

Administrative Regulation — Appointment of Employees

I. Employment at the University of Kentucky

A. Merit as the Basis for Employment

The University follows both the federal and state Constitutions as well as applicable federal and state laws regarding nondiscrimination. The University provides equal opportunities for qualified persons in all aspects of institutional operations and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status or whether the person is a smoker or nonsmoker, as long as the person complies with University regulation concerning smoking.

Consistent with these principles, the University provides equal opportunities for all qualified persons in all aspects of its employment.

All appointments will be made on the basis of merit.

B. At-Will Employment

The University is an at-will employer except for employees whose contracts or appointments designate otherwise.

1. *Human Resources (HR) Policies and Procedures* are applicable to employees.
2. Employees will be held to a code of conduct as defined by *Administrative Regulation — Employee Code* and other relevant codes of conduct.
3. Employees will be eligible for due process as defined by *Administrative Regulation — Due Process*.
4. Employees will be subject to employment background screening, including criminal, drug or other related screening dependent on the requirements of the position.
5. Employees will be protected by federal, state or other applicable employment laws such as, but not limited to, Fair Labor Standards Act, Family and Medical Leave Act and military service leave.

6. The Vice President for Human Resources/Chief Human Resources Officer and the General Counsel will be consulted on agreements and contracts related to employment and employees. The Vice President for Human Resources/Chief Human Resources Officer will be consulted on other transactions related to employment and employees.

C. Employee Classifications

The University employs a number of classifications of employees including faculty, staff, students, postdoctoral, graduate, resident assistants and minors. Employees may be full-time, part-time or temporary as defined in *HR Policies and Procedures*.

D. Nepotism

1. Nepotism means actions by a member of the University community that directly influence and/or benefit the University employment (e.g., hiring, promotion, supervision, evaluation and determination of salary) of any other member of the University community who is a relative, as defined by *HR Policies and Procedures*. Employment includes regular and temporary full- and part-time employment, student employment including work-study, graduate and other assistant programs.

2. Except in rare circumstances, nepotism is prohibited within the University community as set out in the Kentucky Revised Statutes.¹

3. University employees will disclose situations of supervision or authority over related employee(s) for review that occur during any time of employment. The appropriate cabinet member will approve only if there is compliance with *HR Policies and Procedures*.

E. Compensation and Benefits of Employees

The University strives to attract and retain qualified employees by maintaining a compensation system that is externally competitive and internally consistent.

1. Employees will receive compensation consistent with their employee classification, which may be hourly, salaried or other special pay (such as shift differential and on-call compensation, if applicable).

2. Employees may be eligible for benefits consistent with their employment classification, which may include retirement, health, leave and other components in compliance with *HR Policies and Procedures*. The University will regularly assess the effectiveness of the benefits program.

F. Employee Performance

Employee performance will be assessed with applicable *HR Policies and Procedures* to guide for performance or conduct issues.

G. Work Location

Certain criteria will be met for performance of work away from the central work site (including out-of-state or country), as defined by *HR Policies and Procedures*.

II. Interim Appointments

Interim appointments for new or existing positions may be necessary to support organizational operations until such time that normal procedures may be utilized to fill the position.

The hiring official will determine the appropriate processes for filling the interim appointment.

III. Search Committees

The University may use search committees to fill new or vacant permanent positions — academic, administrative or other. The hiring official will be responsible for determining key individuals to participate in the hiring process.

¹ [KRS § 164.131\(7\)](#); [KRS § 164.225](#).