



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 105

A. SUBJECT: Management Conditions of Appointment

B. EFFECTIVE DATE: April 1, 2014 (R)

C. POLICY:

Individuals who are appointed to a management position with the Medical Center are employed under the conditions described in [Medical Center Human Resources Policy No.104 “Conditions of Employment”](#) and the conditions that are described in this policy.

D. DEFINITIONS:

1. Management Positions (“Members of Management”): Medical Center job classifications that are included in the “Management” Job Family which generally include the titles of Associate Vice President, Chief, Officer, Associate Chief, Administrator, Director, Manager or Assistant Manager
2. Expectation of Continued Employment: Members of Management who received an appointment renewal prior to 7/1/99 following six years of continuous service as a member of the general faculty serve with the expectation of continued employment.

Conditions of Appointment:

(1) Performance Evaluation

Every Member of Management has his/her performance formally evaluated annually. Salary increases are based on performance; they are not automatic. Recommendations for salary adjustments originate with the appropriate Executive, Administrator, Director, or Manager, and are reviewed with the appropriate Member of Management.

(2) Notice of Appointment Cessation

Members of Management serve without the expectation of continued employment<sup>1</sup>, are employed without contract or term and may be given Notice of Appointment Cessation at any time. The minimum time for such notice will be based on years of continuous service with the Medical Center as follows:

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<sup>1</sup> Except Members of Management who were renewed in a general faculty position prior to 7/1/99 following six years of continuous service as a member of the general faculty.

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<b>EXECUTIVES (Associate Vice President, Chief and Associate Chief)</b>	
12 months Notice of Appointment Cessation regardless of years of service.	
<b>Years of Continuous Service</b>	<b>Minimum Notice Of Appointment Cessation</b>
<b>ADMINISTRATORS</b>	
< 3 years	5 Months
3 - 5 years	8 Months
More than 5 years	12 Months
<b>DIRECTORS</b>	
3 years	4 Months
3 – 5 years	6 Months
More than 5 years	9 Months
<b>MANAGERS/ASSISTANT MANAGERS</b>	
< 3 years	3 Months
3 – 5 years	4 Months
More than 5 years	6 Months

After giving Notice of Appointment Cessation, the Medical Center may opt at its sole discretion to provide bi-weekly severance payments without requiring the Member of Management to work through the notice period. Members of Management who receive Notice of Appointment Cessation are not eligible for annual merit or market increases which have an effective date after severance payment begins. Members of Management shall contact the Benefits Division to discuss the impact on their benefits and to make any necessary arrangements for continuation of affected benefits. If the Member of Management is receiving severance payments and is rehired by the Medical Center prior to the expiration of the required notice period, the severance payments will cease once the new position begins.

(3) Reassignment/Severance Option

Members of Management may be reassigned with a Notice of Appointment Cessation. The Medical Center will be responsible for assigning the Member of Management to a position with duties reasonably commensurate with the Member of Management's education, experience, and performance. The appropriate Executive or Administrator will be responsible for reviewing each case with Human Resources. If the proposed change represents significant new responsibilities or a new role, Human Resources will determine the appropriate adjustment in pay, if any. Regardless of any change in responsibilities, the Member of Management's salary will not be reduced until the Notice of Appointment Cessation period has ended; however, the reassignment of duties may occur prior to the completion of the notice period. The Member of Management may decline reassignment and request to be awarded severance pay in lieu of reassignment. This request must be submitted in writing to the Chief Human Resources Officer within 15 days of receipt of the Notice of Appointment Cessation.

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(4) Removal for Just Cause

Members of Management may be removed for Just Cause. Just Cause may include, but is not limited to, professional incompetence, multiple instances of unacceptable performance, unethical conduct, misconduct that interferes with the capacity of the Member of Management to perform effectively the requirements of his/her position, being listed on the Department of Health and Human Services Office of the Inspector General's List of Excluded Individuals/Entities or the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, or the falsification of credentials, education, qualifications or experience. Members of Management removed for Just Cause are ineligible for severance payments made pursuant to the Notice of Appointment Cessation or otherwise..

(5) Required Procedures for Appointment Cessation, Reassignment or Removal for Just Cause

- a. Prior to the effective date of an appointment cessation, reassignment, or removal for just cause, a Member of Management must be provided with written notice ("Written Notice") of the intended action ("Intended Action"), and the Member of Management must have an opportunity to respond.
- b. Therefore, the Written Notice of an Intended Action must include:
  - i. A statement of the nature of the Intended Action (i.e., appointment cessation, reassignment or removal for just cause); and
  - ii. A statement of the date, time and place for the supervisor to meet if the Member of Management wishes to respond to the Intended Action ("Informal Meeting"); and
  - iii. A statement that, following the Informal Meeting, or the Member of Management's waiver thereof, the Intended Action may become effective immediately, at the discretion of the supervisor.
- c. The Informal Meeting shall occur not less than 24 hours, or one work day, after the Member of Management has received the Written Notice, unless the supervisor and the Member of Management mutually agree on an earlier date and time.
- d. Members of Management who receive Notice of Appointment Cessation, or are removed for just cause, may have access to the State Grievance Procedure as defined by that procedure.

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SIGNATURE:

  
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R. Edward Howell, CEO, UVA Medical Center

DATE:

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3/21/14

Medical Center Human Resources Policy No. 105 (R)

Approved: March 2003

Revised: June 2004, September 2007, June 2010, March 2011, March 2014

Approved by Chief Human Resources Officer

Approved by Medical Center Administration