

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-2

(Human Resource Services Policy and Procedure 3.165)

REVIEW OF PART-TIME CLASSIFIED POSITIONS

General.

1.1. Statutory Reference: W.Va. Code §§18B-7-6(b)

1.2. Passage Date: November 12, 2003

1.3. Effective Date:

Policy:

- 2.1 The role of part-time classified employees is based on the needs of the university and/or an individual department. Marshall University realizes that occasionally, due to financial restraints of the university and/or the hiring department, only part-time employment is feasible. Not all positions can or should be full-time. However, it is the policy of Marshall University to discourage regular-status classified employment appointments at less than 53 percent of full-time equivalent (FTE), the threshold for providing employment benefits. It is the policy of the university to discourage regular-status part-time classified employment appointments when a practical basis exists for supporting full-time employment.
- 2.2 For any proposed regular-status classified employment appointment at less than 53 percent FTE, the hiring official must provide a written statement to the Director, Human Resource Services, setting forth why the appointment should not be set at 53 percent FTE or greater. For any proposed regular-status part-time classified employment appointment to be set between 53 and 99 percent FTE, the hiring official must provide a written statement to the Director, Human Resource Services, setting forth why the appointment should not be set to full-time. The President or his designee must approve as an exception to policy any such appointments allowed to be made at less than full-time and/or at less than 53 percent FTE.
- 2.3 For any regular-status classified employment appointment that exists at the effective date of this policy and that is set at any percentage less than 100 percent FTE, the employing department's dean or director must provide one time at the request of the Director, Human Resource Services, a written statement setting forth why the position should not be set at full-time. Likewise, for any existing position set at less than 53 percent FTE, a similar statement must be submitted setting forth why the position should not be set to at least 53 percent FTE. The continuation of such regular-status appointments at a percentage less than 100 percent FTE and/or below 53 percent FTE respectively beyond the end of the fiscal year will require the approval of the President or his designee as an exception to policy.
- 2.4 Extra Help and Casual employment appointments are not regular-status appointments for purposes of employment benefits. Extra Help employment appointments are classified employment appointments but are not subject to the provisions of this policy. Casual

employment appointments are not classified employment appointments and are not covered by the provisions of this policy. Both Extra Help and Casual employment appointments are governed by specific policy setting limits on the length of such appointments. Such appointments are discouraged in circumstances where there is work of sufficient duration to warrant continuous employment and where there are sufficient financial resources to support regular-status employment. Extra Help and/or Casual appointments expiring on or before the time limitations imposed by policy indicates that either long-term work does not exist or that the university's financial resources do not permit long-term support of the employment. The proposed employment of any individual in an Extra Help employment appointment beyond the time limit for Extra Help appointments requires that they be placed in classified regular-status employment which is subject to separate recruiting. The proposed employment of any individual in a Casual employment appointment beyond the time limitations for Casual appointments requires that they be placed in Extra Help status and appropriately classified.

- 2.5 For any regular-status classified appointments based on a nine-month or ten-month term, incumbents of such positions must be offered full-time employment rather than hiring any temporary employees to perform work during the period of time the regular-status employees are not in active pay status.
- 2.6 This policy satisfies requirements imposed by West Virginia State Code Section 18B-7-6(b). Information about or assistance with this policy may be obtained by contacting the Director, Human Resource Services, at 304.696.3983 or by e-mail to jstephen@marshall.edu.