

LINCOLN UNIVERSITY

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| Policy: | Human Resources Management |
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| Responsible Officer: | Chief Human Resources Officer |
| Status: | Approved by President and Active |

Introduction and Purpose

Lincoln University (“University”) strives to administer and evaluate its systems, processes, and programs to motivate its workforce to perform at high levels in order to achieve its strategic plan goals and objectives; satisfy accreditation requirements; and comply with employment laws and regulations. To that end, the purpose of this Policy is to incorporate best practices based on applied research and industry standards and to ensure alignment of such practices in a manner consistent with the initiatives, values, strategies, and requirements in functional areas under the structure of Human Resources Management.

Policy

It is the policy of the University to develop, implement, and distribute workplace policies, procedures, guidelines, and work rules for staff at all levels; and to monitor their application and enforcement through modeling, communication, and coaching by management in the following areas: Workforce planning and employment; training and professional development; benefits and compensation administration; employee and labor relations; risk management; and the effective utilization of information systems. The Office of Human Resources (“HR”) shall establish, maintain, and disseminate additional policies, procedures, and/or guidelines to carry out this Policy.

1. Workforce Planning and Employment

1.1. Job Analyses

The University shall conduct job analyses to update and maintain job descriptions to reflect contemporary workforce trends; identify job competencies; ensure alignment with operational needs; and document essential job functions and performance objectives to ensure compliance with the Fair Labor Standards Act (“FLSA”) and other applicable state and federal laws.

1.2. Staffing Allocation

The University shall establish methods to ensure appropriate staffing allocations across the University to deliver the highest level of quality education and service.

1.3. Personnel Requisitioning, Recruitment and Selection

The University shall establish methods to identify internal and external recruitment sources; evaluate current recruitment methods and sources for effectiveness; develop strategies to brand and market the University to attract the best-qualified applicants; select the most suitable candidates to fill position vacancies; and retain the most productive and best performers.

2. Training and Professional Development

The University shall encourage employee participation in sponsored professional development activities and programs that address the unique needs of employees to achieve individual career and organizational goals.

3. Benefits and Compensation Administration

3.1. The University's total compensation program shall be reflective of its mission and values. As such, the University shall provide benefits required by federal or state law and may offer certain benefits as appropriate, contingent upon available resources. The University shall reserve the right to amend or delete any of its offerings, determine participant eligibility requirements, and require or increase employee premium contributions toward any benefits at its discretion.

3.2. The total compensation program offered shall include wage/salary, incentive pay opportunities as applicable and contingent upon available resources, and a wide range of benefits. The University considers the competitive marketplace, the relative value of each position to the University, individual performance, skill sets, expertise, qualifications, and experience when compensating employees. The compensation program is designed to enable the University to successfully attract, develop, retain, and reward employees for their knowledge, contributions, and significant accomplishments.

3.3. The University compensates all employees without regard to race, color, gender, national origin, age, disability or veteran status. The University's benefits and compensation programs shall be administered in accordance with Federal Wage and Hour Laws, and other applicable governmental guidelines.

4. Employee and Labor Relations

- 4.1. The University shall analyze, develop, implement, and evaluate the workplace relationships and working conditions that balance University and employee needs and rights in support of the University's strategic goals, objectives, and values.
- 4.2. The University shall provide employees with information pertaining to the University's work rules, employment practices, performance and conduct expectations; benefits and compensation administration; and relevant administrative procedures.
- 4.3. The University shall facilitate the negotiation and administration of collective bargaining agreements.

5. Risk Management

The University shall promote a respectful, safe, secure, and healthy workplace environment by deploying risk management strategies, sponsoring wellness activities, and complying with applicable federal, state, and local laws. Additionally, the University shall minimize risk and liability by implementing a record retention policy, business continuity, disaster recovery plans and other policies and practices to support this effort.

6. Information Systems

The University shall determine and implement the strategic application of existing and available integrated technical tools, systems and business machines to increase the efficiency of human resources management functions, automate processes, and produce and evaluate metrics and measurements for decision support.

7. Dissemination of Policy and Enforcement

- 7.1. This Policy shall be disseminated to all administrative staff with hiring and supervisory authority within the University and published on the University's official Internet website.
- 7.2. It is the responsibility of the President, vice presidents, directors, deans, managers, department chairs, and supervisors for ensuring the enforcement of the Policy within their assigned areas of oversight.
- 7.3. Employees violating the Policy will be subject to disciplinary action, which may lead to termination of employment.

References

Age Discrimination in Employment Act of 1975 (ADEA)
Americans with Disabilities Act of 1990 (ADA)
Civil Rights Act of 1964; Title VII
Consolidated Omnibus Budget Reconciliation Act (COBRA)
Employee Retirement Income Security Act (ERISA)
Equal Pay Act of 1963
Fair Labor Standards Act (FLSA)
Family & Medical Leave Act (FMLA)
Federal Unemployment Tax Act
Health Insurance Portability and Accountability Act (HIPAA)
Immigration and Reform Control Act (IRCA)
Occupational Safety and Health Act (OSHA)
Uniform Guidelines on Employee Selection Procedures (USESP)
Vietnam Veterans' Readjustment Act

Questions regarding this policy may be addressed to:

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484-365-8059**