

Policies & Procedures - 6.4 Operations & Facilities Committee

- approved 11/6/97, updated 11/00, 05/05 -

I. Oversight of the IEEE ComSoc Professional Staff

A. IEEE Personnel Guidelines, Policies & Procedures.

1. Primary responsibility is assigned to the Executive Director who will insure that the Staff and Facilities Committee (SFC) is fully informed of the applicable IEEE personnel guidelines, policies, and procedures affecting their deliberations and discussions. The overall IEEE policies, procedures, and guidelines will provide the framework for the goal setting, performance review, and salary process.

B. IEEE ComSoc Employee Annual Performance Reviews and Salary Levels

1. The President is responsible for annual performance review and for recommending approval of the salary level (within established IEEE guidelines) of the Executive Director, with the advice and consent of the SFC. The Executive Director is similarly responsible for managers reporting directly to him or her, with the advice and consent of the SFC.
2. Staff managers reporting directly to the Executive Director are responsible for annual performance review and recommending approval of the salary level of employees reporting to them. The Executive Director will inform the SFC of all salary levels to be recommended to IEEE.
3. The President, Executive Director, and all staff managers are further responsible for second-level approval of the annual performance reviews and salary recommendations made by persons reporting directly to them. Review forms shall have a signature line for the second-level reviewer as well as for the primary reviewer.
4. All salary and performance information will be treated by the Committee as confidential information in accord with IEEE policy and Federal privacy laws.
5. Performance review forms shall be the same forms used throughout the IEEE staff.

C. Schedule

1. All IEEE Salary changes are effective on or about 1 March of each year. Not later than the January management retreat each year the SFC will meet to review the Executive Director's recommendations for the calendar year just completed for a range of merit increases, bonuses, and commissions, for each employee one level below the Executive Director (Department Heads). The ED will also project the impact of the IEEE guidelines on all of the staff except the ED and receive guidance from the Committee as to negotiating variances with IEEE.
2. Prior to the Executive Director's performance review date, the President will prepare an evaluation of the Executive Director's performance and make a recommendation to the SFC. With the advice and consent of the SFC, the President will submit a recommendation to the IEEE Technical Activities Managing Director for consultation and joint approval. A similar procedure will be followed for the salary recommendation for the Executive Director.

D. Hiring Authority

1. Prior to requesting action by the BoG the SFC will review proposals by the Executive Director and make recommendations to the BoG, including projected IEEE salary range, for all Full Time or Regular Part Time additions to staff to include the projected IEEE salary range.
2. The Executive Director is empowered to fill authorized position vacancies within the projected salary range. Temporary, freelance, and independent contractors may be recommended by the Department Heads and approved by the Executive Director with the advice and consent of the President.

E. Adverse Personnel Actions

1. All instances with the potential to result in adverse personnel actions (from formal reprimand to discharge) shall be treated as confidential and will be brought to the immediate attention of the Executive Director, or in his/her absence the IEEE Staff Director of Human Resources. The Executive Director will consult with the IEEE Staff Director of Human Resources and the President before any discharge is made.

F. Promotions

1. Promotions into one management level below the Executive Director will be made by the Executive Director with the advice and consent of the Staff Committee and the sign-off of the President.

II. Facilities and Capital Investments

- A. The Executive Director and the Director of Information Services Development will

prepare an annual Capital Investment budget. The committee will review the budget and make recommendations to the Board of Governors. Any recommendations which will affect a lease for the Society's office space must also be approved by the IEEE Facilities Committee.

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