



POLICY TITLE
Uniformed Personnel Actions Policy

POLICY NUMBER
7-008

Responsible Unit: <i>Office of Human Resources</i>	Effective Date: <i>11/29/2024</i>
Responsible Official: <i>Chief Human Resources Officer</i>	Last Reviewed Date: <i>10/21/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>11/28/2008</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System (“SUS”) has formulated the following policy to provide operational guidelines for the appropriate delegation of authority to approve various personnel actions by its Board of Supervisors (Board), System President, and Chancellors.

The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

This delegation of authority may be amended or revoked at any time.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all personnel actions of SUS.

III. POLICY COMPLIANCE

Failure to adhere to the policy may result in actions under the appropriate Handbook for faculty and staff.

IV. POLICY DEFINITIONS

Bylaws and Regulations: The Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

Compensation: For purposes of this policy, “compensation” base salary The term does not include royalty, licensing, or other payments made pursuant to the SUS’s intellectual property policies.

V. POLICY IMPLEMENTATION PROCEDURES

Except as otherwise provided in the Bylaws and Regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the SUS Board of Supervisors:

1. Any action which would result in an employee earning total annual compensation in the amount of One Hundred Thousand Dollars (\$100,000) or more, from all sources.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
4. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period, except for any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended.
5. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated.

1. Any action which would result in an employee earning a total annual compensation of Sixty Thousand Dollars (\$60,000.00) to Ninety-Nine Thousand, Nine Hundred Ninety-Nine and 99/100 Dollars (\$99,999.99) from all sources.
2. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee’s appointment letter.
3. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
4. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a

whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.

5. All civil service positions.

C. Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual base compensation up to, but not more than, Sixty Thousand Dollars (\$60,000) from all sources.
2. Title changes.
3. Hiring of adjunct faculty.
4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.
5. Any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave.

D. General Guidelines for All New Personnel Actions

All salaries must conform and align with the position title and guidelines presented by the institution's Director for Human Resources.

All personnel actions must adhere to the Human Resources process and be preceded by a formal conditional offer letter.

Unauthorized hires are prohibited. Employees must complete the new hire process before commencing work.

E. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, as he/she deems to be in the best interests of the SUS, provided such actions are taken in accordance with the requirements for form and reporting set forth in Sections E and F of this policy.

F. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between the SUS and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the General Counsel prior to being signed.

G. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

H. Miscellaneous

1. In the event of any conflict between the provisions of Chapter II and Chapter III and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Chapter II than Chapter III shall control.
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.

VI. POLICY RELATED INFORMATION

- Article VII, Chapter II, and Chapter III of the Bylaws and Regulations
- Family and Medical Leave Act of 1993, as amended
- Americans with Disabilities Act of 1990, as amended

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

This Policy replaces the current Uniformed Personnel Policy with an origination date of 11/28/08 and is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.

IX. POLICY APPROVAL

Policy approved at the November 29, 2024, meeting of the Board of Supervisors of Southern University System.