

## University Policy 3314: Staff Employee Association

**Category:** Human Resources

**Subcategory:** Employment

**Covered Individuals:** All Benefited Staff Employees

**Responsible Executive:** Executive Vice President & Chief Operating Officer

**Policy Custodian:** Office of Human Resources, Senior Associate Vice President of Human Resources

**Last Revised:** 2025/08/22

**Previous USU Policy Number:** 317: Employee Associations

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### 3314.1 PURPOSE AND SCOPE

To promote collaboration and support between staff, administration, and the Board of Trustees, the [Staff Employee Association](#) (SEA) shall be granted official status by the President of Utah State University (USU). SEA provides advice and makes recommendations to the USU Administration and Board of Trustees (See [Utah System of Higher Education R223](#)), representing the perspective of benefit-eligible staff.

### 3314.2 POLICY

The Staff Employee Association (SEA) supports benefit-eligible staff through:

- Participation in university governance
- Representation in employee grievance issues
- Employee development and recognition

#### 2.1 Participation in University Governance

The Staff Employee Association (SEA) executive board reviews and provides recommendations about policies pertaining to benefit-eligible employees (see [USU Policy 3000: Employee Position Types](#)). The SEA President and/or other executive board members may be invited to participate in and provide input in various university committees and meetings as designated by the Office of the President or Executive Vice President and Chief Operating Officer.

In accordance with [Utah System of Higher Education R223](#), SEA leadership shall have the opportunity to participate in Board of Trustees (“Board”) meetings, which may include providing policy input on behalf of USU staff and/or reporting on items of SEA business to the Board.

#### 2.2 Participation in Employee Grievances

In accordance with [USU Policy 3006: Staff Employee Grievance](#), the SEA President will appoint representatives to serve on Grievance Hearing Committees.

#### 2.3 Employee Development and Recognition

Additionally, the SEA committees provide the following functions, in collaboration with the Office of Human Resources:

- Staff Recognition

- Engagement & Events
- Employee Development & Scholarships
- Staff Benefits & Wellness
- Outreach & Communication

More information on these functions can be found on the [SEA website](#).

## 2.4 Oversight or Authority of SEA

The SEA executive board, in collaboration with Human Resources, may establish applicable bylaws for the association, subject to review and final approval by the Executive Vice President and Chief Operating Officer.

The Office of Human Resources shall partner with and provide general oversight of the SEA as designated by the Executive Vice President and Chief Operating Officer. This includes ensuring SEA committee members have met any service and/or performance requirements before being permitted to run for office. The SEA will be granted an operating budget to support SEA staff events and activities.

SEA officers and committee members may have paid release time from their regular university assignments to fulfill association duties in accordance with the SEA bylaws. The amount of release time should be reasonable and not affect the employee's ability to perform their regular university duties. USU supervisors are encouraged to support employees who are nominated for SEA board member roles.

## 3314.3 RESPONSIBILITIES

### 3.1 The Office of the President or Designee

Collaborate and communicate with the SEA as follows:

- Grant status and authority to the SEA.
- Allocate budgetary and other needed resources to support the SEA.
- Designate the USU committees and meetings where SEA should have representation.
- Meet regularly with the SEA President to discuss matters related to staff well-being and satisfaction.
- Meet periodically with the SEA Board to discuss strategic direction.

### 3.2 Senior Associate Vice President for Human Resources

The Senior Associate Vice President of Human Resources shall serve as an ex-officio member of the committee.

Collaborate with the SEA President and the Board as follows:

- Confirm the eligibility of each member of the SEA executive board and committees.
- Discuss ways to strengthen staff well-being and work satisfaction, including in matters related to compensation, benefits, and wellness offerings, training and professional development, workplace culture, policy development and updates, legal and compliance issues, and employee relations and grievance support.
- Provide budgetary support and oversight as designated by the Office of the President or Designee.

### 3.3 Members of the SEA Executive Board and Committees

- Advocate for and represent the interests of staff to the Office of the President and the Office of Human Resources.
- Support the institution's mission and promote a positive work environment in accordance with the approved SEA bylaws, including providing networking opportunities, social and wellness activities, staff development opportunities, and surveying of staff on timely and relevant issues related to working at USU.
- Provide input to Human Resources on employee-related programs.
- Support the Grievance process as outlined in USU [Policy 3006: Staff Employee Grievance](#).

- Communicate administrative updates and information to staff via email, newsletters, or other approved communication channels as applicable.

### 3314.4 REFERENCES

- [Utah System of Higher Education R223: Faculty and Staff Participation in Institutional Board of Trustees Meetings](#)

### 3314.5 RELATED USU POLICIES

- [USU Policy 3000: Employee Position Types](#)
  - [USU Policy 3006: Staff Employee Grievance](#)
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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Guidance

- [SEA Bylaws](#)

### Contacts

- [SEA President](#)

## POLICY HISTORY

Original issue date: 1997/01/24

Last revision date: 2025/08/22

Next scheduled review date: 2026/04/01

Previous revision dates: 1997/01/24