

USC Staff Assembly

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Date:

June 24th, 2022

Bill No.:

SA21/22-02

Proposed Resolution for a Staff Handbook

The USC Staff Assembly Rights and Responsibilities Committee presents for review and approval the USC Staff Handbook. This resolution reflects the efforts of the members of the Rights and Responsibilities Committee to develop a guiding document (“handbook”) that is reflective of USC Staff’s commitment to the university, students, faculty, and fellow staff members. While no one document can encompass the entirety of the policies, expectations, responsibilities, and rights of all Staff members, this handbook serves as a resource and guide to all staff. Additionally, this handbook is a starting point in a broader collaborative dialogue centered around the six unifying values of Integrity; Well-being; Excellence; Open Communication; Diversity, Equity and Inclusion; and Accountability. Thereby, the USC Staff Assembly Rights and Responsibilities Committee presents the following:

Whereas, the University of Southern California prides itself on being the largest private employer in the County of Los Angeles; and

Whereas, we embrace our values together as faculty, staff, and students to build a culture that instills trust, reinforces ethical decision making, and provides a strong foundation; and

Whereas, all staff members are responsible for supporting, empowering, and inspiring students to become the next generation of professionals, and service providers so that our community continues to grow and flourish; and

Whereas, all staff members encounter students of widely differing backgrounds and support them all equitably, with compassion; and

Whereas, all staff members invest their time, energy and countless hours to provide all students with quality programs and services that support their individual needs and educational goals;

Be it therefore resolved that the Staff Assembly of the University of Southern California recommend that the university distribute a comprehensive staff handbook for all employees either in print or available via online PDF. The USC Staff Handbook will house relevant information pertaining to their employment, related benefits, and overall well-being in one central location. The USC Staff Handbook would be used as a guide for current and future employees to utilize as needed to access information and resources available to them. In addition, the USC Staff Handbook would be in alignment with the Faculty Handbook and all current and established policies and procedures.

On Motion: Rights and Responsibilities Committee

X 

Kristi Culpepper

USC Staff Assembly President



Date

Institution	Human Resources Link	Staff Handbook Yes or No	Handbook Link	R&R Comments
USC	https://hrdivision.usc.edu	No	https://policy.usc.edu/usc-policies/policies-by-topic/staff-workplace/	No specific handbook, just a webpage listing multiple HR, policy, benefit resources
Duke	https://hr.duke.edu	Yes	Duke Handbook Link	Duke Staff Handbook is dated 10/2021 in a 47+ page PDF format. There is also a link for Duke Policies goes into deeper detail and is noted on each page of the PDF version
Stanford	https://hr.stanford.edu	Yes	Stanford Administrative Guide	Their HR website also has an Administrative Guide that goes into deeper details broken down by specific categories. Has a PDF Handbook available to view/print (see link)
UCLA	https://chr.ucla.edu	No	UCLA Personnel Policies for Staff Members	No specific handbook, just a webpage on multiple HR, policy, benefit resources
Harvard	https://hr.harvard.edu	No	Harvard Staff Personnel Manual	Harvard Staff Personnel Manual is located within the Harvard Information for Employees Site named HARVie similar to USC Employee Gateway. The site offers various ways to obtain information regarding policy and procedures that is similar to usc policies.usc.edu
Chicago	https://humanresources.uchicago.edu	Yes	University of Chicago Handbook Link	PDF Handbook available to view/print.
MIT	https://policies.mit.edu	No	MIT Employment Policy Manual Link	Employment policies website, but not comprehensive with staff benefits, training resources, etc.

Institution	Human Resources Link	Staff Handbook Yes or No	Handbook Link	R&R Comments
CalTech	https://hr.caltech.edu	Yes	Caltech Employee Guide	There isn't a specific Staff handbook, the employee guide as part of the onboarding process within the first weeks of employment. It has interactive links references specific protocols, policies and procedures.
Cornel	https://hr.cornell.edu	No	Cornel HR Policies Link	Cornell HR policies is located within the Working at Cornell similar to USC Employee Gateway. The site offers various ways to obtain information regarding policy and procedures that is similar to usc policies.usc.edu The bonus is broken down by types of staff, such as Faculty & Academic Staff, Staff, and Union. it is very user friendly and easy to follow.
Chapman	https://www.chapman.edu/faculty-staff/human-resources/index.aspx	Yes	Chapman Staff and Administrative Handbook Link	Handbook is ok, not the easiest to navigate through
Tulane	https://hr.tulane.edu	Yes	Tulane Staff Handbook Link	They have a PDF Handbook. You can only print it if you log in. the contents are thorough and concise
UN Chapel Hill	https://hr.unc.edu	No	https://hr.unc.edu/employees/policies/	They have a Conditions of Employment which is the HR Community Toolkit - go to Human Resources
Princeton	https://hr.princeton.edu	No	Princeton Policy Manual Link	Policy manual is located in a secured MyHR section of the website. There does not appear to be a specific handbook Website has various tabs addressing desired areas: Career, Life, Thrive, MyHR. Really good organization. Easy to navigate.

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