



XAVIER UNIVERSITY

Management Rights

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

1. Xavier University retains the full right and responsibility to direct operations, publicize policies, rules, and regulations, and otherwise exercise the rights of management, which more particularly include but are not limited to the following:

- a. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, discipline, suspend, or discharge;
- b. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;
- c. To determine goals, objectives, programs, and services and to utilize personnel to effectively meet these purposes;
- d. To determine the size and composition of the work force and the organizational structure;
- e. To determine and modify the hours of work and work schedules required to operate most efficiently;
- f. To establish, modify and discontinue policies and procedures;

- g. To determine when a job vacancy exists, the duties to be included within all job descriptions, the position classifications of all jobs and the standards of quality and performance to be maintained;
- h. To determine the need to schedule overtime and the amount required;
- i. To maintain the security of personnel and financial records and other important data or information;
- j. To determine the overall budget of all departments;
- k. To maintain and improve the efficiency and effectiveness of the operations;
- l. To determine and implement necessary actions in emergency situations;
- m. To exercise any and all other functions deemed necessary by management.