



**Marshall University**  
**CLASSIFIED STAFF HANDBOOK**

**Published by Marshall University Human Resource Services**  
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# Preface

This handbook is designed to acquaint you with Marshall University and the terms and conditions of your employment. It is **NOT** an employment contract or a promise of specific treatment. It is a reference to inform and assist with general policies.

Consult the Department of Human Resource Services for interpretations of the provisions stated in this handbook. These provisions are subject to change as deemed necessary by the President, the Board of Trustees or legislative mandate.

This handbook supersedes any previous handbooks provided by Marshall University.



## President's Greeting

The Marshall University [Classified Staff Handbook](#) is a reference for a variety of policies, procedures and processes relevant to your employment at Marshall University.

If you are new to Marshall, I welcome you and hope that you will find here a satisfying and challenging experience. If you are a "veteran," I express my sincere appreciation for the excellent work you do and for the many courtesies you extend to our students and other stakeholders in order to help us accomplish our mission.

My best wishes for personal and professional success.

Dr. Jerome Gilbert  
President

# General Information

## THE UNIVERSITY

Named for the U.S. Supreme Court Chief Justice John Marshall, Marshall College was established in 1837. In 1961, Marshall College was granted university status. Today, Marshall University is a fully-accredited comprehensive urban university primarily serving West Virginia and its adjacent states.

Marshall University is part of the State College and University Systems of West Virginia and enrolls more than 12,500 students each fall. A comprehensive university, Marshall offers more than 72 academic majors in nine colleges and schools: liberal arts, medicine, science, education, nursing, business, fine arts, the graduate school and the community and technical college. Approximately 1,300 faculty, classified staff, and non-classified administrative staff are employed by the University. Of this number, approximately 60% are classified staff. Facilities range from the original Old Main building to the ultra-modern Fine and Performing Arts Center and the 30,000-seat football stadium.

Marshall University is committed to seven basic principles:

- Undergraduate education
- Enhancement of graduate education
- Expanding the body of human knowledge and achievement through research and creative arts activities
- Commitment to society through public service
- Diversity in student body, faculty and staff, and educational programs
- Academic freedom and shared governance
- Integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance

From academic excellence to campus environment, from athletics to cutting-edge technology, Marshall is constantly evolving, growing and progressing. As West Virginia's **interactive** university, Marshall blends students, faculty, staff, facilities, and the communities it serves into a dynamic, winning combination.

Tradition is great at Marshall University; however, we do not rest on tradition. With roots deep in the 19th century, Marshall University is extending well into the 21st Century with technology, programming and facilities.

## THE DEPARTMENT OF HUMAN RESOURCES

As a service-oriented unit, the Human Resources department is part of the executive affairs division. The Human Resources staff provides support and consultation to all departments of the University. Human Resource professionals develop and interpret policies and procedures, which include salary and compensation administration; recruitment and employment; training and development; benefits administration; and employee relations activities. The Department of Human Resources maintains personnel and benefits records on all staff as well as benefits records for faculty. Personnel records for faculty are maintained in the Offices of Academic Affairs and the School of Medicine. The Human

Resources staff encourages all employees to visit or call the department to address any questions or concerns regarding employment. Confidentiality will be maintained.

### **CLASSIFIED STAFF COUNCIL**

Classified Staff Council is a group of employees elected by classified staff members for the purpose of representing and promoting the interests of all classified staff members. Staff Council meets monthly to review, plan and provide assistance in staff governance. Information regarding membership, policies, procedures, etc., can be obtained directly from the Staff Council Office.

### **DIRECTORY**

An official University directory is published annually by the Department of Human Resources. Employee name, title, campus address and telephone extension will be published. Employees may choose to submit personal information for inclusion in the directory.

### **EMPLOYEE OF THE MONTH AND YEAR PROGRAMS**

The Employee of the Month and Year Programs are supported by the President's Office to recognize outstanding performance by classified and non-classified staff at Marshall University. Any MU faculty, staff, or student may submit a nomination for the award to the Department of Human Resources by the fifth day of each month. Brochures about the program and nomination forms can be obtained in the Human Resources office, 207 Old Main.

### **EQUITY PROGRAMS AND AFFIRMATIVE ACTION POLICIES**

The University is fully committed to a program of affirmative action designed to promote equal opportunity for all segments of the University without regards to race, color, sex, sexual orientation, age, religion, national origin, marital status, cultural, racial, or ethnic backgrounds. Such diversity enriches the atmosphere of a campus and fosters understanding among faculty, staff, students, friends and other constituents of Marshall University. Additionally, sexual harassment perpetrated by any faculty, staff, student, friend or other constituent of the University against any of the aforementioned groups is strictly prohibited at Marshall University. A complete copy of the sexual harassment policy can be obtained from the Equity Programs office. For additional information, contact the Office of Equity Programs.

### **IDENTIFICATION CARDS**

A picture I.D. card will be issued to each employee. Some departments require that the card be worn in a visible manner; the supervisor will inform the employee if this is a requirement. The I.D. card enables staff members to use several on-campus services and facilities. It may also be used at off-campus businesses for employee discounts. More information can be obtained from the Campus I.D. Office or Department of Human Resources.

### **ISSUANCE OF KEYS**

Keys to buildings, offices, and classrooms are issued by the Physical Plant. Requests for keys must be approved by the department manager. Employees who receive keys to University property are agreeing to accept the responsibilities in compliance with university regulations. Upon termination of employment, keys must be returned to the immediate supervisor. The same procedure shall be followed when employees transfer from one department to another.

## **OUTSIDE EMPLOYMENT**

Your position at Marshall University is expected to be your primary source of employment if you are a regular full-time employee. Outside employment is allowed as long as you adhere to the following guidelines: The hours of outside employment shall not coincide or conflict with University scheduled work. Outside employment shall not conflict with your University job responsibilities or affect your ability to meet expectations in a University position. If you are involved in other employment, you should submit a letter to the president disclosing your additional employment.

## **PARKING**

Parking spaces are available for staff. Contact the Parking and Transportation Office for information.

## **PAYROLL INFORMATION**

Employees are paid twice monthly on the LAST WORKING DAY OF EACH PAY PERIOD. Campus departments will distribute checks to employees. Any questions concerning your paycheck should be directed to the Payroll Office.

## **DEDUCTIONS**

The Payroll Office is responsible under federal and state law to make appropriate and required deductions from the employees' paychecks. Deductions are withheld for federal and state income taxes, FICA (Social Security), and retirement. At the request of the employee, deductions are withheld for various other optional benefits.

## **TIME CARDS**

All non-exempt employees must submit a time card to the Payroll Office once monthly, indicating hours worked in a given pay period. All time cards must have the approval of the first-level supervisor. Completed time cards are due in Payroll by the first work day of the following month.

## **DIRECT DEPOSIT**

Marshall employees may choose to have the Payroll Office electronically deposit their pay check directly to their banking institution. Employees selecting direct deposit will receive a statement of earnings each pay period. Employees should contact the Payroll Office to obtain information on direct deposit.

## **CREDIT UNION**

All employees of Marshall University and their immediate family members are eligible for membership in the City of Huntington Federal Credit Union. The Credit Union main office is located at 215 18th Street. A full range of services are provided to Marshall University employees. Direct deposit is available. Arrangements for this service must be made directly with the Credit Union.

## **SAVINGS PLAN**

Employees may purchase U.S. Savings Bonds, Series EE, through payroll deductions. Further information on the Series EE Savings Bonds and a payroll deduction form may be obtained in the Payroll Office.

## **POLITICAL ACTIVITIES**

Staff members are welcome to participate in the political and governmental activities of the community under conditions which assure that the University will not become directly involved. Employees are not permitted to use or attempt to use their official authority or position in the University to

- Affect the nomination or election of any candidate for any political office;
- Affect the voting or legal political affiliation of any other employee or student of the University; or
- Cause any other University employee or student to contribute time and money, whether as payment, loan, or gift, to support a political organization or cause.

University employees should not engage in political activity while on University property, while on duty for the University or while traveling on behalf of the University.

### **PURCHASING PROCEDURES**

The Department of Purchasing and Materials Management guides all outside purchases for the University. State guidelines provide rules for purchasing goods and services for the university. Employees should consult their immediate supervisor for purchasing guidelines. Unauthorized purchases may lead to employee liability. Further information may be obtained by contacting the Department of Purchasing and Materials Management.

### **SAFETY PROCEDURES**

The University strives to provide and maintain safe working conditions; employees are encouraged to work safely. Any concerns regarding unsafe working conditions should be reported to the immediate supervisor or the health and safety specialist in the Physical Plant.

### **FIRE EVACUATION PROCEDURES**

1. Fire alarms are located in each University building.
  2. Fire alarms are directly linked to the dispatcher in the Public Safety Building who will contact the fire department.
  3. Any time a fire alarm sounds in a University building, all occupants must evacuate the building immediately.
- Any faculty, staff, or student with a disability should be assisted to the nearest clear exit. Employees should not try to carry individuals with disabilities out of the building unless it is an extreme emergency.
  - If employees know the source of the alarm, they should make this information known to Public Safety as soon as possible.
  - Do not use elevators during a fire alarm.

Employees should evacuate the building and remain outside until the alarm has been silenced **and** a public safety official or representative of the fire department has authorized re-entry.

### **TRAVEL PROCEDURES**

If an employee travels on University business, authorized expenses may be reimbursed. Reimbursable expenses include registration fees, airplane fares, hotels, meals, and/or use of an automobile.

- The Controller's Office conducts periodic training sessions to provide instruction on travel regulations and can provide current guidelines.
- WV State Travel Books and forms can be purchased through the University bookstore.
- University procedures and state procedures may vary. Call the Controller's Office for clarification and further information.

## **UNIFORMS**

Some departments require employees to wear uniforms; if applicable, the University will provide these uniforms.

## **UNIVERSITY NAME AND LOGO**

When representing Marshall University, staff members will use the name of the University and official stationary for correspondence. Marshall University does not permit the use of its name, logo or an individual's job title for personal business. Contact University Relations to determine appropriate use of the University logo, seal and other protocol.

## **TELEPHONE USAGE**

Personal calls received during working hours should be kept brief and to a minimum. Personal long distance calls should not be charged to University telephone numbers.

Department supervisor can authorize employees to make work-related long distance calls from any campus telephone. A personal security code will be issued by Campus Technology for University calls.

Employees may request a number for personal long distance calls through ACUS AT & T (696-6507).

## **AMERICANS WITH DISABILITIES ACT**

Employees who have a disability should disclose information regarding their disability to their supervisor and the Department of Human Resources. The University will attempt to provide reasonable accommodations for known disabilities, provided the accommodations do not create an undue hardship on the University. (See also ADA 1990, p. 19) [in the Policies chapter].



# Policies

## **CONFLICT OF INTEREST**

It is a conflict of interest for employees to furnish the University with goods or services or to receive compensation other than their regular salary or wages.

- Employees who perform consulting services during University time must take annual leave.
- Employees with direct purchasing authority may not have any personal interest, directly or indirectly, in the purchase of any goods or services. They shall not accept any gifts or money from any person, agency or corporation.
- Conduct by an employee constituting such a conflict of interest shall be deemed grounds for suspension or dismissal from employment.
- Employees should not furnish the University with goods or services for income. Employees should disclose any secondary employment to the president to avoid any conflict of interest.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT INFORMATION**

In accordance with the Anti-Drug Act of 1988, it is prohibited for any employee to participate in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. Employees in violation of this law are subject to disciplinary action/prosecution.

### **COVERAGE**

The entire University community, including students, faculty, staff, and visitors to the campus.

### **STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on Marshall University property or as a part of any University function is prohibited. (b) Reporting to work, class, or any University function under the influence of alcohol or illicit drugs is prohibited.

### **DISCIPLINARY SANCTIONS**

The University will impose disciplinary sanctions on students and employees consistent with local, State, and Federal laws for violation of the "Standards of conduct" outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.

- Federal Trafficking Penalties include substantial fines and imprisonment up to life.
- West Virginia Sanctions depend on the classification of the controlled substance, the particular activity involved (possession or trafficking) and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.

- University Sanctions will be imposed consistent with procedures used in other disciplinary actions. Violations of drug and alcohol standards are the most serious type, and may result in sanctions up to expulsion from the University.

## HEALTH RISKS

Substance abuse and drug dependency are problems of staggering size in our society today. They are the leading causes of preventable illness and injury in the United States, and are estimated to afflict over 25 million Americans. While alcoholism may develop in anyone, it tends to appear first between the ages of 20 and 40, and is more prevalent when a family history of alcohol abuse exists. Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive, and is usually fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends, or loved ones, **please seek help as outlined below in the "Counseling and other assistance" section.**

Health risks of other drugs include:

- Narcotics (including opium, morphine, codeine, heroin and others). Physical addiction, loss of awareness, respiratory restriction, and possible death.
- Depressants (including barbiturates, Quaaludes, and others). Slurred speech, disorientation, shallow respiration coma likely with overdose.
- Stimulants (including cocaine, amphetamines, and others). Increased heart rate and blood pressure, possibly leading to death, increased excitation, loss of appetite.
- Hallucinogens (including LSD, "mushrooms," PCP, mescaline, and others). Illusions and hallucinations, poor perception of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) some time after use.
- Cannabis (marijuana, hashish, THC, others). Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

## COUNSELING AND OTHER ASSISTANCE

Help is available on campus through Student Health Education Programs, 145 Prichard Hall, 696-4800. Services are free and confidential. An Alcoholics Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed through the number listed above. The University will support the effort of any employee seeking assistance in a treatment program.

## HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND HEPATITIS B VIRUS(HBV)

Acquired Immunodeficiency Syndrome (AIDS) is a blood-borne disease that affects the immune system. The other known blood-borne disease with serious implications for employees is Hepatitis B Virus (HBV). Recognizing individual rights, voluntary testing, and confidentiality of test results and health records, the Marshall University policy regarding HIV/HBV is as follows:

- **Students** at risk are required to present documentation of a completed series of HBV immunizations prior to any clinical experience, or a written signed consent form indicating knowledge of the risk and waiving immunization. Students will be encouraged to complete the HBV immunizations.
- **Students, staff, and faculty members** at risk are given instructions (oral and written) regarding universal precautions for blood-borne and body-borne infections prior to clinical, laboratory, or job related experiences.

- **Faculty members** who might be exposed to blood in the clinical supervision of students should receive HBV vaccinations, or sign a written consent form indicating knowledge of the risk and waiving immunization. Faculty will be encouraged to complete immunizations.
- **Staff** at risk who might be exposed to blood in the performance of their jobs should receive HBV vaccinations, or sign a written consent form indicating knowledge of the risk and waiving immunization. Staff will be encouraged to complete the immunization.
- **Students and supervising faculty members and staff** who have the potential for exposure to blood or other potentially infectious materials must comply with affiliated agency guidelines for preventive and post exposure requirements.
- If an accidental exposure occurs, **faculty, staff, and students** should follow Centers for Disease Control (CDC) guidelines for occupational exposure.

### **Marshall University affirms that**

- The same policy applies to students, faculty, and staff, except where Occupational Safety and Health Administration (OSHA) or other statutes regulate employment or other relationships;
- Inquiry into HIV status will not be part of the student, faculty, or staff application processes;
- School, department, or unit supervisors will inform students, faculty, or staff of potential infectious hazards inherent in nursing educational programs or job related activities including those that might pose additional risks to the personal health of HIV positive persons;
- Qualified individuals cannot/will not be denied admission to educational program or employment as faculty or staff on the basis of HIV status;\* and
- Strict confidentiality of medical information shall be maintained at all times.

*\*The Americans with Disabilities Act of 1990 (P.L. 101-336) specifies that qualified individuals may not be denied admission or employment or be subject to discrimination on the basis of their handicap, unless that handicap poses a "direct threat" to others. HIV infected persons are considered handicapped under the provisions of this legislation. Admission employment decisions must be made on the basis of qualifications and functional abilities for the program position if reasonable accommodations were to be made. Such accommodations need not be made if to do so would be an "undue hardship" for the organization. "Undue hardship" generally turns upon the difficulty or expense of the accommodation balanced against the organization's resources. The ADA, which applies to employment and public accommodation, is extensive and complex and should be reviewed for relevance to specific decisions.*

### **IMMIGRATION REFORM AND CONTROL ACT (IRCA)**

The Immigration Reform and Control Act of 1986 makes it illegal for an employer to knowingly hire an illegal alien. Stiff fines and penalties are assessed for violations of the law. Therefore, in accordance with the federal law, Marshall University requires **ALL** newly hired employees to present appropriate documents establishing their identity and authorizing their right to work in the United States. This must be accomplished within 72 hours of the initial date of employment.

All new employees must **complete an I-9 form** and provide appropriate documentation to the Department of Human Resources.

Failure to comply with the requirements of the law by the employee may result in

- A delay in the employee being placed on the payroll, or
- Termination of employment.

It is the responsibility of the employee to report changes in visa status to Human Resources.

### **INCLEMENT WEATHER**

Generally it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, the University will announce one of several types of closing, cancellation or delay:

**UNIVERSITY CLOSED**: All classes suspended and offices closed.

**CLASSES CANCELLED**: All classes suspended; offices open.

**DELAY CODE A**: Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.

**DELAY CODE B**: Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.

**Sources of information**: The University will attempt to publish information about the status of the institution through the following means: (1) notification to television and radio stations in Huntington and Charleston (and notification to Huntington and Charleston newspapers if publication deadlines permit); and (2) posting messages to the Huntington AUDIX system (696-6245) and to the University response number (696-3170). Television and radio stations may not publish the University's announcement correctly. Therefore, the authoritatively correct statement of the University's situation is stipulated to be the message on the AUDIX system or the University response number.

**Class operation under delays**: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

**Exceptions with regard to certain employees**: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled (or remain on campus) despite the particular delay code published.

**Safety:** Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.

**Area interruptions:** In the event a building, or section of a building is closed (because of heat loss, power outage, etc.), employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

**Policy basis and decision-making:** The basis for the University's inclement weather policy is Executive Policy Bulletin 7, *Policy Regarding Weather-Related and/or Emergency Closings and Delays*. Decisions about closing, cancellation and/or delay are made by the Senior Vice President for Academic Affairs and/or the Senior Vice President for Finance and Administration. Human Resource Services assists employees as required with questions related to this policy.

*NOTE: Marshall Community & Technical College participates in the procedure set forth above. However, the above information applies only to the Huntington campus area. The Marshall University Graduate College in South Charleston and the associated education centers have different policy and definitions as set forth below:*

**Marshall University Graduate College (South Charleston campus) and Other Education Centers:** The Marshall University Graduate College (South Charleston campus) and the associated education centers outside Huntington follow a different inclement weather policy as set forth below. Decisions about closings, delays, or cancellations are made for MUGC and the education center by the Vice President for Regional Operations and/or education center directors.

Marshall University Graduate College – South Charleston Campus: Since MUGC classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon. Notification of delays or cancellations at the South Charleston Campus will be announced by (a) local media, (b) MUGC telephone system, and (c) University web site. Any delay will be placed on the MUGC automated switchboard. Students may check the status of their classes by calling the MUGC telephone system (746-2500) or checking the Graduate College web site.

Point Pleasant, Beckley, Teays Valley and Other Educational Centers: Procedures for delayed openings and class cancellations are similar to those for the MUGC. At Point Pleasant, Beckley, and Teays Valley local media will provide information regarding cancellations. In addition, each site has a weather hot line: (a) Point Pleasant, 674-7239; (b) Beckley, 252-0719; (c) Teays Valley, 757-7223.

Remote Locations and Other Education Centers: Because the Marshall University Graduate College may have several classes meeting on an irregular schedule in a geographically dispersed area throughout the semester, decisions about whether to meet during inclement weather will be made by the instructor. Those decisions will be transmitted to students by e-mail or other methods as agreed by students and the instructor.

Definitions for MUGC (South Charleston):

MUGC Closed: All classes cancelled and offices closed.

MUGC Classes Cancelled: All classes cancelled. Details provided by site.

MUGC Delay: A delay in the beginning of non-class activities, e.g. a two-hour delay would mean the normal work day would begin at 10:00 a.m. rather than 8:00 a.m.

### **NON-DISCRIMINATION**

Marshall University's Affirmative Action Program is designed to provide equal opportunity and an atmosphere of nondiscrimination with respect to minorities, females, and individuals with disabilities. We reaffirm our commitment, morally and legally, to recruit, employ, and retain minority, female, and disabled faculty and staff. All decisions to recruit, employ and retain candidates for positions will be based on qualifications. The University also ensures that all other terms and conditions of employment are provided to employees without regard to race, color, sex, age, religion, national origin, mental or physical disability, or sexual orientation. This policy also applies to qualified disabled veterans and veterans of the Vietnam Era.

The University's Affirmative Action Program is a reaffirmation of our "good faith efforts" to achieve within reasonable time periods fair representation of minorities and females in each major classification which reflects the current availability and the University's capability to attract them. The Affirmative Action Program is aimed at reducing any underrepresentation and underutilization of minorities and females; the plan will attempt to attain a balance in underrepresented areas.

Marshall University provides educational opportunities for minorities and females in the undergraduate and graduate student bodies which reflect the interests, individual merit, and availability of such individuals. The University ensures equality of opportunity and treatment in all areas related to student admission, instruction, employment, placement, accommodations, financial assistance programs, and other services without regard to race, color, sex, age, religion, national origin, disability, or sexual orientation.

Furthermore, the University neither affiliates with nor grants recognition to any individual, contractor, or organization on or off campus having policies that discriminate on the basis of race, color, sex, age, religion, national origin, disability, or sexual orientation as defined by applicable laws and regulations.

### **NON-SMOKING ENVIRONMENT**

Smoking is prohibited in University buildings and vehicles, including all areas of the Marshall University football stadium and Henderson Center. Student residence hall rooms that are designated as smoking rooms and properties that the University has leased to others are exceptions to this policy. Employees should consult with their supervisor to determine when and where smoking breaks can be taken.

Employees who violate this policy will be subject to disciplinary action.

### **POSITION REASSIGNMENT**

Once positions have been designated for reassignment, employees may be involuntarily transferred:

- Within an administrative area
- From one administrative area to another

- To departments that have the highest priority

*It is important to note that it is the position that is being reassigned; the employee is relocated with the position.*

### **CRITERIA FOR REASSIGNMENT**

The following criteria will be taken into consideration when reassigning positions:

1. Employee qualifications
2. Duties and responsibilities needed by the department requesting the position

(See also Transfers and Promotions)

### **RIGHT TO PRIVACY**

Marshall University follows the intent of the Privacy Act of 1974 when working with confidential employee information.

**The Act:** (1) requires the maintenance only of such information as is relevant and necessary to accomplish its purpose; (2) requires, to the greatest extent practical, that the information comes directly from the individual; (3) establishes safeguards to ensure the security and confidentiality of records; and (4) gives employees the right to inspect personnel files and limits the disclosure of personnel information without an employee's consent.

Confidential information includes, but is not limited to, home address, home phone, spouse's name, social security number, religious preference and birth date. The Department of Human Resources will not release this information without an employee's written authorization.

**NOTE:** The Family Education Rights and Privacy Act (Buckley Amendment) applies only to students, not faculty or staff.

### **SERIES 8 (PERSONNEL ADMINISTRATION )**

To provide uniform guidelines for personnel administration for institutions of higher education in West Virginia. Major components include, but are not limited to, position classification, employment status, and salary administration.

Complete copies of the Series 8 guidelines may be obtained in the Department of Human Resources.

### **SEXUAL HARASSMENT**

Sexual harassment in any manner or form is expressly prohibited by the University. The University is committed to the prevention and/or eradication of sexual harassment. It is the responsibility of students, employees and contractors of the University to maintain a work and educational environment free from sexual harassment. It is the responsibility of all academic and administrative supervisory employees to provide educational opportunities to foster such an environment; it is also their responsibility to take immediate action whenever sexual harassment is reported or becomes known.

Questions or concerns regarding sexual harassment should be directed to the Director of Equity Programs and/or the Department of Human Resources.

**FILING AND PROCESSING COMPLAINTS**

Any complaint regarding discrimination or sexual harassment should be filed with the Equity Programs office. All allegations will be investigated by the Director of Equity Programs. Complaints should be made to your immediate supervisor, your department manager, or the Director of Equity Programs.

A complete copy of the Sexual Harassment Policy can be obtained from the Equity Programs office.



# Benefits

## MEDICAL INSURANCE

### Carrier

Public Employees Insurance Agency (PEIA)

### Eligibility

1. Employees in a regular budgeted position of at least .53 FTE (20 hours per week)
2. Spouse of eligible employee.
3. Children under the age of 19; children between the ages of 19 and 25 as long as they are full-time students, unmarried, and fully dependent upon the employee for support and maintenance.

### Enrollment

Employees are eligible to enroll during the month of hire and the following two calendar months. Coverage begins the first day of the month after enrollment. **Employees pay a premium based upon salary, tobacco use status, and type of coverage.**

### Coverage

Open enrollment is offered annually for all employees. Changes in existing health care coverage can be made during open enrollment. Basic and major medical insurance benefits cover hospital and surgical services, physician expenses, laboratory fees, x-ray services, and prescription drugs. See summary plan descriptions for individual insurance plans.

### Qualifying Events

If any of the following *qualifying events* occur, it is **your** responsibility to notify Human Resource Services to make changes in coverage. Your coverage could be jeopardized if you fail to notify Human Resource Services.

1. You marry
2. You divorce
3. You have a new child or dependent
4. Your spouse or child dies
5. A covered child turns age 19 and is no longer a full-time student OR turns age 25
6. A child marries or is employed with his/her own insurance

You should provide this information in order to ensure that all eligible dependents are covered. Employees/dependents who lose coverage may elect medical insurance continuance rights under COBRA. An active employee has a 60-day window of opportunity from the date coverage ends to elect COBRA.

### Leave of Absence

Prior to starting a leave of absence, employees must consult with the Benefits Counselor to arrange for benefit continuation.

## AVAILABLE HEALTHCARE PLAN OPTIONS

- PEIA PPB PLANS
  1. Preferred Provider Benefit
  2. Employees may choose their physicians within participating network of physicians
  3. Employees will be responsible for deductibles and copayments
  4. Detailed description of PEIA PPB PLANS is outlined in the current PEIA Summary Plan Description
- Managed Care Plans
 

Costs of providing health care services are managed by a primary care physician who coordinates the members' care; controlling access to specialty physicians; monitoring and lowering administrative costs; and negotiating with providers to obtain the best cost of services while maintaining quality of care. Refer to current shopper's guide and individual managed care plan description for coverage guidelines unique to each plan.

Eligibility and enrollment guidelines are detailed in the current PEIA summary plan description.

### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

Federal law requires that eligible employees (and their dependents) participating in PEIA have the opportunity to continue their health insurance coverage in the case of a *qualifying event*.

Upon employment separation from the university, COBRA insurance coverage is also available at a monthly cost to the employee.

#### **Premium**

The cost for COBRA is the responsibility of the former employee.

### **MOUNTAINEER FLEXIBLE BENEFITS**

#### **Purpose**

To make available dental, optical, disability, group legal, and flexible spending account plans. (Medical and dependent care.)

#### **Carrier**

**Fringe Benefits Management Company** is the third-party administrator for this plan under PEIA.

#### **Enrollment**

Open enrollment for Mountaineer Flexible Benefits is held **only** during **April of each year, with changes becoming effective July 1.**

Cancellation of plan participation can **only** occur during April (with changes becoming effective July 1) each year unless a qualifying event occurs at another time of the year.

#### **Changes in Coverage**

Because premiums are paid with pre-tax dollars, IRS guidelines state that there must be a *qualifying event* in order to make any changes in coverage.

## **BASIC LIFE INSURANCE**

### **Carrier**

West Virginia Public Employees Insurance Agency (PEIA)

### **Coverage**

- \$10,000 for employees under age 65
- \$ 6,500 for employees age 65 through 69
- \$ 5,000 for employees age 70 and older

Term insurance has **NO CASH OR LOAN VALUE**. Each policy doubles with accidental death.

### **Eligibility**

Active employees in a regular budgeted position of at least .53 FTE (20 hours per week).

### **Enrollment**

- The regular enrollment period is the month of hire and the following two calendar months. Coverage begins the first day of the month following enrollment.
- The employee may enroll for the basic life insurance policy **only**, even if not enrolled for medical insurance.

### **Premium**

There is no cost to the employee for the basic life insurance policy.

## **OPTIONAL LIFE INSURANCE**

### **Carrier**

West Virginia Public Employees Insurance Agency (PEIA).

### **Coverage**

A variety of optional life insurance plans are available. This is term insurance that has **NO CASH OR LOAN VALUE**.

### **Premium**

- Premium is based on the amount of coverage selected, the age of the employee, and tobacco use status.
- The monthly premium is paid by the employee.

### **Eligibility**

- Employees in a regular position of at least .53 FTE (20 hours per week).
- The employee must be enrolled for medical or basic life insurance.

### **Enrollment**

- An employee may choose optional life insurance during the month of employment plus the following two calendar months. Coverage begins the first day of the month following enrollment.
- After the initial enrollment period, an employee is required to submit a statement of health form to PEIA for approval of insurance coverage.

## **DEPENDENT LIFE INSURANCE**

Available for spouse and dependent children. There are four plans available that range from \$5,000 to \$20,000 for a spouse and \$2,000 to \$10,000 for each eligible child. Premium is paid by employee.

### **Premium**

The monthly premium is paid by the employee.

### **Enrollment**

- The regular enrollment period is the month of hire and the following two calendar months. Coverage begins the first day of the month following enrollment.
- After the initial enrollment period, an employee is required to submit a statement of health form to PEIA for each dependent's approval of insurance coverage.

## **RETIREMENT BENEFIT PLANS**

### **Purpose**

To provide employees with lifetime monthly income **AFTER** retiring.

### **Eligibility**

All employees working at least 20 hours per week in a regular budgeted position are required to be enrolled in a retirement plan.

### **Contribution**

- An employee must contribute 6% of his/her gross salary; Marshall University matches the 6% contribution.
- Contributions are automatically tax sheltered and payroll deducted.

### **Effective Date**

Date of hire.

### **Options**

- Teacher's Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF)
- Great West Retirement Services

### **Investment Options**

Employees may allocate monthly contributions to a variety of investment options available with TIAA/CREF or Great West Retirement Services.

## **Benefits**

- Lifetime annuity based upon contract accumulations.
- Survivor benefits for spouse or other beneficiary.
- Upon termination of employment prior to retirement, you may request access to your contributions, which will be subject to TIAA/CREF, Great West Retirement Services, and Board of Trustees guidelines.
- Employees are fully vested in the plan immediately upon employment.

### **GROUP SUPPLEMENTAL RETIREMENT ANNUITY (GSRA)**

In order to increase retirement accumulations and reduce taxable income, employees can tax shelter additional money.

The GSRA contribution made by the employee is not matched by the university.

Employees interested in the supplemental plan should consult with the Benefits Counselor to determine eligibility.

### **Carrier**

Teachers Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF)

### **Eligibility**

1. Employees who work at least .53 FTE in a regular position.
2. Employees who are enrolled in West Virginia State Teachers Retirement are eligible to enroll for a GSRA as well as employees who are enrolled in TIAA/CREF.

### **Loan Provision**

There is a loan provision included with GSRA accounts. The loan provisions include

- Ability to borrow up to 45% of the TIAA/CREF accumulation, but not to exceed more than \$50,000.
- Repayments made quarterly over one to five years, or up to ten years if the loan is for buying a principal residence.
- No fees or charges when applying for a loan.
- Loan applications are reviewed for collateral requirement only. There are no credit reviews.

## **LONG TERM DISABILITY INSURANCE**

### **Purpose**

To offer employees an opportunity to have **income replacement protection** in the event of an accident or illness which results in the loss of pay.

### **Carrier**

The Standard Insurance

### **Eligibility**

All full-time regular status employees who work at least .53 FTE (20 hours per week). There is pre-existing condition exclusion in this plan. This means that The Standard Insurance will not pay any benefit if a disability is caused by an injury sustained in an accident that occurs or an illness that starts before the employee is insured. This exclusion will not apply if for the full year prior to start of a total disability the employee was actively at work and covered either under the group policy and/or under their prior employer's group disability policy, which provided benefits for five or more years.

### **Enrollment Period**

Any time during the month of employment.

### **Effective Date**

Coverage begins on the first day of the month following the date of employment.

### **Premium**

Total cost is paid by the employee.

### **Coverage**

Employees are divided into two groups that affect the waiting period before benefits begin, as well as the monthly premium.

- Faculty -- a three-month waiting period is required before benefits begin
- Staff -- a six-month waiting period before benefits begin.

Total disability under the plan is the "inability of the employee, by reason of sickness, bodily injury, or pregnancy, to engage in any occupation for which the employee is reasonably fitted by education, training or experience." The plan provides the following benefits for total disability:

- A monthly income equal to 60% of your gross monthly salary, but not to exceed \$5,000 monthly.
- Twelve percent of the employee's gross monthly salary will be contributed to a retirement account.
- Three-month survivor income benefit.
- Partial disability benefits.

## **WV STATE TEACHERS**

As of July 1, 1991, West Virginia State Teacher's Retirement is no longer a retirement plan option for employees in higher education. However, the following is an overview of benefits for those employees already enrolled in the plan.

### **Retirement Age**

Members qualify for life-time monthly benefits after completing one of the following eligibility requirements:

1. Any age with 35 years of service to receive full benefits.
2. Any age with 30 years of service; benefits are actuarially reduced if the member is under age 55.

3. Age 55-59 with 30 years of service to receive full benefits.
4. Age 60 or over with 5 years of service to receive full benefits.

*Eligible military service is credited as West Virginia service.*

### **Disability Benefits**

After ten years of service and less than age 60, a disability benefit package is available providing the employee is totally disabled for six months and the disability is determined to be permanent. Approval is based upon medical evidence.

### **Loans**

For specific information regarding loan provisions, contact State Teachers.

## **SOCIAL SECURITY**

Social Security is a federal program that provides retirement income, disability benefits, and health care for people 65 and older. For every dollar withheld from an employee's pay check, the university contributes an equal amount. Detailed information about particular benefits can be obtained by contacting the Social Security Office.

## **WORKERS' COMPENSATION**

Chapter 23 of the West Virginia State Code provides for wage benefits and medical coverage for an employee who suffers a work related illness or injury. The code mandates that an employee must choose either Workers' Compensation benefits or employer paid leave. The employee is not entitled to receive both benefits. Please see the **Disability Benefit Payment Option Form** by clicking [HERE](#).

### **Employee's Responsibility**

- An employee must report all work related illness/injury to the immediate supervisor as the incident occurs.
- The supervisor and employee must complete a **Workplace Injury/Workplace Illness Report Form** by clicking [HERE](#). This form must be received in Human Resource Services within twenty-four (24) hours of incident.
- An employee must also complete Disability Benefit Payment Option Form. This form must be received in Human Resource Services within forty-eight (48) hours of the incident. If the employee is unable to complete the form, the Temporary Total Disability (TTD) Option will apply.
- If an employee seeks medical care, the Workers' Compensation Claim Form (WC1) must be completed by the employee and the health care provider.

### **Supervisor's Responsibility**

- Assure that Workplace Injury/Workplace Illness Report Form is completed and forwarded to Human Resource Services within twenty-four (24) hours.
- Evaluate the validity of the claim. Any concerns should be addressed in writing.
- Assess the work method and safety issues related to the accident.
- Notify Human Resource Services immediately of employee's return to work date.

### **Sick Leave**

The first three days immediately following a job related illness or injury will not be counted against an employee's sick/annual leave accrual. However, if the absence continues, time will be counted back to the full working day immediately after the incident.

### **Claims**

All claims for Workers' Compensation benefits are subject to review and ruling by the Workers' Compensation Commission. All medical claims and reimbursements must be filed within six (6) months. Any claim not approved may be appealed to Workers' Compensation.

### **Return to Work**

The employee must provide a written return to work statement from the attending physician prior to reporting for duty. Upon returning to work from an extended period of time, the employee may be returned to his/her previous position or one with comparable pay and duties.

## **UNEMPLOYMENT COMPENSATION**

If termination of employment occurs, unemployment compensation benefits are available. However, the terminated employee must make application with the local Employment Security office where the eligibility to receive benefits is determined. Details are available in Human Resource Services.

## **EDUCATIONAL BENEFITS**

Full-time regular-status and part-time regular-status employees of Marshall University, the Marshall Community & Technical College, University Physicians & Surgeons, the Research & Economic Development Center, the Byrd Institute, and the MU Foundation who have completed their initial probationary period are eligible to apply for tuition waivers and financial assistance for Marshall University and/or Marshall Community & Technical College classes. Full-time regular-status employees may be permitted to enroll for undergraduate or graduate classes offered by accredited West Virginia colleges or universities during regularly scheduled work hours. Release time is limited to actual class time and is not available for travel purposes. The following conditions must be met if release time is to be granted:

1. Supervisor must give prior approval for release time.
2. Course must fall within employee's regularly scheduled work week.

If these conditions are met, the employee may take up to five hours per week release time to attend the class.

### **Reimbursements - *UNDERGRADUATE***

Tuition waiver/financial assistance applications may be obtained through the Staff Council Office.

### **Reimbursements - *GRADUATE***

Graduate and professional fee waivers are available through the Graduate School and provide for the waiver of tuition, registration fee, and higher education resources fee only. All student fees must be paid by the employee.



## **HOLIDAYS**

### **Purpose**

To provide compensated time off to employees in order for them to observe state and federal holidays. Holiday schedule are based on a fiscal year. Current schedule can be viewed at the HR Services web site, <http://www.marshall.edu/human-resources/benefits/holiday-schedules/>.

### **Designated Holidays**

- NEW YEAR'S DAY
- MARTIN LUTHER KING'S BIRTHDAY
- LINCOLN'S BIRTHDAY\*
- WASHINGTON'S BIRTHDAY\*
- PRIMARY ELECTION DAY\*
- MEMORIAL DAY
- WEST VIRGINIA DAY\*
- JULY 4TH
- LABOR DAY
- COLUMBUS DAY\*
- GENERAL ELECTION (EVERY EVEN YEAR)\*
- THANKSGIVING DAY
- CHRISTMAS DAY

**\*These holidays have been reassigned and will be taken the day after Thanksgiving and between Christmas and New Year's Day.**

Holidays occurring on Saturday will be officially observed on the preceding Friday. Holidays occurring on Sunday will be officially observed on the following Monday.

Additional holidays may be appointed or recommended by the Governor of West Virginia or the President of the United States for general cessation of business.

### **Holiday Pay**

Refer to Employment Section, "Compensatory & Holiday Premium Time."

### **Religious Holidays**

In accordance with federal law, Marshall University will grant reasonable time off to employees who wish to observe religious holidays not included on the list of recognized holidays as long as it does not cause undue operational hardships within the department. Such time off shall be charged to annual leave.

If no compensatory accrual exists, or the employee does not wish to have the time charged to annual leave, he/she may elect to

- Take the time off without pay,
- Make up the time missed,
- Utilize flex time without actually altering the 37 1/2 hour work week.

Of course, this must be worked out internally on a case-by-case basis between supervisors and employees.

## **EMPLOYEE LEAVE**

West Virginia Code §18B-1-6 and Higher Education Policy Commission Series 38 Procedural Rule provides for paid and unpaid leave for employees.

### **General Leave Information**

Annual and sick leave may not be taken before it is accrued. If an employee works less than a full month, annual and sick leave shall be accumulated on a pro rata basis.

### **Eligibility**

- An employee working on a regular and continuing basis for no less than 1,950 hours within a twelve (12) consecutive month period is considered to be a full-time employee and is eligible for leave as specified.
- An employee working between 1,040 hours and 1,950 hours on a regular and continuing basis during a twelve (12) consecutive month period shall accumulate leave on a pro rata basis.
- An employee working less than 1,040 hours during a twelve (12) month period is not eligible for leave benefits.
- A faculty member on a twelve-month appointment is defined as a full-time employee; therefore, accrues sick and annual leave.
- Casual, student, and temporary employees are not eligible.

### **Leave of Absence, Terminal Leave, Holidays, Service Credit, and Transfer of Leave**

- An employee on leave of absence without pay shall not accrue annual or sick leave or years of service credit for any and all full months in which she/he is off the payroll.
- In the course of a resignation or retirement, terminal leave is the period following the last day of actual work. During this period the employee remains on the payroll, however, no type of leave may be accrued. Also, the employee is not eligible for any paid holidays during the terminal leave period.
- A recognized institutional holiday occurring during an employee's leave period shall not be considered as a day of leave, provided the employee is not in a terminal leave period.
- Length of service shall be total years of service which includes experience with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. Annual appointment periods of nine (9) months or more shall be credited for one (1) year of service for annual leave calculation purposes.
- Up to fifteen (15) days of annual leave may be transferred from other agencies of state government and state higher education institutions. Certification of the balance is required. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution.
- All accumulated sick leave may be transferred from other agencies of state government and state higher education institutions. Certification of the balance is required. The transfer of accumulated sick leave must be made within one (1) year of the date of employment with Marshall University.

### **Notification**

Employees are required to follow unit, department, division, or institutional established procedures when requesting leave and notifying supervisors of their absences.

### **Resignation/Retirement**

An employee who resigns or retires will be paid for unused annual leave. He/she may elect to be paid for the balance of their unused annual leave in a lump sum or remain on the payroll after the last scheduled work day until all annual leave is exhausted.

A resigning employee forfeits all accumulated sick leave. No reimbursement shall be provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to health insurance coverage or for provisions lawfully provided for at that time. An employee who resigns in good standing and is later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of reemployment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated. Unused sick leave may be transferred to another state agency, if requested within time limitations.

### **Change in Status**

An employee who transfers from a staff or faculty leave-eligible position to a nine-month faculty position (ineligible for leave) will be paid for accumulated annual leave in a lump sum upon transfer.

### **Reporting**

Leave should be reported to Payroll and HR Services in quarter-hour increments.

## **PAID LEAVES**

### **ANNUAL LEAVE**

#### **Eligibility/Accrual Rates**

Full-time non-classified employees and faculty with twelve-month appointments shall be eligible for up to twenty-four (24) days leave per year calculated at the rate of 2.00 days per month from the date of employment.

Employees in full-time classified positions shall be eligible for annual leave based on length of service as follows:

- |                          |                 |              |
|--------------------------|-----------------|--------------|
| • <Five years of service | 1.25 days/month | 15 days/year |
| • 5 -10 years of service | 1.50 days/month | 18 days/year |
| • 10-15 years of service | 1.75 days/month | 21 days/year |
| • 15+ years of service   | 2.00 days/month | 24 days/year |

Eligible employees who work less than 1,950 hours per year earn leave on a pro rata basis.

#### **Maximum Accumulation**

Employees may accumulate a maximum of twice their annual accrual rate. Any accrual beyond twice the annual accrual rate will be forfeited. Example: If an employee earns 15 days per year, the maximum accrual will be 30 days.

### **Other Conditions**

At the request of the employee through established procedures, annual leave may be granted because of illness. In the event of an employee's death, the value of accumulated annual leave will be paid to the employee's estate. Work requirements shall take priority over the scheduling of annual leave. However, when operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee.

### **SICK LEAVE**

Sick leave may be used by the employee when ill, injured, when in need of medical attention or when death occurs in the immediate family. Sick leave may also be used to care for immediate family members who are ill, injured, or when in need of medical attention.

### **Accrual Rate**

A full time employee earns 1.50 days per month. An eligible employee who works less than 1,950 hours per year earns on a pro rata basis.

### **Maximum Accumulation**

Sick leave may be accumulated without limit.

### **Definition of Immediate Family Members**

Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.

### **Verification**

Sick leave for more than five (5) consecutive days shall not be granted to an employee for illness without satisfactory proof of illness or injury, as evidence by a statement of the attending physician or by other proof satisfactory to the institution.

The institution may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this rule, regardless of the duration of the illness.

Falsification of documentation or abuse of sick leave may result in disciplinary action, including dismissal.

### **Medical Release**

An employee having an extended illness or serious injury shall, before returning to duty, obtain satisfactory medical clearance to help ensure adequate protection and shall indicate the employee's ability to perform her/his duties. The medical clearance must be in writing.

### **Annual Leave Option**

Except in cases involving catastrophic sick leave, if all accumulated sick leave has been used and annual leave is available, it is the option of an employee to choose one of the following:

- to use any accumulated annual leave until it has also expired, or

- retain the accumulated annual leave for use after return to work and be taken off the payroll immediately after the accumulated sick leave has expired.

Please see section on *Medical Leave of Absence without Pay* for more information.

### **Workers' Compensation**

Please refer to the section on *Workers' Compensation*.

## **CATASTROPHIC LEAVE**

Catastrophic Leave provides for paid leave donated by co-workers. By policy, catastrophic leave is defined as, "a medically verified illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all leave and other paid time off." Catastrophic leave can also be used for an incapacitated immediate family member if this results in the employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.

### **Eligibility**

Non-classified and classified staff and twelve-month faculty who are eligible for leave are eligible for catastrophic leave.

### **Definition and Limitation**

Catastrophic is defined as a tragedy; a momentous tragic illness or injury ranging from extreme misfortune to utter ruin. Because of this definition, catastrophic leave will not be automatically allowed, especially where there is evidence of abuse.

### **Responsibility**

The President or his/her designee has the authority to approve the transfer of sick leave. At Marshall University, the Director of Human Resource Services serves as the President's designee in this regard. This program will be administered in accordance with the West Virginia State Code. Confidentiality is crucial and will be strictly maintained

A leave recipient must complete an application form for catastrophic leave and obtain medical documentation. These two documents should be given to HR Services in a timely manner.

A leave donor must complete a leave donation form and forward to HR Services.

## **FUNERAL LEAVE**

An employee may use sick leave in the event of the death of an immediate family member. Please see the *Sick Leave* section for the definition of an immediate family member. Supervisors may request verification. Annual leave may be requested to provide an extended bereavement period or to attend to the affairs of the estate.

## **MILITARY LEAVE**

An employee who is a member of the National Guard or any of the Reserve Components of the Armed Forces of the Federal Government is entitled to a leave of absence from duty without loss of pay, status, or efficiency rating, on all days during which they are engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, the leave of absence is considered as time worked in computing seniority, eligibility for salary increase and experience. The employee must submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.

### **Additional Paid Leave**

An employee who is a member of the National Guard or any of the Reserve Components of the Armed Forces of the Federal Government and who is called to active duty is eligible for an additional leave of absence from employment for a maximum period of thirty (30) days. An employee who has not used all or some portion of the original thirty working days of military leave is eligible to add the number of unused days from the same calendar year to the thirty days for which he/she is eligible, up to a maximum of sixty (60) days for a single call to active duty. Leave cannot be carried over and used in the next calendar year.

### **Unpaid Military Leave**

Any employee called to active duty during a time of war, national emergency or under compulsory provisions of the law of the United States shall be granted a leave of absence without pay (beyond the paid leave above). Upon return to work, the employee shall be credited with all annual leave and sick leave not used at the commencement of his/her military leave.

## **JURY LEAVE**

Upon application in writing, an employee shall be granted leave with pay when, in obedience to a subpoena or direction by proper authority he or she serves upon a jury or appears as a witness before any court or judge, any legislative committee, or any officer, board, or body authorized by law to conduct any hearing or inquiry. This shall not apply in cases where the employee is a litigant, defendant or other principal party or has a personal or familial interest in the case or proceeding.

### **Official Duties**

When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.

### **Report to Work**

The employee shall report to work if he/she is excused by the court before the end of her/his regular work day.

## **SPECIAL EMERGENCY LEAVE WITH PAY**

Special emergency leave with pay may be granted by the president or her/his designee to

full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

## **LEAVES WITHOUT PAY**

The federal and state governments provide leaves without pay for medical or personal circumstances or to handle family responsibilities.

### **MEDICAL LEAVE OF ABSENCE WITHOUT PAY**

An employee requesting a medical leave of absence without pay must provide the president or the president's designee with satisfactory medical evidence (such as a statement from the attending physician) that he/she is unable to work. The medical statement shall include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the president or her/his designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician.

#### **Eligibility**

Only employees considered full-time regular are eligible for a medical leave of absence without pay.

#### **Limitations**

A medical leave of absence without pay may be granted for no more than a twelve (12) consecutive month period. An employee must utilize all sick leave prior to beginning a medical leave of absence. Annual leave may be banked until the employee returns to work or may be used to extend paid leave. This decision is the employee's choice.

During a medical leave of absence without pay the university will continue to pay its portion of the employee's health insurance if the employee's share is paid in a timely manner.

#### **Return to Work**

An employee shall be expected to report to work on the first workday following expiration of the disability period. Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution. An employee, prior to return to duty, shall obtain satisfactory medical clearance to help ensure adequate protection and which shall indicate the employee's ability to perform her/his duties. The medical clearance must be presented in writing.

#### **Separation**

If any employee is unable to return to work after the maximum twelve (12) months of disability, he/she will be separated from employment. Any remaining annual leave will be paid in a lump sum payment.

## **PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

An employee, upon application in writing and upon written approval by the institutional president or her/his designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided all accrued annual leave has been exhausted. Application should include supervisors' approval.

### **Insurance**

During a personal leave, Marshall University shall continue group health insurance coverage provided that the employee pays the full premium costs of such group health plan.

### **Return to Work**

At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights, unless the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment.

## **FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) is a federal law. This law provides for twelve (12) weeks of leave in a year. At Marshall University, for purposes of this law, a year is defined as a calendar year. Certification is required.

### **Eligibility**

An employee applying for Family and Medical Leave must have worked at least 1,250 hours during the last year and have been employed at Marshall University at least 12 months prior to application. Hours worked do not include hours of paid or unpaid leave.

### **Reasons for Leave**

The FMLA provides leave for the following reasons:

- the birth of a son or daughter, and to care for the newborn child;
- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; and
- the employee is unable to work because of a serious health condition.

### **Intermittent/Reduced Schedule Leave**

FMLA permits an employee to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

### **Return to Work**

An employee on FMLA shall be returned to the same or an equivalent job at the same salary. If FMLA was required for the employee's illness, injury, or condition, a written medical release from a physician is required prior to the employee returning to work.



## **PARENTAL LEAVE**

The Parental Leave Act of 1989 is a West Virginia state law.

### **Eligibility**

A full-time regular employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave. The request must be due to birth or adoption by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent, or dependent with a serious health condition. Parental leave is not used for an employee's illness or disability.

### **Application**

The employee must provide the supervisor with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial.

### **Certification**

The employee must provide the supervisor with certification by the treating physician and/or documentation regarding dependency status.

### **Paid Leave**

All annual leave must be exhausted before the parental leave begins. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive month period.

### **Health Insurance**

During parental leave by an employee, Marshall University shall continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan.

### **Return to Work**

The position held by the employee immediately before the leave commenced shall be held for a period not to exceed the twelve week period of the parental leave and the employee shall be returned to that position.

# Employment

## EMPLOYMENT DEFINITIONS

**Base Salary:** The amount of salary paid annually to an employee, excluding any annual increment earned. Total salary is base salary plus any increment earned.

**Casual Employee:** A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits, are not covered by the classification program and are not considered "internal" candidates for purposes of hire, transfer or promotion.

**Classified Employee:** An employee who is covered by the provisions of the classification program.

**Demotion:** Movement from a position requiring a certain level of skill, effort and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility.

**Downgrade:** A reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade. Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation. When a downgrade occurs to an employee occupying a title held by more than one individual, the position's current title will be changed to a different title in the lower pay grade. When a downgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.

**Exempt:** Position not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

**Fair Labor Standards Act:** The FLSA mandates minimum wage, overtime pay, and recordkeeping requirements, and restricts child labor. These requirements apply to all state and local government employees, except certain employees excluded from the FLSA definition of the term "employee" and those employees who may qualify for exemption from the requirements of FLSA.

The FLSA is administered by the U.S. Department of Labor's Wage and Hour Division. If you have specific questions about the requirements of FLSA, contact the Wage and Hour Division's nearest office for answers to your questions.

**FTE: Full-Time Equivalency** refers to the number of work hours assigned to a position. A 1.00 FTE position is assigned 37.5 hours per week. Part-time assignments are calculated on a percentage of the 37.5 hours per week. The FTE terminology is also used in budgeting of positions and allocation of funds.

**Internal Candidate:** All current M.U. full- and part-time regular employees are considered internal candidates when applying for positions and are guaranteed an interview if they

meet the minimum requirements for the position. Casual, temporary and student employees are not considered "internal" candidates for purposes of hire, transfer or promotion.

**Nonexempt:** A position which is entitled to overtime benefits as outlined in federal and state law.

**Part-time Regular Employee (PTR):** An employee in a position created to last less than 1,040 hours during a 12-month period. An employee in a part-time regular position is not eligible for benefits, but is covered under the classification program.

**Promotion:** Movement from a position requiring a certain level of skill, effort and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority.

**Qualified:** An applicant with the appropriate education, experience and skills required to be hired, transferred, or promoted into a particular position.

**Student Employee:** An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits, is not covered by the classification program and is not considered to be an "internal" candidate for the purposes of hire, transfer or promotion.

**Temporary Employee:** An employee hired into a position expected to last fewer than nine months of a 12-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, and not considered to be "internal" for purposes of hire, transfer or promotion. Temporary employees are covered by the classification system.

**Transfer:** Movement from one position or job title to another position or job title requiring the same degree of skill, effort and authority. Both positions are in the same pay grade.

**Underutilization:** An analysis conducted by the affirmative action officer to determine whether minorities or women are employed in a job group at a rate that is consistent with availability of qualified minorities or women in the job market.

**Upgrade:** An advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities, as determined by job evaluation. When an upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade. When an upgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.

## **EMPLOYMENT POLICY**

### **INTRODUCTION**

Recruitment and selection of employees are two important functions of a supervisor. Employees and supervisors need to be fully aware of the responsibilities involved with selecting new employees, as well as the applicable policies and procedures.

### **POLICY ON EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

It is the policy of Marshall University to provide equal education and employment opportunities for prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit. In order to ensure equal opportunities for all,

- Marshall University prohibits discrimination based on race, color, sex, sexual orientation, religion, age, national origin, veteran status, or disabilities.
- Marshall University will take affirmative action to employ, advance in employment and otherwise treat without discrimination qualified women, minorities, individuals with disabilities, disabled veterans, and veterans of the Vietnam era.
- Marshall University does not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, sexual orientation, religion, age, national origin, veteran status or disabilities.

### **ROLE OF EQUITY PROGRAMS**

The Director of Equity Programs will evaluate and ensure compliance of the University with federal, state and university regulations pertaining to Equal Employment Opportunity and Affirmative Action.

### **ROLE OF HUMAN RESOURCES**

The Human Resources staff is prepared to assist and advise the Hiring Official in all levels of the hiring process. The University is committed to finding the best qualified employees while adhering to the university's affirmative action goals.

### **ROLE OF HIRING OFFICIAL**

The Hiring Official has the responsibility for screening, interviewing and recommending candidates for hire. The Hiring Official is responsible for working with both the Human Resources and Equity Programs offices to complete the hiring process.

### **HIRING PROCESS**

#### **RESPONSIBLE PARTIES**

**Director of Equity Programs** will approve the selection of the recommended candidate.

The **Hiring Official** will

- Work with Human Resources and Equity Programs throughout the hiring process;
- Verbally offer the position to the successful candidate and follow up in writing;
- Respond in writing to the unsuccessful candidates; and
- Prepare a Personnel Action Request form (PAR) to initiate the hire, transfer, or promotion.

**Human Resources** will provide information regarding entry rate salaries or calculation of the promotional salary amount.

### **SALARY ADMINISTRATION**

#### **POLICY**

The assignment of salary shall be based on the salary schedule established by the Board of Trustees and approved by the West Virginia Legislature. No regular employee shall be paid less than the approved entry rate established for his/her pay grade.

### **INTERIM SALARY ADJUSTMENT**

When employees assume additional duties and responsibilities on a temporary basis, they are entitled to receive an interim salary adjustment. The temporary assignment must be for a period of at least four weeks but no longer than twelve months.

Interim salary adjustments do not affect a position's job title and salary; there is no change in classification. After the temporary assignment is over, the employee's salary reverts to the original amount.

### **ABOVE ENTRY RATE EMPLOYMENT OFFERS**

Offers of employment above the normal entry rate may be made under certain conditions. Requests for hiring exceptions shall be submitted to Human Resources for review and approval by the president or the president's designee. Review of exceptions shall be made by the Job Evaluation Committee (JEC). Please contact the department of Human Resources for specific details.

### **ANNUAL EXPERIENCE INCREMENT**

Commencing with the fiscal year beginning on the first day of July, each classified employee with three or more years of full-time state experience shall receive an annual salary increase equal to \$50.00 times the employee's years of experience. This annual salary increase does not include any other salary increases which may be granted. The annual experience increment will be paid to the employee in a lump sum.

### **EQUAL PAY ACT OF 1993**

This act ensures that all employees performing similar work shall receive equal pay when their jobs require equal skill, effort and responsibility as defined in the law.

It also provides pay differentiations based on individual qualifications, merit and longevity.

### **PROBATIONARY PERIODS**

#### **POLICY**

New employees are required to complete an initial probationary period of six months.

#### **PURPOSE**

- To allow the university sufficient time to evaluate the new employee's capability of performing assigned duties and responsibilities; and
- To permit the employee sufficient time to assess the University as an employer.

#### **CONDITION OF EXTENSION**

Under special circumstances, a probationary period may be extended up to *three additional months*, subject to approval from the Director of Human Resources. If this extension is deemed necessary, the following procedure must occur:

1. Prior to the end of the original probation period, the supervisor should consult with the Director of Human Resources regarding the need for additional probationary time.
2. Once the Director of Human Resources approves extending the probationary period, the employee will be informed in writing.

3. The supervisor must provide the employee counseling and a written, planned program covering a specified time to achieve outlined goals and objectives.

### **TERMINATION UNDER PROBATION**

- A new employee may be terminated at any time during the probation period for cause. The employee will be notified in writing regarding the reason for termination and a copy of the notice **MUST** be on file in the Department of Human Resources.
- Any employee has the right to *due process* as defined in the grievance procedure, which would include the right to request a pre-termination conference.

### **TRANSFERS AND PROMOTIONS**

#### **POLICY**

It is the policy of Marshall University to promote from within whenever possible. To implement this policy, Classified Staff employees who make timely bids for recruiting vacancies and who meet the minimum qualifications are guaranteed an interview for either Fair Labor Standards Act (FLSA) non-exempt or exempt Classified Staff positions.

#### **ELIGIBILITY**

Employees may not apply for transfer or promotion during a probationary period without written permission from their immediate supervisors.

#### **EMPLOYEE'S RESPONSIBILITY**

- If an employee is interested in transfer or promotion, it is the employee's responsibility to apply for vacant positions when they are advertised.
- It is the employee's responsibility to assure that his/her university application is accurate and up-to-date. Applicants whose files are not completed by the posted deadline will not be considered.

#### **HUMAN RESOURCES' RESPONSIBILITY**

It is the responsibility of the Director of Human Resources to ensure compliance with this policy. A representative of the Department of Human Resources is available to counsel employees regarding employment goals at Marshall University. Employees interested in more information can contact Human Resources.

#### **TRANSFER PROCEDURE**

- An employee would apply for a **VOLUNTARY TRANSFER** through the normal application process.
- An **ADMINISTRATIVE TRANSFER** occurs only if it is in the best interest of the employee, the department, and the university.

#### **Salary**

According to Higher Education Policy Commission Procedural Rule Series 8, no change of base salary as a function of a transfer may occur.

#### **PROMOTION PROCEDURE**

An employee should apply for promotional opportunities through the normal employment application process.

## **Salary**

If selected for a position in a higher pay grade, the employee will receive an increase of five percent (5%) per pay grade or the entry rate of the new pay grade, whichever is greater.

## **EXEMPT POSITIONS**

All qualified internal promotion and transfer candidates will be guaranteed an interview for Classified exempt positions subject to the approval of Director of Equity Programs.

## **NONEXEMPT POSITIONS No Underutilization**

1. If the position is a nonexempt classified vacancy and the Director of Equity Programs determines that there is no underutilization of females or minorities, the position will be advertised within the institution only.
2. All qualified employees within the applicant pool will be interviewed and the best qualified internal candidate hired.
3. In instances where employees are equally qualified, the employee with the greatest amount of continuous seniority at Marshall University shall be awarded the position.
4. This rule applies only in a transfer or promotion to an open position.

## **Underutilization**

1. If the position is a nonexempt classified vacancy and the Director of Equity Programs determines that there is an underutilization of females or minorities, the position will be advertised locally or regionally.
2. Once the position is advertised, the Equal Opportunity laws require that all qualified candidates be given fair consideration for the position. Current qualified employees will be guaranteed an interview.

## **DEMOTIONS**

### **PROCEDURE**

A demotion may be voluntary or involuntary (the result of a disciplinary action) when an employee moves from one position to another. The newly assigned position will have a different job title and lower pay grade and will require a lesser level of skill, effort, and responsibility.

### **SALARY**

Upon demotion, the employee's base salary is decreased five percent (5%) per pay grade.

## **STAFF PERSONNEL FILES**

### **PURPOSE**

To maintain an official record of employment history, educational background and emergency contact information for all **classified and non-classified** employees at Marshall University.

### **LOCATION**

Personnel files for all **classified and non-classified** employees at Marshall University are maintained by the Department of Human Resources. (Faculty personnel files are maintained in the Academic Affairs Office and in the School of Medicine Dean's Office.)

## ACCESS BY EMPLOYEE

1. An employee may examine his/her own file and the contents therein except for materials which were gathered with the employee's prior agreement to forfeit his/her right of access, such as some references.
2. A copy of any material in the personnel file, except as noted above, shall be provided to an employee upon request. **A small fee for copying may be charged.**
3. An employee may review his/her personnel file by **scheduling an appointment with the Department of Human Resources.**

## IDENTIFICATION

An employee must present his/her Marshall University Identification Card for verification purposes. The date and time of each review shall be recorded.

## REMOVAL OF DOCUMENTS

Employees must petition Human Resources to request that documents be removed from their personnel files.

## ACCESS BY OTHER UNIVERSITY PERSONNEL

Within the university, hiring officials may only review past performance appraisals and any disciplinary action documents when interviewing and selecting employees.

## WORKING HOURS

### POLICY

- The hours per week a person will be required to work are established based on the needs and requirements of each department.
- Employees will be informed about details of their work schedules by their supervisors.

## WORK WEEK

The work week is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. on Sunday and ends at 12 midnight the following Saturday. The institutional president or the president's designee may establish a work week different from this, provided that record keeping requirements are met, as set forth in relevant law. A work schedule of thirty-seven and one-half (37 1/2) hours will be established within a work week.

1. **NON-EXEMPT** employees in regular, full-time positions are normally required to work 37.5 hours per week, generally consisting of five 7.5 hour days. Typically, University offices are open Monday - Friday, 8:00 a.m. to 4:30 p.m.
2. **SHIFT WORK** may be required in some areas, such as Public safety, Physical Plant and Auxiliary Services. These areas may require 24-hour coverage seven days a week and employees may work varied days and shifts.
3. **EXEMPT** employees are excluded from the provisions of the Fair Labor Standards Act. Employees in this status typically work a 7.5 hour day but may be required to work additional and/or varied hours.



## **LUNCH PERIODS**

Every employee must have a meal break when working a 7.5 hour day. The normal time frame is one hour, but it may not be less than 30 minutes.

## **BREAKS**

The 7.5 hour work day includes a 15-minute rest period each morning and each afternoon or each half shift of work.

- The scheduling of these periods is arranged with the supervisor and he/she must be able to locate the employee if necessary.
- Time granted for rest periods does not accrue nor can it be used to extend an employee's lunch period by leaving early or returning later than the regularly scheduled time.
- Breaks must be taken separately and may not be combined.

## **OVERTIME POLICY**

### **ELIGIBILITY**

Any non-exempt employee.

### **STRAIGHT TIME**

In accordance with federal and state law, the first forty (40) hours worked are compensated at straight time, hour for hour.

### **OVERTIME CALCULATION**

- Overtime does not commence until forty (40) hours have actually been worked within one (1) work week.
- Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time, is not counted as working hours for purpose of overtime.
- Overtime pay is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate. Contact the Payroll Office for specific calculations.

### **OVERTIME ASSIGNMENT**

When possible, overtime will be distributed equally among all full-time regular employees within a group or department. When work schedules require overtime for a given job classification, university practice states that overtime opportunities will be offered to those employees who are performing the same or similar work and who desire the overtime.

Overtime must be approved by the employee's supervisor before it is worked.

If a department finds it necessary to call employees in for overtime assignments, it will follow a seniority-based system. After every person who is asked to work refuses the assignment, the least senior person on the list will be required to accept the overtime.

All non-exempt employees are expected to work overtime during emergencies unless they are excused for valid reasons.

## **COMPENSATORY & HOLIDAY PREMIUM TIME**

### **PURPOSE**

To provide compensation for employees who are required to work on any designated Board of Trustees or university holiday **OR** beyond their regularly scheduled work hours.

### **COMPENSATORY TIME**

1. Time off shall be allowed only to the extent authorized by federal and state laws.
2. A non-exempt employee required to work in excess of his/her regular daily work schedule shall be given compensatory time off as follows:
  - Up to 40 hours, he/she is eligible for compensation equal to the actual hours worked beyond the normal 37.5 work hours.
  - Beyond 40 hours, compensatory time off may be given at the rate of one and one-half times the number of hours actually worked.
3. While the decision as to whether overtime must be worked is the supervisor's, the decision as to whether an employee will receive overtime pay or compensatory time off must be by mutual agreement, and decided **prior** to performance of the work.
4. Use of compensatory time must be scheduled and approved by the employee's supervisor so as not to disrupt the operation of the institution or work unit. The compensatory time must be used within a 12-month period.
5. If the employee is transferring to another position, the compensatory time earned must be used before the transfer.

### **HOLIDAY PREMIUM TIME**

When a full-time or part-time classified non-exempt employee is required to work on any designated board or institution holiday, that employee at his/her option shall receive regular pay for that holiday plus substitute time off or additional pay at the rate of one and one-half (1 1/2) times the number of hours actually worked. The time off must be used within a 12-month period following the holiday.

When an exempt employee is required to work on any designated board or institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

### **CALL-BACK PROCEDURES**

#### **PURPOSE**

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities. The time is compensable.

#### **EMERGENCY CALL-BACK**

- When a non-exempt employee is called back to work after completing a regular work schedule, "call-back" compensation guarantees a minimum of four hours of pay. The employee will receive compensatory time off or pay for the four hours.
- If an employee is called back more than once during a 24 - hour period, the four-hour minimum applies only to the first instance. Subsequent call-outs will be paid on an **actual hours worked** basis.

#### **ON-CALL STATUS**

- If the employee must remain on the University's premises or is unable to use the time freely, the time is compensable.

- If the employee can come and go freely, even though a telephone number must be available where he/she can be reached, the time is excluded from hours worked (Fair Labor Standards Act).

## **RESIGNATION**

### **PURPOSE**

Proper notification of resignation allows a department time to begin the recruitment and/or training procedures required to ensure efficient operation. Failure to provide appropriate written notice may result in the employee being considered ineligible for future employment with Marshall University.

### **POLICY**

- To resign with proper notice, the **non-exempt** classified employee is expected to submit a written notice of at least two weeks in advance of the last working day.
- A one-month written notice is expected for **exempt** employees.

### **WAIVER**

Upon mutual agreement between the resigning employee and the supervisor, the two-week or one-month notice may be abbreviated or waived.

### **ACCRUED LEAVE**

A resignation is effective the last working day that the individual will be on duty. If circumstances require that an employee resign before he/she has the opportunity to use all accrued vacation, payment will be made covering the value of the remaining vacation time as specified in Chapter 5, Article 5, Section 3 of the West Virginia Code:

1. Lump sum payment (payable in final check).
2. Employee may remain on the payroll until all annual leave is exhausted; however, he/she is not entitled to any pay for holidays which may occur during that time period.
3. There will be no payment for accrued sick leave upon resignation.

### **JOB ABANDONMENT**

Any employee who is absent from duty for three consecutive work days, without proper notification to or authorization by the supervisor, shall be considered to have resigned his or her position.

## **EXIT INTERVIEW**

### **PURPOSE**

- To review and finalize benefit options.
- To provide the employee with the opportunity to evaluate his/her employment experience at Marshall University.
- To return University property assigned to the employee.

### **EMPLOYEE'S RESPONSIBILITY**

Employees who are leaving should schedule an appointment with the Benefits Counselor at the time they submit their resignation.

## **EMPLOYMENT OF MINORS**

### **PURPOSE**

The Fair Labor Standards Act (FLSA) has child labor provisions that regulate the minimum age and maximum hours that govern the employment of minors in certain occupations. These regulations are meant to provide protection from employment which may be hazardous or detrimental to a minor's health and well-being. Federal and state law defines a minor as anyone who is under 18 years of age.

### **RESTRICTIONS**

**Youths who are 14 and 15 years old** may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

MAXIMUM HOURS WHEN SCHOOL IS IN SESSION: 3 hours/day 18 hours/week

MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION: 8 hours/day 40 hours/week

Minors (age 14-15) must have a work permit before beginning employment. It is the responsibility of the minor to provide the approved work permit. A work permit can be obtained from the Board of Education that has jurisdiction over the school that the minor attends.

- **Minors aged 16 or 17** have no work hour restrictions.

# Classification

## CLASSIFICATION SYSTEM

### INTRODUCTION

The system used by Marshall University to classify positions is based on a point-factor methodology. It is a state-wide system, used by all public institutions of higher education in West Virginia. The procedures to be followed are outlined in Series 8. More specific information is available in the Department of Human Resources.

### PURPOSE

- To provide internal equity for all positions.
- To provide external competitiveness to enable the University to attract and retain employees.
- To provide ongoing evaluation of new positions and the re-evaluation of positions that have undergone significant changes.
- To maintain uniformity with other West Virginia institutions of higher education.

Classification is concerned with the relative value of jobs within an organization. The concern is with the job, not the individual occupying the position. The strengths or weaknesses of the incumbent are not considered.

### POSITION INFORMATION QUESTIONNAIRE (PIQ)

- A PIQ is a document which describes the actual duties and responsibilities performed in each position and is maintained in the Department of Human Resources.
- A PIQ must be completed by the incumbent or hiring official for all classified positions.
- The PIQ must be completed and submitted with the signature of the employee, the immediate supervisor and department head. PIQs which are incomplete or do not have the appropriate signatures will be returned to the supervisor.

### JOB DESCRIPTION

A job description is a generic written summary of the essential duties and responsibilities required of the position. It is not intended, and should not be construed, to be an exhaustive list of all duties and responsibilities of any position. In all cases, the PIQ is the official position description.

### POSITION REVIEW REQUEST

#### POLICY

For employees who experience **significant** changes in their duties and responsibilities, campus reviews may be conducted at the request of the supervisor and/or the employee. The employee and supervisor should work together to update the Position Information Questionnaire (PIQ) and submit it to the department of Human Resources. The Department of Human Resources will review the revised PIQ and compare it to the one currently on file. If the changes in duties appear to affect the position's classification, a desk audit will be conducted. **Series 8** does **not** require that a desk audit be conducted for classification review requests; however, in most cases, it is the best tool for determining whether or not a

position has changed.

Classification reviews may be requested at any time, but it is unlikely that a position's classification would change unless responsibilities have changed. Review requests coming in without information to substantiate that a position have changed will be determined to be properly classified.

Classification reviews may also be requested for new and vacant positions. All decisions regarding classification are subject to a quarterly audit by the Job Evaluation Committee (JEC). This committee has the authority to uphold or modify any campus decisions, which is designed to ensure uniformity in the state system.

### **TIME FRAME**

Within thirty (30) days of receipt of the request, the Department of Human Resources shall issue a written decision.

### **CLASSIFICATION DECISION**

The classification decision will be one of the following:

1. **No change** -- the position is properly classified
2. **Upgrade** -- the position should be reclassified to a higher paygrade
3. **Downgrade** -- the position should be reclassified to a lower paygrade

### **JOB EVALUATION PLAN (JEP)**

The JEP is the basic element of the classification system. It consists of 13 compensable factors.

1. Knowledge
2. Experience
3. Complexity and Problem Solving
4. Freedom of Action
5. Scope and Effect
6. Breadth of Responsibility
7. Intrasystems Contacts
8. External Contacts
9. Direct Supervision Exercised
10. Indirect Supervision Exercised
11. Physical Coordination
12. Working Conditions
13. Physical Demands

A complete copy of the Job Evaluation Plan is on file in the Department of Human Resources.

### **JOB EVALUATION COMMITTEE (JEC)**

#### **PURPOSE**

To ensure that the classification system is administered equitably and uniformly across all West Virginia higher education institutions.

#### **COMPOSITION**

The JEC consists of representatives from the following constituent groups:

- Human Resources Administrators (HRA) appointed by the respective chancellor
- Human Resources Administrator from the Central Office
- Classified employees appointed by the Chancellors and Advisory Council Chairs

## RECORDS

The HRA from the Central Office shall serve as the Chairperson and official record keeper of all decisions made by the JEC.

## DEFINITIONS

**Factor:** One of the thirteen (13) items used to evaluate jobs. The items are knowledge; experience; complexity and problem solving; freedom of action; breadth of responsibility; scope and effect; intrasystems contacts; external contacts; direct supervision exercised; indirect supervision exercised; working conditions; physical coordination; and physical demands.

**Generic Job Description:** A summary of the essential functions of a job, including the general nature of the work performed, a characteristic listing of duties and responsibilities, and the specifications necessary to perform the work. Generic job descriptions shall be prepared for systems-wide and institution-specific titles occupied by more than one employee. For a job occupied by only one employee, the position description becomes the job description.

**Job:** A collection of duties and responsibilities performed by one or more employees at one or more institutions whose work is substantially of the same nature and which requires the same skill and responsibility level. For jobs occupied by only one employee, the terms "position" and "job" shall be considered the same.

**Job Family:** A series of job titles in an occupational area or group.

**Job Title:** The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities, and which require substantially the same knowledge, skills and abilities performed under similar working conditions.

**Pay Grade:** A range of compensation values for a job defined by a series of step values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels shall be classified within the same pay grade.

**Point Factor Methodology:** The instrument used to assign weights to the factors. The total of the weights determines the pay grade to which a job title is assigned.

**Position:** A set of duties and responsibilities performed by a specific employee at a particular institution.

**Position Description Form:** The document which describes the set of essential and non-essential functions of a position at a particular institution.

## Employee Relations

### DISCIPLINARY PROCEDURES

## **DEFINITION**

Disciplinary action consists of progressive steps taken when an employee does not meet the required performance standards and/or commits an offense contrary to the policies of the University. This action should be reasonable and timely and must be related to the severity of the offense. Discipline must be reviewed with the Director of Human resources prior to action.

## **PURPOSE**

- To ensure that discipline is fair and consistent.
- To place the employee on notice regarding problems with performance and to allow the employee an opportunity to make improvements.

## **RESPONSIBILITY**

- The immediate supervisor and/or the head of the department is responsible for initiating disciplinary action; this includes meeting with the employee to discuss and establish goals and standards to be achieved.
- In cases of discipline, the supervisor is to recommend the appropriate action; however, the Department of Human Resources will advise and assist.
- The final approval to suspend or terminate any employee rests with the president or his/her designee.

## **TYPES OF ACTIONS**

Depending on the severity and the nature of the offense, any combination of the following actions may be taken.

### **Oral Counseling**

1. Initiated for minor offenses.
2. Documentation should be kept in the employee's departmental file.
3. Oral counseling records that are relevant and timely may be used in recommending suspension and/or termination.

### **Written Counseling**

1. If oral counseling does not correct the situation within a reasonable length of time, a supervisor may give the employee written counseling.
2. When written counseling is issued, and the employee cannot or will not sign, a signature of a witness to the incident is to be obtained.
3. Documentation must be forwarded to the Department of Human Resources to be included in the employee's personnel file.

### **Suspension**

A suspension of one to 15 days may be initiated under the following conditions:

1. Recurrence of habitual infractions for which the employee has received oral and/or written counseling; or
2. A gross violation, without the prior benefit of either oral or written warning.



## **Discharge/Dismissal**

An employee may be dismissed under the following conditions:

1. Non-improvement in work performance after proper training and/or discipline by use of oral or written counseling;
2. Gross violations for which the employee has recently been suspended; and/or
3. Infractions involving violations without the benefit of oral or written counseling.

## **Offenses Requiring Immediate Suspension or Dismissal**

Some infractions may warrant immediate suspension or dismissal, such as

1. Theft of or malicious damage to university property;
2. Gross insubordination, including willful and flagrant disregard of a legitimate order, threatening or striking a supervisor;
3. Consumption of alcoholic beverages or improper use of narcotics while on duty, and appearing to work under the influence of alcohol or narcotics;
4. Unauthorized use of firearms or explosives on university property;
5. Conviction of a crime which could seriously affect the employee's work performance or the University;
6. Deliberate falsification of employment application or other University records such as time cards, medical records, or any other dishonest acts committed for personal gain;
7. Unauthorized occupation or use of University facilities;
8. Obstruction or disruption of teaching, research, or administration;
9. Physical abuse of persons on University property or at any University authorized function or event;
10. Setting unauthorized fires;
11. Absence for three consecutive work days without notification or reasonable cause for failure to notify;
12. Stealing from fellow employees, the University, or others on University property;
13. Immoral or indecent conduct on University property;
14. Sexual harassment, assault or rape; and/or
15. Fighting or threatening to fight on University premises or on University time.

## **PRE-SUSPENSION CONFERENCE**

An employee who has been recommended by his/her supervisor to be suspended may request a pre-suspension conference. The purpose of this meeting is to provide an opportunity for the employee to present any additional information relating to the incident or action under review as follows:

1. A request must be made to the Department of Human Resources for a pre-suspension conference within twenty-four (24) hours from the time the employee has been notified of the recommendation for suspension.
2. The conference will be conducted by the Director of Human Resources within the next two working days. The employee may bring a representative to assist him/her during the conference.
3. Information obtained during the conference will be presented to the president (or designee) for final written decision to uphold, modify, or repeal the recommended suspension.

## **PRE-TERMINATION CONFERENCE**

An employee who has been recommended for termination may request a pre-termination

conference, the purpose of which is to provide an opportunity for the employee to present any additional information relating to the incident or action under review.

1. A request must be made to the Department of Human Resources for a pre-termination conference within twenty-four (24) hours from the time the employee has been notified of the recommendation.
2. The conference will be conducted by the Director of Human Resources within the next two working days. The employee may bring a representative to assist him/her during the conference.
3. All information obtained during the conference will be presented to the president (or designee) for a final written decision to uphold, modify, or repeal the recommendation.

## **GRIEVANCES**

Grievances at Marshall University are governed by West Virginia State Code 29-6a. A complete copy of this portion of the State Code may be viewed on the Human Resource Services web site at <http://www.marshall.edu/wpmu/human-resources/human-resource-services-policies-and-procedures/>. A paper copy of the grievance statute may be obtained from Human Resource Services, 207 Old Main, Huntington campus. The material that follows is not policy itself but reflects policy as set forth in the West Virginia State Code. While every effort has been made to characterize the State Code accurately, persons contemplating or filing grievances are encouraged to view and read West Virginia State Code section 29-6a on the web or obtain a paper copy from Human Resource Services.

## **PURPOSE**

The purpose of the statute is to provide a procedure for the equitable and consistent resolution of employment grievances raised by employees. A complaint alleging discrimination on the basis of race, creed, color, national origin, sexual orientation, sex, handicap, or age may optionally be directed to the Director of Equity Programs.

## **DEFINITION**

A grievance is defined as any claim by one or more affected employees alleging a violation, a misapplication or a misinterpretation of the statutes, policies, rules, regulations or written agreements under which such employees work, including any violation, misapplication or misinterpretation regarding compensation, hours, terms and conditions of employment, employment status or discrimination; any discriminatory or otherwise aggrieved application of unwritten policies or practices of their employer; any specifically identified incident of harassment or favoritism; or any action, policy or practice constituting a substantial detriment to or interference with effective job performance or the health and safety of the employees. Excepted from the grievance process are issues related to pension matters, public employees insurance, retirement, or any other matter in which authority to act is not vested with the employer.

## **INFORMAL RESOLUTION**

A grievance may be resolved by any informal means accepted in writing by all parties. Alternative Dispute Resolution (ADR) services are offered by Human Resource Services for grievances being appealed to Level Three (as set forth below). ADR is optional. If the parties agree to participate in ADR, they are asked to sign a waiver of the timeline for a mutually-agreed upon length of time not less than 30 working days. Information on ADR can be obtained from Human Resource Services. The notes of the facilitator in the ADR process are confidential. Such facilitator may not testify in hearings at Level Three or Level

Four about information specifically part of the ADR process, although individuals serving as ADR facilitators are not prevented from providing other testimony in subsequent hearings.

### **GRIEVANCE FORMS**

A copy of the standard form for filing a statutory grievance, a copy of West Virginia State Code section 29-6a, and a chart showing the timelines for each step of the grievance process are available on request from Human Resource Services, 207 Old Main, 304.696.6455, [human-resources@marshall.edu](mailto:human-resources@marshall.edu).

### **ELIGIBILITY**

A statutory grievance may be filed by any employee on either full-time or part-time regular-status appointment. Grievances may be filed by individual employees or by groups of employees similarly situated.

### **STATEMENT OF GRIEVANCE**

The standard grievance form should contain a brief but complete description of the issue involved, the date the alleged incident or violation occurred, references to specific policies alleged to have been misapplied, and the specific relief sought in the grievance. Once a written grievance is filed, its substance cannot be changed as it moves through the appeals process.

### **GRIEVANCE PREPARATION TIME**

The grievant or an employee acting as representative, or both, shall be granted necessary time off during working hours for the grievance procedure without loss of pay and without charge to annual leave or compensatory time accruals. In addition to actual time spent in grievance conferences and hearings, the grievant or the employee representative, or both, shall be granted time off during working hours, not to exceed four hours per grievance, for the preparation of the grievance without loss of pay and without charge to annual leave or compensatory time accruals. However, the first responsibility of any state employee is the work assigned by the appointing authority to the employee. An employee may not allow grievance preparation and representation activities to seriously affect the overall productivity of the employee.

### **REPRESENTATION IN A GRIEVANCE**

A grievant may have the assistance of a fellow employee, employee organization, legal counselor, or other person or persons designated as the grievant's representative. At the request of the grievant, that person or persons may be present at any step of the procedure, provided, however, that at Level One a grievant may have only one representative.

### **PRIVACY OF GRIEVANCE CONFERENCES AND HEARINGS**

All conferences and hearings shall be conducted in private except that upon the grievant's request, conferences and hearings at levels two and three shall be open to employees of the grievant's immediate office or work area or, at the request of the grievant shall be public. Within the discretion of the hearing examiner, conferences and hearings may be public at Level Four.

### **DETERMINING DEADLINES**

When calculating the number of days to determine deadlines, Saturdays, Sundays, and University holidays are not counted. Also, the day a grievance or appeal is filed, or the day a hearing ends or a decision is rendered, is not counted as a "day" for computing the days left until the next action must take place.

## **DEFAULT**

The grievant prevails by default if a grievance evaluator required to respond to a grievance at any level fails to make a required response in the time limits required in the statute, unless prevented from doing so directly as a result of sickness, injury, excusable neglect, unavoidable cause, or fraud. Any assertion by the employer that the filing of a grievance at Level One was untimely must be asserted by the employer on behalf of the employer at or before the Level Two conference. All grievance participants are encouraged to act within the specified time limits.

## **WAIVERS**

The statute provides specific circumstances in which the deadline for conference or hearing can be waived. The deadline for conference at Level One or Level Two or hearing at Level Three, however, may be waived by mutual consent of the parties in writing. Any such waivers must be specifically approved in writing by the grievant or his/her representative, the respondent, and Human Resource Services, and must contain a specific date to which the particular conference or hearing is waived. Such dates shall be considered to be the dates on or before which the next required conference or hearing must be provided.

## **CONSOLIDATION OF GRIEVANCES**

Grievances may be consolidated at any level by agreement of all the parties.

## **WITHDRAWAL OF GRIEVANCE**

An employee may withdraw a grievance at any time by writing to the level where the grievance is then current. Assistance with identifying the correct addressee for any such communication may be obtained from Human Resource Services.

## **REPRISALS**

Reprisal means the retaliation of the employer or agent toward a grievant, witness, representative or any other participant in the grievance procedure either for an alleged injury itself or any lawful attempt to redress it. No reprisals of any kind may be taken by any employer or agent of the employer against any interested party, or any other participant in the grievance procedure by reason of participation. A reprisal constitutes a grievance, and any person held responsible for reprisal action is subject to disciplinary action for insubordination.

## **REMOVAL OF GRIEVANCE RECORD**

Human Resource Services is responsible for the creation, maintenance, and storage of a file for each statutory grievance filed. Such files are maintained physically separate from the personnel files of employees. Not less than one year following resolution of a grievance at any level, the grievant may be written request have removed any record of the grievant's identity from any file kept by the employer.

## **RESPONDENT**

The respondent in a grievance is the employee or agent of the University from whom relief is sought. Typically it will be the supervisor of the employee filing a grievance, but it may be another individual in the University. References to "supervisor" in the procedural steps below are interpreted to mean the supervisor or other person from who relief is sought.

## **PROCEDURE**

A grievance must be filed within the times specified below:

### LEVEL ONE

Before a formal grievance is filed, the grievant shall request a CONFERENCE with the supervisor within 10 days of the grievable act occurring OR the date when he/she became aware of the grievable act.

At the grievant's or supervisor's request an informal conference shall be held within 3 days of the filing of the written grievance. This does not extend the 6 day response time below. The conference is not a required step.

The supervisor must provide a written decision within 6 days of receipt of the grievance. Supervisors providing written decisions at Level One that do not grant the relief sought by the grievant must identify the specific person to whom the grievant may appeal at Level Two and the deadline within which they must file such appeal.

### LEVEL TWO

The grievant may appeal the supervisor's Level One response to Level Two. Level Two in the statute is defined as the "area administrator. At Marshall University, area administrator is interpreted to be the next level supervisor above the supervisor who renders the decision at Level One. The Level Two supervisor must be clearly identified in the written decision of the supervisor from Level One.

An appeal of the Level One decision by the grievant must be made in writing to the designated area administrator within 5 days of the grievant receiving the supervisor's decision at Level One.

A Level Two conference must be held between the grievant and the area administrator within 5 days of the area administrator receiving the appeal. This is an informal conference – not a hearing.

The area administrator must issue a written decision to the grievant at Level Two within 5 days of the conference. (Decisions of area administrators at Level Two must state the grievant if not satisfied with the response at Level Two must file an appeal to Level Three by writing to the President within 5 days of receiving the decision at Level Two.)

### LEVEL THREE

The grievant may appeal the decision from Level Two to Level Three by filing such appeal in writing to the President within 5 days of receiving the decision from Level Two.

The President designates a hearing examiner to hear the appeal at Level Three and provide a written recommendation to the President in the matter. The hearing at Level Three must be provided within 7 days of the receipt of the appeal to Level Three.

The decision of the President at Level Three must be issued within 5 days of the end of the hearing.

### LEVEL FOUR

The grievant may appeal the decision at Level Three to Level Four. An appeal to Level Four must be made in writing within 5 days of receipt of the decision at Level Three. Such appeal must be in writing and must be sent directly by the grievant to:

Education and State Employees Grievance Board  
808 Greenbrier Street  
Charleston, WV 25311

The schedule for hearing the grievance at Level Four is communicated by the Education and State Employees Grievance Board.

**RECORDINGS, TRANSCRIPTS, AND EXHIBITS**

All testimony provided in the Level Three hearing is tape recorded. Tapes of Level Three hearings are provided to the hearing examiner immediately at the end of the hearing. The hearing examiner submits the tapes to the President's Office when the recommendation at Level Three is tendered to the President. The tapes are forwarded to Human Resource Services for safekeeping. The University is responsible for the production of transcripts of Level Three hearings when a Level Three decision is appealed to Level Four. Although Level One and Level Two are conferences and not hearings, parties may introduce documents pertinent to the grievance. The area administrator is responsible for sending to Human Resource Services any documents thus introduced. Exhibits may be submitted in the Level Three hearing including the introduction of documents submitted in earlier conferences. Such exhibits are held by the hearing examiner at Level Three and provided to the President's Office when the recommendation at Level Three is tendered. The President's Office forwards those to Human Resource Services for safekeeping. Copies of transcripts and exhibits are forwarded as directed by the Education and State Employees Grievance Board or by legal counsel.

# Training and Development

## PROGRAM PROCEDURES

### POLICY

University of West Virginia Board of Trustees Policy Bulletin 41 states that each institution shall maintain a program to develop the knowledge, skills, and abilities of the classified staff of each campus. In compliance with this policy, the Department of Human Resources offers ongoing workshops and seminars.

### PURPOSE

- To develop, strengthen, and improve the knowledge, skills, and abilities necessary for employees to perform effectively in their current positions.
- To expand upon current skills and abilities to provide incentives for professional and/or career development, thereby enhancing the quality of the work environment.
- To encourage and foster the personal growth and development necessary for an employee to realize his/her full potential.

### PARTICIPATION

Any individual employed by Marshall University on a full-time or part-time basis may participate in programs offered through training and development. **Enrollment is subject to prior supervisory approval and to limitations regarding the number of participants per session.**

In addition, employees of the following areas who are directly involved with the University community may also participate.

1. Graduate Assistants
2. Marshall Community & Technical College
3. Marshall University Bookstore
4. Marshall University Foundation, Inc.
5. Marshall University Graduate College
6. Marshall University Research Corporation
7. Sodexo, Inc. and Affiliates
8. Spouses of Marshall University's faculty/staff members
9. University Physicians and Surgeons

### RELEASE TIME

Release time for any employee attending a University-sponsored workshop held during regular working hours has been approved by the president. Employees may attend training and development workshops, upon approval from their supervisors as appropriate, without having the time charged against their annual leave accrual.

The Fair Labor Standards Act states that any employee required to attend a training program **not** held during his/her regular working hours, which is **directly related** to the employee's current position, must receive compensation (overtime or compensatory time) for the time spent in training.

## **COST OF ATTENDANCE**

No fee is charged for individuals employed by Marshall University. The only requirements necessary to attend are

- Supervisory approval as appropriate
- Submission of proper registration.

## **NEEDS ASSESSMENT**

Training needs are identified through a variety of means, including

- Suggestions derived from seminar evaluation sheets
- Verbal and written requests from employees
- Needs analysis surveys
- Performance assessment forms
- Recommendations from vice presidents, deans, and directors.

## **SCHEDULE**

Every attempt will be made to schedule programs and activities at times that will not disrupt the daily operations of the University. In most cases, training and development sessions are held during regular University hours.

## **TRAINING AND DEVELOPMENT SCHEDULES**

- Each month a schedule of T&D workshops can be accessed at the HRS web site.
- Employees should review the schedule and select workshops that are applicable to their own professional and personal growth and coordinate their enrollment with their supervisors.

## **REGISTRATION**

- On-line registration is available at <http://www.marshall.edu/wpmu/human-resources/training/training-schedule/> and each paper copy has a registration form for completion and submission to HRS.

## **CANCELLATION**

1. It is requested that you notify HRS @ 696-2593 if you are unable to attend a session for which you registered. This will enable someone else to fill the space, especially important when registration is limited.
2. At times, due to very low enrollment or other circumstances, it may be necessary to cancel a session. In this case, participants will be notified prior to the workshop.

## **EMPLOYEE ORIENTATION**

### **POLICY**

All new employees are introduced to Marshall University through general Employee Briefing programs conducted by the Department of Human Resources and other campus representatives. Specific information regarding work assignments, duties, and departmental regulations will be given to new employees by their immediate supervisors at the job site.

### **PURPOSE**



- To familiarize recently hired classified and non-classified staff members with the University as one of the largest employers in the tri-state area.
- To review personnel policies and practices.
- To provide a general overview of University activities and opportunities.
- To acquaint new employees with individuals from areas throughout the University.

### **QUALITY SERVICE INITIATIVE**

To enhance Marshall University's commitment to students, staff development training programs are conducted on a continuing basis. These hands-on training sessions are designed to

- Foster better customer service
- Encourage teamwork
- Improve communication among staff
- Educate employees about the various areas and functions of the campus.

### **PERFORMANCE ASSESSMENTS**

#### **POLICY**

- **NEW** employees shall be evaluated at two, four, and six months of service. Following the probationary period, they shall be evaluated on the anniversary date of their original hire date.
- **TRANSFERRED OR PROMOTED** employees shall be evaluated at two, four, and six months after the effective date of their transfer or promotion. After six months of service in the new position, employees shall be evaluated annually on the anniversary of their original hire date.
- **REGULAR FULL-TIME AND PART-TIME** employees shall receive annual evaluations of their job performance on the anniversary of their original hire date.

#### **PURPOSE**

To identify areas of employee performance that may need to be improved, to assist with each employee's professional development, and to document performance. The annual performance assessment.

- Provides objective criteria for personnel performance evaluations on a standard basis within the University;
- Compels the supervisor to examine all of the individual traits affecting employee performance;
- Sets goals and objectives;
- Provides a two-way means of communication for both the employee and the supervisor; and
- Can be used as a basis for administrative decisions.

#### **RESPONSIBILITY**

It is the **immediate supervisor's** responsibility to complete performance assessments.

- The supervisor must review and discuss the completed form with the employee.
- All performance assessments are to be reviewed and signed by the employee, supervisor/lead, and next level supervisor.
- The completed assessments form is then forwarded to Human Resources Services to be reviewed and placed in the employee's personnel file.

- A follow-up by human resources staff will occur on each evaluation form indicating performance that is **unsatisfactory**.