

GUIDELINE FOR THE OPERATION OF THE
COMPLIANCE REVIEW COMMITTEE

INTRODUCTION

The guidelines in this supplement to Unclassified Personnel Guideline #7 are intended to be helpful to the work of the institution Compliance Review Committee. It is clear that the confidence of both UW System employees and state government in the integrity of institution administration of academic staff personnel policies requires that the academic staff title and salary structure be applied thoughtfully, reasonably and with consistent attention to the decision principles outlined in Unclassified Personnel Guideline #7. The key to such application lies in the work of the Compliance Review Committees. Careful review of all problematic requests for change in either direction between the unclassified service (academic staff or limited) and the classified service and consistent standards of decision-making will preserve stable and effective distinctions of the academic staff/limited category and the classified service.

For a few years, Committee recommendations on each problematic request can develop a body of case by case precedent for the way in which similar requests should be handled. This means that it is important that each Committee have clearly understood and consistently applied procedures, and that it keep detailed records.

RECOMMENDED PRACTICES AND PROCEDURES

1. The Committee should develop instructions concerning the format in which each request for change should be presented, and the documentation which should accompany the request. These instructions should be made available to all institution units.
2. The Committee should not prepare a recommendation on a request unless documentation supporting the request is complete.
3. In problematic situations such as those which arise from a request to change a position from classified service to academic staff or limited when it is known that similar positions remain designated in the classified service, the initiating officer should be invited to appear before the Committee to respond to questions and share information.
4. In problematic situations, consideration should be given to assigning a Committee member the responsibility to verify representations about the requirements of the position. This may require a visit to the employing unit and discussion with the initiator of the request to assure reasonable and consistent recommendations.
5. The documentation examined pursuant to each action of the Committee should be placed and preserved in a permanent file.
6. Minutes of each meeting should summarize the disposition made of cases considered, the salient reasons justifying such disposition, and the reference number of the documentation file. These minutes and the documentation files will help assure consistency in the ongoing work of the Committee as membership changes.
7. Care should be taken at each institution to prevent recommendations for approval of a change based on, or in the presence of, reasons cited as improper in Unclassified Personnel Guideline #7, Section 7.03.