chapter VI. Academic Policies and Procedures -- §6.20: Admission Requirements (Iowa Braille and Sight Saving School) Approval, in June, 2004.
- Chapter VII Business Procedures -- §7.05B.12, Definition of "movable equipment, in January, 2004.