



**Human Resource Services POLICY RESOURCES**

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Applies to:	<b>Marshall University</b>
Title:	<b>Benefits Eligibility</b>
Number:	<b>MU-HR-34</b>
Effective Date:	03/05/04
Last Revision Date:	05/01/06

Benefits refer to products, services, and/or entitlements made available to Marshall University (hereinafter the University) employees. Benefits consist of such programs as retirement, health insurance, life insurance, long-term disability insurance, flexible benefits, annual leave, sick leave, etc. (according to type of employment). Benefits are available to full-time employees as defined below. Benefits are not available to employees who do not meet the criteria below.

A full-time employee is defined as an employee scheduled to work a minimum of nine months of a twelve month period or at least 1,040 hours (.53 Full-Time Equivalent (FTE)) per year on a continuing basis. Non-tenure track faculty who are hired in a full-time position but who work as a temporary for one academic year or one semester are considered full-time for purposes of this policy.

In accordance with West Virginia State Code Section 5-16-2 and Higher Education Policy Commission (HEPC) Series 8, 9, and 38, this policy applies to all employees and positions at the University.

The Director, Human Resource Services is responsible for interpretation of this policy if questions arise. Questions about benefits eligibility may be forwarded to Human Resource Services by phone at 304.696.6455 or by e-mail to [human-resources@marshall.edu](mailto:human-resources@marshall.edu).

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