

IX Human Resources

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ICA HUMAN RESOURCES GUIDELINES

“ICA is committed to supporting, following, and upholding all Pennsylvania State University policies, procedures, and guidelines. Please refer to the Penn State Human Resources website to access all Human Resources related policies, processes, and updates. Several of these policies are highlighted in the section below, with specific application to ICA staff.

A. TITLE IX SEXUAL HARASSMENT

Penn State is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, gender expression, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Gender-based and sexual harassment, including sexual violence, are forms of gender discrimination in that they deny or limit an individual’s ability to participate in or benefit from university programs or activities.

AD85: Title IX Sexual Harassment

[Title IX Sexual Harassment | Penn State Policies \(psu.edu\)](#)

B. DISCRIMINATION AND HARASSMENT AND RELATED INAPPROPRIATE CONDUCT

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, sex, sexual orientation, gender, perceived gender, gender identity, physical or mental disability, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, marital or family status, pregnancy, pregnancy-related conditions, genetic information or political ideas. Discriminatory conduct and harassment violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. This policy shall not be construed to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression. Conduct prohibited by this policy may also violate applicable federal and state law. Additional information about how to pursue or report a violation of this policy, is set forth below.

AD91:AD91 Discrimination and Harassment and Related Inappropriate Conduct

[Discrimination and Harassment and Related Inappropriate Conduct | Penn State Policies \(psu.edu\)](#)

C. EMPLOYMENT CONTRACTS

ICA staff based on position may be subject to an employment contract with ICA that outlines the details of their employment.

D. HOURS OF OPERATION

The ICA Administrative Offices are located in the Bryce Jordan Center and are open Monday through Friday from 8:00 a.m. - 5:00 p.m. and by appointment.

Attendance and Work Expectations:

Scheduled time off requests should be discussed with and approved by the employee's supervisor prior to finalizing the request. Due to the nature and needs of ICA, the Service Time policy applies to ICA staff. Should conditions require a University Park campus closure, staff should consult with their supervisor regarding events, practices, and / or competitions that are scheduled during the designated closure time to discuss the status and expectations. The following policies and links address attendance, vacation, service time benefits and processes.

Attendance: *HR 34 Employment Conditions for Staff Employees*
<https://policy.psu.edu/policies/hr34>

Vacation and Time Off Process: *HR 34 Employment Conditions for Staff Employees*
<https://policy.psu.edu/policies/hr34>

Service Time (Holiday Time): *HR 34 Employment Conditions for Staff Employees*
<https://policy.psu.edu/policies/hr34>

Campus closure: *HRG 10 Handling "Weather Day" Absences or Official University Closures Due to Weather Conditions* <https://policy.psu.edu/policies/hrg10>

E. BACKGROUND CHECK REQUIREMENTS

Employment with the University requires successful completion of background check(s) and/or clearances in accordance with University policies. Additional pre-hire contingencies may also apply depending on the position.

Add additional information about Camps and Student athletes are required to have clearance for Camps and recruitment purposes.

Standard Clearance, 3 Publicly Available Clearances, Motor Vehicle Report, and Self Disclosure documentation is found at: *HR 99 Background Check Process*
<https://policy.psu.edu/policies/hr99>

F. BENEFITS

The Penn State benefits plan is comprehensive and is designed to provide quality, affordable, and accessible health care coverage for University employees and their family members.

<https://hr.psu.edu/benefits>

HR 36 Educational Privileges for Faculty, Staff, and Retirees

<https://policy.psu.edu/policies/hr36>

HR 20 Breastfeeding Support <https://policy.psu.edu/policies/hr20>

Employee Assistance Program <https://hr.psu.edu/health-matters/employee-assistance-program>

G. COLLECTIVE BARGINING AGREEMENT

Full-time employees classified as technical service employees follow the collective bargaining agreement between The Pennsylvania State University and Teamsters Local Union No. 8; thus guidelines for tech service employees may differ from HR policies referenced herein.

<https://hr.psu.edu/sites/hr/files/TeamstersContract.pdf>

H. EMPLOYEE RELATIONS AND UNACCEPTABLE STANDARDS OF PERFORMANCE

All employees are expected to meet or exceed expectations in all aspects of work performance. Should an employee fall short of this expectation, these policies provide process and guidance to address the issues in the spirit of employee improvement; however, failure to improve may result in further disciplinary action, up to and including termination. All employees working under the terms and conditions of an employment contract that differ from these policies.

HR 78 Staff Employee Failure to Meet Acceptable Standards of Performance

<https://policy.psu.edu/policies/hr78>

HR 79 Staff Grievance Procedure <https://policy.psu.edu/policies/hr79>

I. EQUAL OPPORTUNITY

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. ICA supports diversity and inclusion and has an Advisory Council for Diversity, Equity and Inclusion. *ACDEI, The advisory Council for Diversity, Equity and Inclusion is committed to fostering and advancing a diverse, inclusive, equitable, and respectful environment where staff, coaches, student-athletes, and all other members of the Penn State family felt supported, safe, and welcome to engage in the total Penn State Experience intellectually, professionally, and socially.*

Please reference the following University policies:

[HR 01 Fair Employment Practices](#)

[HR 11 Affirmative Action in Employment at Penn State](#)

J. LEAVE OF ABSENCE

If a staff member requires a Leave of Absence for any reason (FMLA, Medical, Personal, Child Care, Paid Parental Leave etc.), they should contact the HR Services Team at (814) 865-1473. The inquiry will be logged and redirected to the Absence Management Team who will send an Absence Request Form. This form will be sent to the PSU email address within five business days of the request. This request should be communicated by the employee to their supervisor as well. The employee will be required to complete the Absence Request Form, sent from the Absence Management Team in order to ensure the necessary approvals are in place for the leave.

Within five business days of the Absence Management Team receiving the completed Absence Request Form and supporting documentation, the employee will receive a determination notice to their PSU email address. This notice will inform the employee of the approval status, request additional information if needed to make a determination, or if the request made did not qualify for a Leave of Absence.

Effective communication is essential for all parties involved during the absence. Please be sure to communicate with the Absence Management Team and supervisor during this time with any updates on the return to work status.

Please reference the following University Policies:

[HRG 11 Family and Medical Leave](#)

[HR 16 Leave of Absence without Salary \(other than for Extended Active Military Service\)](#)

[HR 19 Leave of Absence for Active Military Service or Training](#)

[HRG 05 Use of "No-Pay" Days in Lieu of Short-Term Leave of Absence](#)

[HRG 07 Absence from Work Resulting from Pregnancy or Childbirth](#)

K. GENERAL SALARY INCREASE/ANNUAL MARKET ADJUSTMENT PROCESS

Each year, the University determines if a General Salary Increase is warranted, and if an increase is approved by the university and ICA, guidance for dispersing this increase will be shared with managers and staff for implementation. Salary adjustment requests outside the normal university process will be reviewed on a case-by-case basis.

L. JOB POSTING REQUIREMENTS/SEARCH PROCESS/HIRING PROCESS

All searches for positions covered by this policy HR 101 must entail a vigorous national search in addition to the posting process. Due to the University's commitment to diversity, searches must include serious efforts to achieve a pool of highly qualified applicants that include members of underrepresented groups. Searches should be implemented consistent with Policy HR11 - Affirmative Action in Employment at The Pennsylvania State University.

Search committees are strongly encouraged. Committees should be identified by the Hiring Executive and may include faculty, staff, and/or student members of the college/unit within which leadership is sought, as well as members from outside of the unit who have direct interests in the selection process.

All search committees should include a diverse representation of members. In order to encourage highly qualified applicants, including those from underrepresented groups, to apply for the vacancies, the hiring unit should conduct a national search that includes advertising in a variety of publications including those targeting higher-education, diverse candidate pools, and a variety of professional organizations.

HR 74 Staff Vacancy Announcement Procedure Penn State Human Resources
<https://policy.psu.edu/policies/hr74>

M. IAWP

Applicants for positions subject to the IAWP process will be notified in the final stages of the interview process, will be subject to IAWP background review. ICA HR, in tandem with Compliance, will work with the prospective employee to facilitate the process.

N. ONBOARDING

All full-time employees new to ICA will follow the determined onboarding process for their area and position. Specific onboarding activities will be shared with new employees prior to their first day of employment and with their managers.

O. PAYROLL INFORMATION

The Payroll department is responsible for processing payroll payments and withholding for all employees of The Pennsylvania State University. The link to the Payroll office for FAQ's and Payroll schedules can be accessed at: <https://controller.psu.edu/payroll-office>

P. PERFORMANCE MANAGEMENT

Annually, Penn State administers a performance review program for staff. This program provides a framework for employees to partner with their managers to establish personal goals that align with stated unit or team objectives for the coming year. This activity is intended to help managers and employees clarify performance expectations and provide a foundation for managing goals that emphasizes the importance of frequent and ongoing review and feedback to ensure objectives are on track.

Intercollegiate Athletics uses a paper evaluation outside of the Workday system to evaluate all head and assistant coaches.

HR Performance Management program Overview <https://hr.psu.edu/performance>

Q. JOB RESPONSIBILITIES WORKSHEET

Purpose of the Job Responsibilities worksheet is to document the current responsibilities of your position. It provides details regarding the primary job duties and required competencies and

outlines the job scope and supervisory responsibility (if applicable). At Penn State, this document serves as a staff employee's job description. Coaches and Technical Service employees do not have JRW's.

<https://hr.psu.edu/compensation-and-classification/job-responsibilities-worksheet>

Job Review Process

STAFF <https://hr.psu.edu/compensation-and-classification/job-reviews/staff-job-review>

TECHNICAL SERVICE <https://hr.psu.edu/compensation-and-classification/job-reviews/technical-service-job-review>

R. PERSONNEL FILES

Employees are provided reasonable access to review the contents of their personnel files per [Policy HR 60 Access to Personnel Files](#). A Faculty or staff member wishing to review his/her personnel file, or any part of that file, may make such request orally or in writing to his/her HR Strategic Partner, or directly to the custodian of the record(s) sought for review, using the Request to Review Personnel File form.

Any individual covered by a collective bargaining agreement, who seeks access to their personnel file maintained within their current work unit, should refer to the respective agreement for specific access provisions.

S. RECORDS RETENTION

University records have a life span and eventually become inactive in their offices of origin. At that time, it is in the best interest of the University to determine and carry out the most appropriate disposition of these records. Records are either identified as archival records and transferred to the University Archives, or as disposable records and destroyed. Such records are delineated by a record series in the Records Retention, Disposition, and Destruction Schedules.

Retention schedules help provide uniform, effective, and systematic control of record keeping and destruction. Schedules ensure that valuable records are preserved and that records of a temporary nature are properly disposed of when no longer needed. University records housed in their originating and receiving offices are University property and may not be disposed unless they fall under a record series that has been approved by the Records Management Advisory Committee. Records Management Advisory Committee approved retention schedules:

[General Records Retention Schedule](#)

[Financial Records Retention Schedule](#)

T. RELOCATION EXPENSES

Although the University does not cover moving expenses for all new or transferring employees, payment for relocation expenses may be authorized at the discretion of the hiring unit. In cases when the University will cover partial or total moving expenses for an employee, Penn State Purchasing will coordinate all arrangements for moving an employee's household goods and possessions using a university-contracted moving company.

Although there are many advantages to using a university-contracted moving company, relocating employees may choose to use a non-contracted moving company if they wish. Employees who choose to use a non-contracted moving company will be responsible for making all arrangements for their move. Purchasing will not be available to assist in coordinating these moves. The relocating employee will need to pay for the move in advance and then submit receipts to the ICA Financial Manager for the reimbursement to be processed.

The IRS guidelines state that an employer's payment and/or reimbursement of an employee's relocation expenses are taxable to the employee, subject to payroll tax withholding and form W-2 reporting. All University relocation payments (whether paid to the employee or directly to a third-party supplier on behalf of the employee) constitute taxable income to the employee.

[Penn State Purchasing Relocation Information](#)

U. END OF EMPLOYMENT PROCESS

ICA HR will meet with all employees departing from ICA (resignation, retirement, transfer, etc.), to ensure a smooth transition for the employee, and to provide the employee with an opportunity to share feedback regarding their ICA employment experience.

HR 52 Resignation from University Employment <https://policy.psu.edu/policies/hr52>

HR 55 Things to Know When Leaving University Employment
<https://policy.psu.edu/policies/hr55>

HR 102 Separation and Transfer Protocol <https://policy.psu.edu/policies/hr102>

V. VOLUNTEERS

ICA follows the NCAA and Penn State rules and guidelines. In specific and well-defined situations (e.g. Volunteer Coaches endorsed by the NCAA), HR and Compliance work together to ensure all policies and guidelines are followed.

W. PERSONAL AND EMERGENCY CONTACT INFORMATION IN WORKDAY

Emergency contact information is names and contact numbers of people you would like to be contacted on your behalf in situations of emergencies when you cannot speak for yourself and

any other key relevant information you would like management to know about in situations of an emergency. It is important that this information is kept up to date in the Workday system.

Your beneficiary information can be found under the Benefits Worklet. Your emergency contact information can be found under the Personal Information Worklet

X. WORKERS COMPENSATION AND REPORTING INJURIES AT WORK

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment. The claim process is administered through ICA Human Resources.

HR Absence Management <https://hr.psu.edu/workers-compensation>

HR 34 Employment Conditions for Staff Employees (Absence for On-The-Job Injury)
<https://policy.psu.edu/policies/hr34#H>

HR 103 Employment Conditions for Part-Time Employees<https://policy.psu.edu/policies/hr103>

SY 04 Employee Accidents – Reporting and Investigation <https://policy.psu.edu/policies/sy04>

Y. EMPLOYMENT OF RELATIVES

ICA and Penn State supports the employment of relatives of current Penn State and ICA employees; however related employees generally are not place in direct reporting relationship to one another. See the following policy for details:

<https://policy.psu.edu/policies/hr59>

Z. EMPLOYEE ASSISTANCE PROGRAM

Penn State provides a comprehensive employee assistance program that provides access to counseling and other related services 24 hours / day, seven days / week.

<https://hr.psu.edu/health-matters/employee-assistance-program>

AA. PART-TIME EMPLOYMENT

ICA employs staff on a part-time basis to support several ICA initiatives (e.g. events, sports camps, etc.), based on season and need. Part-time open positions are posted as needed on the HR posting website.

Health Care Reform – Affordable Care Act (ACA) <https://hr.psu.edu/benefits/health-care-reform>

HR 103 Employment Conditions for Part-Time Employees <https://policy.psu.edu/policies/hr103>

BB. SPORT ADMINISTRATOR DUTIES

- Sport administrators are responsible for playing an active role to ensure coaches are committed to operating their programs in accordance with Intercollegiate Athletics Vision, Mission and Values.
- Sport administrators are responsible for providing leadership and oversight of sports programs that includes a balance between program advocacy and department wide consistency and equity.
- Sport administrators serve as the day-to-day liaison for the department to the head coach and program and in their role will, when appropriate, advocate for the program.
- Sport administrator duties include, but are not limited to:
 - working with the head coach to set annual goals for the coach and the program,
 - providing head coach performance management, with input for assistant coaches where appropriate,
 - providing constant feedback,
 - budget planning and managing resource needs,
 - coordinate the time balance process with coaches, compliance and student-athletes,
 - performing student-athlete exit interviews and coordinating student survey process,
 - approving team schedules for practice and competition (including missed time),
 - direct involvement in assistant coach searches, and other full-time positions (e.g. director of operations)
 - collaboration with program and event management regarding home game management,
 - coordination with head coach and staff team policies and parameters for student-athlete expectations,
 - collaborate and coordinate with support areas (e.g. sports medicine, strategic communications, Morgan Academic Center, etc.) when necessary to help provide the program the tools they need to be successful,
 - attending home events and travel with team to away events when possible.
- Emphasize compliance with all University and ICA policies and NCAA & Big Ten rules at all times.
- Coordinate and collaborate with the Athletic Director and Human Resources in all aspects of Head Coaches contracts, salary analysis/benchmarking and searches.
- Coordinate and collaborate with the Head Coach and Human Resources in all aspects of Assistant/Associate Coaches contracts, salary analysis/benchmarking and searches.
- Coordinate and collaborate with ICA Human Resources/Human Resources Shared Services on program personnel matters such as:

- Talent acquisition
- On-boarding of new personnel and end of employment process for departing staff
- Background clearances and annual training requirements
- General Salary Increases (GSI)
- Performance management and corrective action/improvement process when required

CC. SPORT ADMINISTRATOR FELLOWS PROGRAM

The ICA Sport Administrators Fellows Program is intended to provide professional development opportunities for full-time, exempt ICA employees. In addition, ICA seeks to increase the availability of qualified women and minorities who will be interested in pursuing careers in sport administration. By serving under the mentorship of a senior level sport administrator, fellows receive opportunities to broaden their perspectives and experiences in Division I intercollegiate athletics, increase their awareness of issues in higher education, enhance their understanding of the contexts within which decisions are made, and have opportunities to participate in a variety of decision-making processes. The program is designed to allow participants to become more effective not only in their existing positions within ICA but also to provide a foundation for them to consider pursuing future opportunities as a sport administrator.

The Program

- ICA will identify Sport Administrators who will serve as Mentors.
- The Sport Administrator Fellows Program is at least a two-year commitment. Start and end dates are somewhat flexible.
- In collaboration with their Mentors, Sport Administrator Fellows will develop a plan of learning activities based on identified needs and professional development goals. There is a set of core activities in which all Fellows will participate:
 - Budget planning
 - Contract review and development
 - Home event game management
 - Away event travel management
 - Marketing/Strategic Communications
 - Student-athlete topics (SAAB, recruiting, NCAA compliance, student-athlete welfare and development)

What is the time commitment required?

- That is up to the Mentor and the Fellow. However, we anticipate approximately 2 to 5 hours per week (on average). In addition to attending various meetings, it is expected that you will meet on a regular basis with your Mentor.

What meetings might you be asked to attend?

- Mentor meetings

- Sport Administrator Meeting
- Head Coach Meeting (at the discretion of the Sport Administrator)
- Management Team Meeting
- Athletic Integrity Officer (AIO), Compliance, Faculty Athletic Representative (scheduled as time permits)

Other meetings or events you might be asked to attend

- Home games
- Away games (if budget permits)
- Team practices
- Press conferences and/or TV/Radio Shows
- Development or Alumni programs
- Mentors/Fellows quarterly breakfast/lunch

Who may apply?

- Current full-time, exempt ICA employees, as well as exempt employees from the Nittany Lion Club, Morgan Academic Center, and Athletic Compliance Office
- Five (5) years of experience working full-time in intercollegiate athletics (PSU and elsewhere)
- Bachelor's degree required; Master's degree preferred
- Demonstrated success in your current position
- Evidence of leadership experience and decision-making abilities
- Familiarity with University policies
- Willingness to accept a wide variety of assignments

How to apply?

- Letter of interest directed to the Selection Committee
- Completed application
- Resume
- Letter of permission and reference from your current Supervisor
- Contact information for three (3) professional references

Selection Committee

- Leadership Team
- ICA HR
- Sport Administrator
- Selection Committee will provide recommendations to the Mentor
- Mentor will interview the candidates forwarded by the Selection Committee
- Mentor will make final decision

