ITEM: Review and Approval of the following General Administration Policies:

- MUBOG HR-1 Staff Development
- MUBOG HR-3 Employee Catastrophic Leave
- MUBOG HR-4 Work Schedules and Employment Innovations
- MUBOG HR-5 Four-Part Progressive Counseling
- MUBOG HR-6 Telecommuting
- MUBOG HR-7 Payroll Reassignment – Leave Deficits
- MUBOG HR-12 Performance Assessment, Classified and Nonclassified Employees
- MUBOG HR-13 Classified Recruiting

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Marshall University Board of Governors does hereby take the following action as it relates to these policies, MUBOG HR – 1 Staff Development, MUBOG HR – 3 Employee Catastrophic Leave, MUBOG HR – 4 Work Schedules and Employment Innovations, MUBOG HR – 5 Four-Part Progressive Counseling, MUBOG HR – 6 Telecommuting, HR – 7 Payroll Reassignment – Leave Deficits, MUBOG HR – 12 Performance Assessment, Classified and Nonclassified Employees, MUBOG HR – 13 Classified Recruiting, be amended, as presented. Further resolved, that the policy changes for any individual policy are approved as final at the conclusion of the comment period if no substantive comments are received for that policy.

STAFF MEMBER(S): Layton Cottrill, General Counsel and Senior Vice President for Executive Affairs
Bruce Felder, Director of Human Resources

BACKGROUND: The President requested the following policies by reviewed for presentation at the October 28, 2021 Board of Governors meeting. Upon review of these policies, we find and make the following recommendations:

- MUBOG HR – 1 Staff Development 11/13/2002
See attached. Policy reviewed and changes were made to reflect terminology.

MUBOG HR – 3      Employee Catastrophic Leave Policy   07/11/2014
See attached. Policy reviewed and changes were made in paragraph 2.4

MUBOG HR – 4      Work Schedules and Employment Innovations  07/25/2005
See attached. Policy reviewed and statute was repealed in 2017. Request to repeal at MU.

MUBOG GA – 5     Four-Part Progressive Counseling   11/13/2008
See attached. Policy updated to align the policy with current procedures.

MUBOG HR – 6      Telecommuting   07/01/2000
See attached. Policy reviewed and updated to remove the word “college”.

MUBOG GA – 7     Payroll Reassignments – Leave Deficits   03/10/2004
See attached. Policy updated to reflect that all employees have been converted to arrears payroll and to reflect new electronic Time and Attendance system.

MUBOG HR – 12  Performance Assessment, Classified and Nonclassified Employees 11/01/2000
See attached. Policy reviewed and changes were made to clarify the probationary periods.

MUBOG GA – 13   Classified Recruiting   10/21/2004

Fiscal note:
There are no anticipated additional costs to the University for implementing these policies.

Upon approval of this resolution, a comment period will open and remain open until 10:00 a.m., March 22, 2022. If substantive comments are received, a final policy will be presented to the Board of Governors for approval at a subsequent meeting. If no substantive comments are received, the policy will be considered approved in its current form with an effective date at the end of the comment period.

Comments should be sent via paper mail only (USPS mail or campus mail) to:

Michael McGaffey
Office of the President
Marshall University
One John Marshall Drive
Huntington, WV 25755
MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-1

POLICY REGARDING STAFF DEVELOPMENT

General.

1.1. Scope. -- Each institution shall maintain a program to develop the knowledge, skills and abilities of the staff of each campus. The institutions' best interests are best served through the acquisition and development of a skilled and highly trained work force in which each employee is informed of the best methods of performance and of the importance of his/her role in relation to the goals and objectives of each campus. The primary responsibility to accomplishing these ends resides at the institutional level.

1.2. Statutory References: W.Va. Code §§18B-1-6, 18B-7-5, 18B-4-2

1.3. Passage Date: November 13, 2002

1.4. Effective Date: Upon passage

1.5. Background: Replaces Board of Trustees Series No. 41 which was transferred by the Higher Education Policy Commission to the institutional boards of governors. This policy was previously numbered as MUBOG Policy No. 7.

Policy:

2.1. Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for each institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

Staff Training and Development defined:

3.1. Training and development activities will differ in breadth in relation to the needs and resources of individual institutions. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, career development, and instructional development.

Staff Eligibility and Participation.

Deleted: classified

Deleted: and

Deleted: and

Deleted: and research and scholarship, where appropriate.
4.1. Any person who is an employee of Marshall University is eligible for staff training and development. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

4.2. Release time will be given to employees to attend approved training and development programs.

Marshall University Board of Governors: Roles and Responsibilities.

5.1. The Board of Governors shall:

5.1.2. Require the University to develop and operate a staff training and development program appropriate to the needs and resources of the institution.

5.1.3. Require that the University support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Chair of the Board of Governors the status of their staff training and development programs.

5.1.4. Establish system-wide direction, priorities and plans for staff development.

5.1.5. Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.

5.1.6. Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.

5.1.7. Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

Marshall University: Roles and Responsibilities.

6.1. The president, or his/her designee, shall establish a written institutional policy on staff training and development consistent with this policy bulletin. Institutional policies shall be shared with the Senior Administrator of the Higher Education Policy Commission, as established by 18B-4-2.

6.2. The president, or his/her designee, shall establish a functioning staff training and development program. The University may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institution’s needs and resources. If the University provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, institutions shall conduct in-house professional development activities.

6.2.1. Each campus program shall include the following:

6.2.1(a) A method for identifying training and development needs.
6.2.1(b) A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1(c) An annual written report on training and development activities, including a summary of financial resources dedicated to the program, which is distributed on the campus.

6.3. The president, or his/her designee, shall establish appropriate organizational structure, procedures, standards and criteria for the on-going operation and assessment of the staff training and development program.

6.4. The president and the chief human resource officer have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

6.5. Financial Roles - The University has the responsibility for providing financial and logistical support to operate its staff training and development program.
MARSHALL UNIVERSITY BOARD OF GOVERNORS
Policy No. HR-3
EMPLOYEE CATASTROPHIC LEAVE POLICY

1 General:
1.1 Scope: Policy regarding the creation of a catastrophic leave bank and the transfer of sick and annual leave to the bank for the purposes of assisting employees who have exhausted all available sick and annual leave and must remain away from work for an extended period time for a certified catastrophic illness or injury.
1.2 Statutory References: W. Va. Code §18B-7-14
1.3 Passage Date: March 9, 2005
1.4 Effective Date: Upon passage.
1.5 Background: A technical change was made on July 11, 2014 to reflect a change in the WV code section describing the catastrophic leave program. The policy was modified on July 11, 2014, as allowed by MUBOG, to remove references to Marshall Community and Technical College. At initial passage, this policy was required under W. Va. Code §18B-9-10. This policy was previously numbered as MUBOG Policy No. 28.

2 Policy:
2.1 Definitions:
2.1.1 Catastrophic illness or injury means an illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all sick and annual leave and other paid time off. Catastrophic illness or injury shall also include an incapacitated immediate family member if this results in the employee being required to take time off from work for an extended period of time to care for the family member and the employee has exhausted all sick and annual leave and other paid time off.
2.1.2 Employee means any classified or nonclassified employee of Marshall University or any faculty employee eligible to accrue sick leave.
2.2 The University Human Resources Services Office shall maintain a catastrophic leave bank for the benefit of employees of Marshall University who have suffered a catastrophic illness or injury.
2.3 The leave bank will be maintained and transfers of leave allowed in a manner consistent with all applicable laws, policies, and procedures of the state of West Virginia and all relevant governing authorities.
2.4 The University Human Resource Services Administrator in accordance with WV State Code will manage transfers of sick and annual leave in a fair and efficient manner and will update the rules and procedures as necessary and as allowed by law.
2.4.1 A copy of the rules and procedures shall be placed in the Classified Employees Handbook and the Faculty handbooks for the University, and shall be placed at an appropriate place on the respective web sites.
1 General:

1.1 Scope: A policy discouraging certain changes in work schedules and promoting innovative ways to utilize the institutions’ classified employees.


1.3 Passage Date: July 25, 2005

1.4 Effective Date: Upon passage.

1.5 Background: This policy is required under W. Va. Code §18B-7-9. This policy was previously numbered as MUBOG Policy No. 31. §18B-7-9 Repealed Acts, 2017 Reg. Sess., Ch. 123.

2 Involuntary Work Schedule Changes:

2.1 It is the policy of Marshall University (hereinafter the University) and Marshall Community & Technical College (hereinafter the College) to discourage temporary, nonemergency changes in an employee’s work schedule. The goal of this policy is to provide to the extent possible a week-to-week work schedule that is uniform from one week to the next, and which conforms as closely as possible to the typical University or College work week as set forth in the Classified Staff Handbook. If any employee feels that the current or a planned future modified work schedule for himself/herself or for an individual he/she supervises violates the principles of this policy, he/she is asked to confer with the, who will investigate the matter and bring a recommendation about whether or not such modified work schedule should be rescinded or prevented from being implemented. Nothing in this policy shall bar the employee from having the above conversation directly with his/her own supervisor. Due consideration will be given to issues related to job evaluation including the possible solicitation of a revised Position Information Questionnaire (PIQ) if needed.

3 Employment Innovations:

3.1 It is the policy of the University and the College to encourage flexibility in employee work scheduling by allowing under certain circumstances either (a) modified work schedules, including possible four-day work weeks for full-time employees; (b) job sharing involving one employee having two or more part-time appointments in two or more programs, colleges, offices, or departments; and (c) job sharing involving two or more employees having part-time appointments in a setting that was formerly one full-time employment position.

3.2 Modified Work Schedules: An employee may suggest a modified work schedule for himself/herself, or a supervisor may suggest a modified work schedule for an employee. A modified work schedule may entail changes in the normal starting and ending times of employment maintaining the same number of work days per week that prevailed before
the work schedule was modified or may involve a four-day work week in lieu of a five-day workweek.

3.2.1 In order for such a modified work schedule to be approved it must be documented (a) that the same quality and/or quantity of production in the department can be achieved with the modified work schedule that was achievable before the modified work schedule would be implemented and (b) that the ability of the department to meet and serve its public or clients will not be adversely affected by the modified work schedule. No modified work schedule may be established (a) that will cause the employee to work more than their appointed FTE hours in any week or (b) that will by its structure or application routinely incur overtime costs in the case of a Fair Labor Standards Act non-exempt employee. Nothing in this policy shall prevent the accruing of overtime by a non-exempt employee that would not be repeated from week to week.

3.2.2 Any proposal for a modified work schedule must be made in writing, approved by the responsible Vice President, and tendered to the President. The President or his/her designee will review the proposed modified work schedule and either approve or disapprove it in writing. There is no right of appeal from the President’s decision on a modified work schedule. A right to a modified work schedule does not exist. Approved modified work schedules shall continue indefinitely until/unless the employee, the immediate supervisor, or a higher-level supervisor shall request the cessation of the modified work schedule. The decision to place the affected employee back in the standard work schedule that prevailed before the modified work schedule was implemented or in a work schedule that is consistent with the provisions of the Classified Staff Handbook rests with the employing department.

3.3 Job Sharing: The opportunity for job sharing can develop in several ways: (a) It may be a situation where one employee has two or more part-time appointments in two or more departments or colleges; or (b) job sharing may involve two or more employees who have part-time appointments in a setting that was formerly one full-time employment position.

3.3.1 One Employee, Two or More Part-Time Appointments: This scenario might arise in a situation where a department or college does not have the budgetary funds to support a full-time employment position or does not have full-time duties for an individual in such a position. If a department or college feels such a situation may exist and has been unsuccessful in obtaining additional funding, it is asked to contact the chief human resources officer, who will maintain information about departments that have made a similar requests or otherwise indicated that sufficient funds are not available to support a full-time position or indicated that work to be performed may not require a full-time employee. The chief human resources officer will provide a broker function to share information between these departments or colleges and attempt to facilitate the creation of an appointment sharing situation. As long as the employee involved in a two or more part-time appointment situation is in regular status and works at least 20 hours per week, he/she is eligible for employment benefits. Some benefits such as annual leave and sick leave are provided proportionally to the percentage time at which employed. Other benefits are provided at a constant level once the employment appointment is set for the required number of hours per week. The total of both appointments for one individual shall not be set at
less than 20 hours per week or more than 37.5 hours per week unless the affected employee agrees voluntarily in writing to such arrangement. Departments may wish to make arrangements regarding the possible restoration to full-time of any part-time positions that become vacant.

3.3.2 One “Position” Shared by Two or More Employees: This scenario might arise in a situation where two or more employees indicate an interest in or a need for less than full-time employment. Such requests can arise from a variety of circumstances and will typically come from a current or prospective employee. If an applicant for employment or a current employee feels that he/she cannot or does not wish to work full-time, they are asked to contact the chief human resources officer, who will (with the permission of the employee in case of a current employee) discuss the situation with the employing department or college and evaluate the possibilities for establishing two or more employment appointments that will share one “position.” Under the salary budget rules one regular-status position can be occupied by only one employee. Therefore, position-sharing arrangements such as contemplated in this section will actually require that the employing department or college work with the Budget Office to convert the former single position to two or more part-time positions that may add up to a percentage time equal to the original position.

3.3.3 Benefits: The information in this section applies to both paragraphs 3.3.1 and 3.3.2 above. A full-time position at the University or College is based on a 37.5 hour work week. If such a full-time position is split into two or more part-time positions, no more than one of the part-time positions may be set at 20 hours per week, the minimum necessary for a position to be considered benefits eligible. Therefore, a situation can develop where one part-time employee receives benefits while the other does not. If a department or college seeks to provide employment benefits to both employees, it will be necessary that the two positions be set at 20 hours per week (or 6.67 percent greater than the former 37.5 hour position). This requires the allocation of additional financial resources over and above what was previously allocated to the position for both the salary and the cost of the benefits. The decision to do this rests with the Budget Office.
1 General Information.

1.1 Scope: This policy applies to classified and optionally to nonclassified employees and provides for the application of four-part progressive counseling as the method for remedying instances of inadequate work performance that do not rise to the level of the infractions set forth in the rule on employee infractions.

1.2 Authority: n/a

1.3 Passage Date: March 8, 2006 (amended November 13, 2008)

1.4 Effective Date: January 12, 2009

1.5 Controlling over: Marshall University

1.6 History: The four-part progressive counseling was originally set forth as “Disciplinary Procedures” in the Employee Relations chapter of the Marshall University Classified Staff Handbook. This policy was amended on November 13, 2008 to make the policy optional in the case of nonclassified employees.

2 Policy:

2.1 Marshall University (hereinafter the University) utilize four-part progressive counseling as the prescribed method for attempts to remedy instances of inadequate work performance that do not rise to the seriousness of the infractions set forth in the rule on employee infractions. Four-part progressive counseling is to be applied for classified and optionally for nonclassified employees in instances of inadequate work performance that are believed to be remediable (e.g., can be improved or eliminated with some effort on the part of the employee). The goal of four-part progressive counseling is to restore the employee’s work performance to an acceptable level.

2.2 The four components of progressive counseling are (1) verbal warning; (2) written warning; (3) suspension without pay; and (4) termination from employment. The components are applied in the order listed.

2.3 The principles of four-part progressive counseling are (1) to ensure that such counseling is provided fairly and consistently among employees and across departmental lines; (2) to provide clear communication about the problem; and (3) to set forth a plan for improvement to the employee providing the employee a reasonable opportunity to improve.

2.4 The employee’s immediate supervisor is responsible for initiating four-part progressive counseling for instances of inadequate work performance for which four-part progressive counseling is appropriate. The employee’s immediate supervisor is responsible for creating and maintaining appropriate documentation and records to support the application of four-part progressive counseling. Failure to utilize four-part progressive counseling when needed and/or failure to create and maintain appropriate documentation may result in disciplinary action against the supervisor.
2.5 The steps in four-part progressive counseling include the following:

2.5.1 Verbal Warning: When a supervisor observes a work performance deficiency that doesn’t warrant suspension without pay or termination of employment as set forth in the rule on employee infractions, he/she shall discuss the performance deficiency with the affected employee and issue an verbal warning. The employee is asked to take steps to improve the workplace behavior and is given a reasonable timeframe in which to demonstrate the required improvements. The timeframe varies according to the nature of the problem. A problem such as chronically arriving late for work should be remedied immediately unless there is a compelling situation that would require a longer timeframe in which to improve. An verbal warning should be documented using the standard counsel statement and signed by the supervisor. The employee is asked to sign the verbal warning to acknowledge receipt and is provided with a copy. If the employee refuses to sign the verbal warning, the supervisor should write a note on the verbal warning indicating the employee refused to sign it. The supervisor should retain a copy of the verbal warning in his/her files and should also forward a copy to the Human Resources Department to be filed in the employee’s personnel file. Verbal counseling records that are relevant and timely may be used throughout the progressive, four-part disciplinary process. Verbal warning may be excluded from the progressive disciplinary process after a period of 12 months in which the supervisor is satisfied with the improvement made by the employee.

2.5.2 Written Warning: If an verbal warning does not result in an acceptable level of improvement or remedy of the problem cited, the supervisor shall proceed to the next phase of the progressive disciplinary process and issue a written warning. The written warning may be issued for a recurrence of previous progressive infractions which are deemed timely and relevant or for a new performance deficiency. The written warning should identify the problem, the timeframe for improvement, the consequences of failure to improve and if applicable, should reiterate previous steps taken to address the performance deficiency. A written warning should be documented using the standard counsel statement and signed by the supervisor. The employee is asked to sign the written warning to acknowledge receipt and is provided with a copy. If the employee refuses to sign the written warning, the supervisor should write a note on the written warning indicating the employee refused to sign it. The supervisor should retain a copy of the written warning in his/her files and should also forward a copy to the Human Resources Department to be filed in the employee’s personnel file. Written counseling records that are relevant and timely may be used throughout the progressive, four-part disciplinary process. Written warning may be excluded from the progressive disciplinary process after a period of 12 months in which the supervisor is satisfied with the improvement made by the employee.

2.5.3 Suspension Without Pay: If a written warning does not result in an acceptable level of improvement or remedy of the problem cited, the supervisor shall proceed to the next phase of the progressive disciplinary process and issue a suspension without pay. The suspension without pay may be issued for a recurrence of previous progressive infractions which are deemed timely and relevant or for a new performance deficiency. The suspension without pay should identify the problem, the timeframe for improvement, the consequences of failure to improve and if applicable, should reiterate previous steps taken to address the performance deficiency. A suspension without pay should be documented using the standard counsel statement and signed by the supervisor. The employee is asked to sign the counseling statement to acknowledge receipt and is provided with a copy. If the employee refuses to sign the counseling statement, the supervisor should write a note on the counseling statement indicating the employee refused to sign it. The supervisor should retain a copy of the counseling statement in his/her files and should also forward a copy to the Human Resources Department to be filed in the employee’s personnel file. Counseling records for “suspension without pay” that are relevant and timely may be used throughout the progressive, four-part disciplinary process. Unlike suspensions that rise to the level of infractions set forth in the policy on employee infractions; progressive disciplinary suspensions without pay may be...
2.6 The chief human resources officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.

2.5.4 Termination of Employment: If suspension without pay does not result in an acceptable level of improvement or remedy of the problem cited, the supervisor shall proceed to the final phase of the four part progressive disciplinary process and issue a recommendation for termination. The recommendation for termination may be issued for a recurrence of previous progressive infractions which are deemed timely and relevant or for a new performance deficiency. The recommendation for termination should identify the problem and the reasons that led to the decision to recommend termination and should be signed by the supervisor. Before issuing the employee a counseling statement to recommend termination, the supervisor must seek approval from his/her vice president and the chief human resources officer. Termination of employment under this progressive disciplinary policy cannot be imposed without a complete record of the preceding steps in progressive counseling being in the hands of the chief human resources officer. Termination of employment for an infraction[s] listed in the policy on employee infractions are more severe in nature and may be imposed without a history of progressive action. Please note that 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. Termination of employment, if approved by the president, becomes effective at close of business on the last day in which the employee was in an active "paid" status, working day that the signed approval is received by the supervisor. Termination of employment must be supported by a Personnel Action Request (PAR) or Electronic Personnel Action Form (EPAF) submitted to the chief human resources officer.

2.6 The chief human resources officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.
MARSHALL UNIVERSITY BOARD OF GOVERNORS
Policy No. HR-6
Telecommuting

1 General Information.
1.1 Scope: Policy governing telecommuting by classified and/or nonclassified employees.
1.2 Authority: n/a
1.3 Passage Date: March 8, 2006
1.4 Effective Date: Upon passage
1.5 Controlling over: Marshall University
1.6 History: This policy was originally published as a Human Resource Services policy and procedure, Telecommuting Policy, on July 1, 2000. Amended to move Marshall Community and Technical College, on October 25, 2019.

2 Policy:
2.1 Telecommuting is an employment process involving a work arrangement in which some or all of an employee’s work is performed at an off-campus work site such as the home, non-Marshall University (hereinafter the University) office, commercial site, customer office, etc.

2.2 The University permit telecommuting in those situations where: (a) the characteristics of the employee’s job are such that it lends itself to telecommuting; (b) the work can be efficiently performed at an off-campus site; (c) standards for quantity and quality of production can be assessed and maintained; (d) significant economies may accrue to the individual or the University as a result of telecommuting; (e) arrangements to telecommute either as irregular episodes or as a regular process – have been approved in advance by the employee’s responsible president or vice president or their designee; and (f) a copy of the telecommuting agreement has been provided to the human resources office.

2.3 Approvals to telecommute do not fundamentally change the basic terms and conditions of employment by the University. All policies and procedures affecting employment remain in effect during telecommuting except for those determined by the University to be non-applicable or those which cannot be applied and enforced.

2.4 A right to telecommute does not exist. All telecommuting agreements are approved and entered into by the University voluntarily and electively and are at the sole discretion of the appropriate president or vice president.

2.5 The chief human resources officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.
MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-7

Payroll Reassignments - Leave Deficits

1 General Information.

1.1 Scope: This policy governs payroll reassignments undertaken in consequence of the occurrence of leave deficits and applies to employees who accrue leave.

1.2 Authority: WV Code 18B-1-6

1.3 Passage Date: March 8, 2006

1.4 Effective Date: Upon passage

1.5 Controlling over: Marshall University and Marshall Community and Technical College.

1.6 History: This policy was originally published as a Human Resource Services policy and procedure, Payroll Reassignments – Leave Deficits, on March 10, 2004.

2 Policy:

2.1 Marshall University (hereinafter the University) and Marshall Community and Technical College (hereinafter the College) pays their employees on an arrears bi-weekly pay period, through two payrolls—the semi-monthly payroll and the arrears payroll. On the semi-monthly payroll individuals are paid at the end of the pay period worked (or the pay period for which time worked is reported). On the arrears payroll individuals are paid at the pay cycle following the pay period worked (or the pay period for which time worked is reported). There is a delay of one payroll cycle in the issuance of pay on the arrears payroll. Persons employed by the University or the College on and after July 1, 2002, are assigned to the arrears payroll. Persons employed by the University or the College prior to July 1, 2002, are initially assigned to the semi-monthly payroll.

2.2 Accrued leave such as annual leave and sick leave cannot be taken before it is earned. It is the responsibility of the employee and the supervisor to ensure that this does not happen. If, however, an individual incurs a deficit in accrued leave which results from taking more time than was available as accrued leave and if the individual is on the semi-monthly payroll, he/she will be reassigned immediately to the arrears payroll. This action will ensure that in the future the University or the College has sufficient time in which to docked pay for the time absent for which accrued leave was not available and to prevent disbursement of more pay than is due the employee for that pay period. Sick and annual leave will be pro-rated based on the amount of time worked for that pay period and the employees adjusted service date will also be affected.

2.3 The University or the College may take disciplinary action against an employee who incurs a deficit in accrued leave depending upon the circumstances. Employees can review their accrued leave balances through Time Clock Plus or by inquiring with their supervisor. Employees are periodically notified of their leave balances. Employees may inquire at the human resources office to obtain their current leave balances.

2.4 The employing department will at the request of the chief human resource officer or the chief payroll officer generate a Personnel Action Request (PAR) or Electronic Personnel Action Form (EPAF) to transfer the employee from the semi-monthly payroll to the arrears payroll.

2.5 The chief human resource officer in collaboration with the chief payroll officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of
this policy.
MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-12

Performance Assessment, Classified and Nonclassified Employees

1 General Information.
1.1 Scope: This policy provides for periodic assessments of the work performance of classified and nonclassified employees.
1.2 Authority: n/a
1.3 Passage Date: March 8, 2006
1.4 Effective Date: Upon passage
1.5 Controlling over: Marshall University
1.6 History: This policy was originally published as a Human Resource Services policy and procedure, Performance Assessment, Classified and Nonclassified Employees, on November 1, 2000. This policy was amended in October 2019 to remove the Marshall Community and Technical College.

2 Policy:
2.1 Marshall University (hereinafter the University) assess the work performance of their classified and nonclassified employees on a regular basis. The purposes of the performance assessment include the following:

(1) to assess work performance since the last such assessment from a developmental perspective and to identify areas for improvement, or skill-building, or other developmental needs of the employee; (2) to develop a common understanding between the employee and the supervisor about expectations in regard to goals and work performance for the coming year (or other defined period of time); (3) to recognize good work performance when it occurs; (4) to document and provide a plan of improvement for inadequate work performance; and (5) to increase the strength of match between the mission of the particular department and the work efforts of its employees.

2.2 The University will assess the work performance of their classified and nonclassified employees on a regular basis. The performance assessments shall be designed to provide for both a review of the preceding year (or other assessment period) and plans for the next year (or other assessment period). In addition to regular, recurring performance assessments for staff, the performance of such employees shall be assessed more frequently during the first six months of any new probationary employment appointment such that a reasonable decision can be made for continued regular-status employment by the end of the initial probationary period. Probationary periods that occur as the result of a transfer or promotion will also be subject to a six month review period. This should not be confused with an “initial” probationary period. Failure to meet performance expectations at this level may result in the development of a performance improvement plan and disciplinary action.

The chief human resources officer is responsible for (1) developing, implementing, and administering the performance assessment process. Procedure thus developed shall (1) establish schedules for performance assessment; (2) state the expectations with regard to performance assessment meetings; (3) provide for the review and filing of performance assessments in the office of the human resource services provider; (4) provide for training of supervisors and managers in the conduct of performance assessment and the use of associated forms; and (5) provide for follow up and plans to remedy any performance deficiencies noted in the performance assessment.
MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-13
Classified Recruiting

1 General Information.
1.1 Scope: This policy provides for the conduct of recruiting to fill classified employment positions.
1.2 Authority: West Virginia State Code Section 18B-7-1, Section 18B-9A-2, and the U.S. Fair Labor Standards Act (FLSA).
1.3 Passage Date: March 8, 2006
1.4 Effective Date: Upon passage
1.5 Controlling over: Marshall University
1.6 History: This policy was originally published as a Human Resource Services policy and procedure, Classified Recruiting, on October 21, 2004. Amended to remove CTC. Amended to remove West Virginia State Code Section 18B-9-2, repealed in 2017. Added West Virginia State Code Section 18B-9A-2, passed in 2017.

2 Policy:

2.1 The chief human resources officer is responsible for recruiting procedures for classified positions at Marshall University (hereinafter the University).

2.2 The Marshall University Office of Equity Programs is responsible for ensuring that equal employment opportunity is provided at Marshall University and that affirmative action is taken as necessary.

2.3 For any University classified employment position for which a regular-status employment appointment is desired and for which either the previous regular-status incumbent has vacated the position or it is a new classified employment position with no previous incumbent, the position will be recruited for in the institution’s human resource services applicant tracking system.

2.4 The chief human resources officer is responsible for the development, implementation, and administration of procedures to effectuate the provisions of this policy with the requirement that minimum procedural steps should be followed.

2.5 Procedures: This is not an exhaustive list.

2.5.1 Public recruiting versus internal recruiting;
2.5.2 Recruiting timelines;
2.5.3 Recruiting authorization process;
2.5.4 Establishment of recruiting qualifications;
2.5.5 Posting deadlines;
2.5.6 Provision for search committees as appropriate;
2.5.7 Provision for application materials;
2.5.8 Provision for determining the position(s) applied for;
2.5.9 Provision for the referral of or access to recruiting materials by departmental clients;
2.5.10 Provision for affirmative action/equal employment opportunity;
2.5.11 Provision for the protection of and provision for bidder rights;
2.5.12 Provision for closure of recruiting and review for approval to hire, transfer, or promote.