

## **FAQ's: REVISED POLICIES FOR APPOINTMENT AND TERMINATION OF NON-BARGAINING PROFESSIONAL STAFF**

### **Why is the University changing from a contract to an appointment for non-bargaining professional staff?**

As Cleveland State University continues to evolve as a major force in the Cleveland economy, this change puts CSU's human resources policies on a par with other major institutions of higher education, as well as our business partners in Northeast Ohio.

### **Will I receive a contract when the policies change?**

Professional staff members will receive a one-time letter of appointment effective July 1, 2015, which will indicate a current salary. In each ensuing year you are employed, on July 1 you will receive a salary notice.

### **Will I be able to appeal if I am terminated from my appointment?**

As in the current policies, the revised professional staff personnel policies contain a complaint procedure for non-bargaining unit employees. The process now in place for the review of proposed department reorganizations or reductions in force will remain in place.

### **What type of notice will I be entitled to if my employment is terminated?**

The current policies contain the amount of notice you are required to be given should your appointment be ended. The revised policies contain specific notice periods based upon the length of time you have been employed at the University.

### **What other changes have been made in the policies?**

Newly hired professional staff members will serve a six month introductory period, which may be extended by 90 days at the request of the hiring manager. This is a new provision in the policy.