Human Resources Restructuring

The College is committed to developing a new University Human Resources System. Along with UVA and Virginia Tech, we will implement our new system with a 90 day enrollment period beginning on July 1, 2008 and go live October 1, 2008. This is the first edition of our newsletter and it is just one way we will keep you informed of our progress.

Much has happened over the summer. There are over 140 staff involved in committees who have been working hard to move the planning forward. Elsewhere in this newsletter is information about those committees.

For those of you who are not yet familiar with the Restructuring effort, the Higher Education Restructuring Act, passed by the Virginia General Assembly in 2005, granted the College much more flexibility in managing its financial and administrative operations. While W&M will remain a state agency, our new authorities will allow us to develop an HR System that will attract, retain and reward the best employees for our university. The development of the HR system will take months. You will be asked for your views in many different ways during this period. The first large effort was the Employee Survey which you participated in this summer (see the item below). Shortly, you will be hearing about the efforts of our compensation and classification consultant as we begin the analysis of positions.

This is an exciting and important project and we plan to keep you informed each step of the way.

As always, your comments and suggestions are welcome.

Employee Survey

Thank you! More than 55%, some 925, of you participated in the Employee survey conducted this summer. The results are being processed and you will hear more about them within the next month.

You have provided us with valuable information that will help guide the recommendations for the new system. Again thanks.

For progress updates; additional information about the Higher Education Restructuring Act; William and Mary’s HR Restructuring committees and answers to frequently asked questions, visit the HR Restructuring web site at http://www.wm.edu/hr/restructure/
**Terms You Should Know**

**Classified Employee**

Salaried, non-faculty employees hired before July 1, 2006 who remain a College employee under the Virginia Personnel Act and are governed by the policies of the Department of Human Resources Management.

**University Employee**

Salaried, non-faculty employees hired on or after July 1, 2006 who are covered by the University’s human resources system and those College employees who elect to participate in the University human resources system.

**University Hourly/Wage Employee**

Employees paid on an hourly basis regardless of hire date are covered by the University's human resources system established by the College and the Board of Visitors.

**Faculty**

All faculty-ranked employees regardless of hire date are covered by the University's human resources system established by the College and Board of Visitors. The current policies and procedures governing faculty ranked employees may be found in the College of William and Mary Faculty Handbook that is posted on the Provost’s website.

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**Information about Classified & University Employees**

W&M has two categories of salaried non-faculty employees:
- Classified employees covered under the Virginia Personnel Act and State Department of Human Resources policies, and
- University employees covered under University human resources policies.

Salaried classified employees hired prior to July 1, 2006 will remain Classified employees with the same rights and benefits. Once the College develops its own human resources system, these employees will be given an opportunity to participate in the University's new human resources system and become University employees. Any Classified employee who wishes to remain in the state human resources system may do so. Classified employees will also have the opportunity to convert to the University system during transfers/promotions within the College and during enrollment periods which will occur at least once every two years.

All new salary non-faculty and wage employees, regardless of hire date, will be considered University employees and will be covered under University human resources policies.

All new employees will be University employees, not Classified employees. Currently, policies covering University employees are similar to current policies for Classified employees. Once the new system is implemented, University employees will be governed by that system and will not participate in the state HR system.

Regardless of whether an employee is a University or a Classified employee, the same retirement and life insurance benefits, health insurance, accidental death and dismemberment insurance, and workers compensation benefits as offered to classified employees by the State. All employees follow the Commonwealth's grievance procedure.

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**Restructuring Committees**

W&M staff have been asked to serve on seven Restructuring Committees. These Committees will deliver recommendations in the areas of Classification and Compensation, Employee Relations, Benefits and Workplace, Development and Training, and Communications. The Committees are:

- **Managers Advisory Committee**-Chair, Berni Kenney
- **Employee Advisory Committee**-Chairs, Mary Molineux, Ann Repeta

**Classification & Compensation**

Chair, Liz Jackson

**Employee Relations**

Chair, Chon Glover

**Benefits and Workplace**

Chair, Mary Hicks-Coston

**Professional Development and Training**

Chair, Carolyn Steffen

**Communications**

Chair, Suzanne Seurattan