



Ecclesiastical Conditions of Employment and University Standards Procedures

The following procedures describe the verification processes of the ecclesiastical conditions of employment and university standards set forth in the [Ecclesiastical Conditions of Employment and University Standards Policy](#) (Policy).

Pre-Hire Ecclesiastical Clearance and University Standards Compliance Verification

Applicants are informed of and agree to the expectations and conditions of employment identified in the Policy by completing and submitting the university's job application form. Current employees in nonstudent positions for which there is no expectation of continuing employment—such as adjunct, evening, study abroad, and Education Week class instructors; and athletic and music camp instructors—who desire to be considered for further employment in those positions are informed of and agree to the expectations and conditions of employment applicable to new hires by having access to the Policy at policy.byu.edu.

Applicants who are not members of The Church of Jesus Christ of Latter-day Saints (Church of Jesus Christ) meet with the responsible dean or director to verify that, if hired, they will abide by the expectations and conditions that apply to them, as described in the Policy. The dean or director completes a university standards compliance form documenting the candidate's agreement to these expectations and conditions and sends the form to Faculty Relations or Human Resource Services.

Continuing Employee Ecclesiastical Conditions of Employment and University Standards Compliance

The Ecclesiastical Clearance Office (ECO) handles the ecclesiastical clearance process, including all contact with ecclesiastical leaders, for employees who are members of the Church of Jesus Christ. The university does not contact ecclesiastical leaders.

The dean or director interviews employees who are not members of the Church of Jesus Christ regarding their compliance with university standards and notifies Faculty Relations or Human Resource Services of the employees' compliance.

Failure to Meet Ecclesiastical Conditions of Employment or University Standards Requirements

If an employee fails to meet the applicable ecclesiastical conditions of employment or university standards requirements, the employee is given notice and informed that his or her employment is subject to termination or that the current contract will not be renewed upon expiration unless a temporary probation period is allowed or a temporary exception is granted as described below.

***Temporary Probation***

If the ECO notifies the university that an employee who is a member of the Church of Jesus Christ is not cleared ecclesiastically to continue employment at the university but may be able to receive a clearance within three months and is therefore eligible for a temporary probation period, Faculty Relations or Employee Relations notifies the employee and invites them to meet the applicable ecclesiastical condition of employment and confirm that directly with their ecclesiastical leaders in order to continue employment at the university. The ECO coordinates directly with ecclesiastical leaders on temporary probation periods for employees and notifies the university of any ecclesiastical clearance received within the temporary probation period. The ECO indicates to the university only whether employees are cleared or not cleared ecclesiastically for continuing employment by the university.

If an employee who is not a member of the Church of Jesus Christ is allowed a temporary probation period by the responsible vice president or assistant to the president, the employee's dean or director must verify university standards compliance within the temporary probation period for the employee to continue employment at the university.

Petition for Temporary Exception

Temporary exceptions are rare and granted only under unusual circumstances. An employee seeking a temporary exception to the employee's termination for not meeting applicable ecclesiastical conditions of employment or university standards requirements must submit a completed Petition for Temporary Exception form within 30 calendar days of receiving written notice of termination from the university. During the 30-calendar-day window, and while the university is considering the employee's petition, the employee may be placed on paid administrative leave, and other restrictions may be applied as deemed appropriate by the university.

An employee may submit a temporary exception petition to the responsible vice president or assistant to the president. The vice president or assistant to the president reviews the petition and may interview the employee, who may further explain the circumstances that might demonstrate a compelling reason for a temporary exception. The reviewer does not speak to the employee's present or former ecclesiastical leaders.

After reviewing the employee's petition, the reviewer can make a recommendation to the president of the university, who has the sole authority to grant temporary exceptions. If the president denies the petition, the employee's employment will be terminated. Any appeal, grievance, or application for administrative review submitted under the [Faculty Discipline and Termination Policy](#) or the [Administrative and Staff Employee Grievance Policy](#) must be filed with the appropriate officer or office within 30 calendar days of the employee receiving written notice of termination. The 30-calendar-day window for submitting a written request to the



academic vice president to appeal an involuntary termination under the [Faculty Discipline and Termination Policy](#) or for submitting a signed, written memorandum to Employee Relations under the [Administrative and Staff Employee Grievance Policy](#) runs concurrently with the 30-calendar-day window described in these procedures.

APPROVED: 20 Dec 2023

PRIOR VERSION: N/A

APPLICABILITY: These procedures apply to all candidates for employment, and all university employees, in nonstudent positions.

POLICY OWNER: Academic Vice President, Administration Vice President and CFO

RESPONSIBLE OFFICE: Faculty Relations, Human Resource Services

RELATED POLICIES:

- [Administrative and Staff Employee Discipline and Termination Procedures](#)
- [Administrative and Staff Employee Grievance Policy](#)
- [Administrative and Staff Employment Policy](#)
- [Church Educational System Dress and Grooming Principles and Expectations](#)
- [Church Educational System Honor Code](#)
- [Ecclesiastical Conditions of Employment and University Standards Policy](#)
- [Expectations of a Faculty Appointment Policy](#)
- [Faculty Discipline and Termination Policy](#)
- [Faculty Grievance Policy](#)
- [Faculty Hiring Policy](#)
- [Personnel Conduct Policy](#)
- [Staff Overtime Policy](#)
- [Supplemental Compensation for Administrative Employees Policy](#)
- [Supplemental Compensation for Faculty Policy](#)