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## Policy Information

**Effective Date:**

September 1, 1988

**Policy Number:**

CSM 400

**Responsible Unit:**

Division of Human Resources

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## Policy

The University has the right to exercise customary functions of management, which include, but are not limited to, the following rights:

1. The right to hire, promote, transfer, discipline, and terminate Classified Staff employees in accordance with the provisions of this manual.
2. The right to reassign a Classified Staff employee from one position to another position within the same or a comparable job classification.
3. The right to direct the workforce; to determine its composition, organization, and structure; and to assign work.
4. The right to establish reasonable job standards, expectations, work rules, policies, and regulations.
5. The right to determine the extent and schedule of its operations.
6. The right to maintain the orderly conduct of the workforce, require job performance that meets or exceeds job requirements, and terminate employees in accordance with the provisions of this manual.
7. The right to amend, revise, revoke, or issue new policies and rules governing Classified Staff employees.

Regular Classified Staff employees of the University have the following rights:

The right, having successfully completed their initial probationary period, to expect continuing employment subject to the employee's maintenance of job performance that at least meets the job

requirements; adherence by the employee to the University Rules of Conduct, Affirmative Action rules and guidelines, and all other ABOR, University, and departmental rules and policies; the availability of funds and continuing work requirements; or organizational need to maintain the employee's position.

All Classified Staff employees of the University have the following rights:

1. The right to be appraised on job-related criteria.
2. The right to a regular process of expression of employee concerns and complaints.
3. The right to work in a safe environment.
4. The right to reasonable and nondiscriminatory application of ABOR, University, and departmental policies and rules.
5. The right to termination and other disciplinary action in accordance with the policies and rules set out in the manual.

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**Links**

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