

CLASSIFIED EMPLOYEES' HANDBOOK



**WEST VIRGINIA HIGHER EDUCATION
POLICY COMMISSION**

August 2004

FEDERAL AND STATE STATUTES
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
AUGUST 2004

WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE
CLASSIFIED EMPLOYEES' HANDBOOK

I. Federal Statutes*

A. Equal Employment Opportunity

1. ADEA: Age Discrimination in Employment Act of 1967 (29 USC ' 621-633a)
2. ADA: Americans With Disabilities Act of 1990 (42 US ' 12101-12213; 47 USC ' 225,611)
3. Civil Rights Act of 1964 (Title VII), 1991 [Title VII, CRA=91] (42 USC ' 2000e-200e-17)
4. Equal Pay Act of 1963 (29 USC ' 1620)
5. Executive Order 11246 of 1945 (E.O. 11246)
6. Family and Medical Leave Act of 1993 (29 USC § 2601)
7. Immigration Reform and Control Act of 1986 [IRCA] (8 USC ' 1324 a&b)
8. Military Service Act (50 USC APP ' 451 et. Seq.)
9. Pregnancy Discrimination Act of 1978 (42 USC ' 2000e [k])
10. Rehabilitation Act of 1973 (Sections 503 & 504) [Rehab Act] (9 USC ' 706, 791-795r)
11. Uniformed Services Employment & Re-employment Rights Act [USERRA] (38 USC ' 4303, 4311-4312)
12. Vietnam Era Veterans Readjustment Assistance Act of 1974 [VEVRAA] (38 USC ' 4211-4214)

B. Fair Labor Standards Act [Title 29 United States Code, Chapter 8 (Federal Statutes)]

C. Fair Labor Standards Act Regulations [Title 29 Code of Federal Regulations]

D. OSHA (Occupational Safety and Health Act of 1970)

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**Information concerning the documents in this section may be requested from the Human Resources Department or the Library.*

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PREFACE

The Higher Education Policy Commission is the governing body for all state supported institutions of higher education university system in West Virginia. The authority to make regulations and establish local procedures in certain areas, however, is delegated to the institutions themselves. Each college or university should have handbooks containing those regulations or procedures. If so, those documents are a supplement to this handbook for each given institution.

This Handbook is intended for the purpose of conveying general information on personnel administration and on the rights, privileges, security, benefits, opportunities and responsibilities of classified employees.

This Handbook is not intended to be a legal contract and is not expected to alter the nature of employment for either the employee or employer.

This Handbook is a source of helpful information for all members of the WVSOM community and a reference for continuing employees.

Many of the administrative policies that deal with the work relationships and environment are issued by the West Virginia Higher Education Policy Commission or WVSOM with approval by the Institutional Board of Governors.

Suggestions, comments or corrections to this handbook will be welcome. These should be brought to the attention of the Human Resources Office.

1 WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

1.1 REPRESENTATIVE TO THE HIGHER EDUCATION POLICY COMMISSION

Classified employees at every institution are represented on the Higher Education Policy Commission by the Chairperson of the Advisory Council of Classified Employees. Elections are held every two years at WVSOM to select an institutional representative to the advisory council.

For more information about the Higher Education Policy Commission or Advisory Council, contact the representative on your campus.

2 HIRING PRACTICES

Equal Employment Opportunity Policy and Affirmative Action

The colleges and universities are committed to take affirmative action to recruit and employ the best candidates. By these commitments, the Board is bound to insure that all present employees receive compensation, promotion, transfer and all other benefits of employment without regard to race, color, age, religion, national origin, sexual orientation, handicap or sex, except when sex is a bona fide occupational requirement.

The Higher Education Policy Commission, through its affirmative action plan and EEOC Policy, provides equal opportunity to all qualified persons. Employment discrimination because of race, sex, age, color, religion, national origin, handicap or sexual orientation is prohibited. This policy includes Vietnam era veterans as defined in state and federal regulations.

In furtherance of its policy prohibiting discrimination against individuals on the basis of physical or mental impairment or handicap, the university/college will provide reasonable accommodation in the work place for handicapped employees. All inquiries regarding the rights of handicapped employees, including the right to employment accommodations, should be directed to the Affirmative Action Officer.

Employees may review the current edition of the Equal Employment Opportunity/Affirmative Action Policy at their Human Resources Office.

2.1 EQUAL PAY ACT CRITERIA

Higher Education Policy Commission institutions are governed by the Equal Pay Act of 1963, as amended; in making all job classification and compensation decisions. The purpose of the Act is to ensure that both females and males performing substantially similar work receive equal pay when their jobs require equal skill, effort and responsibility as defined in the law. A provision of the Equal Pay Act permits institutions to pay differentials based on individual qualifications, bona fide merit, longevity or other reasons not based on a person's sex.

2.2 HIRING OF RELATIVES

The Higher Education Policy Commission recognizes the problems associated with relatives working in the same organization, particularly in the same line of authority. Excluding relatives of those who currently work for the Board, however, could deprive higher education of qualified

employees. It could also result in an act of discrimination against the person so barred from employment.

Employees of Higher Education Policy Commission institutions should neither initiate nor participate in institutional decisions involving a direct benefit to members of their family as described below. Such decisions include but are not limited to initial appointment, retention, promotion, salary and leave of absence.

Student employment on a part time basis or payment to students in the form of scholarships shall not be interpreted as employment for these purposes.

2.2.1 DEFINITION OF IMMEDIATE FAMILY

Immediate family: 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, step children, or others considered to be members of the household and living under the same roof.

3 GETTING ADJUSTED TO A NEW POSITION

Beginning a new job requires a time of adjustment for both the new employee and his/her co workers. This section of the handbook gives suggestions about how to adjust to a new job as quickly as possible. It also points out how problems are handled during this period.

3.1 THE EMPLOYEE AND HIS/HER SUPERVISOR

The immediate supervisor or a designee will acquaint the new employee with a new job. The supervisor will provide daily work assignments and discuss how to adjust to the job.

The supervisor also has a responsibility to review the job performance of each employee at least annually after the adjustment period.

If an employee is concerned about how he/she is doing on the job during the adjustment period (see next section), he/she should contact the supervisor. The supervisor is the first person an employee should contact with questions, problems, complaints or suggestions.

3.2 THE PROBATIONARY PERIOD

New employees participate in a six month adjustment period, commonly called a “probationary period.” This is a time for the employee to adjust to his/her new position and the work it requires. The supervisor may monitor the employee's progress and provide counseling if it is needed.

The employee may terminate employment with the institution if he/she does not find the position acceptable. After consultation with the employee and following one letter of warning, the supervisor may recommend that employment be terminated if the employee's performance does not meet acceptable standards for the position. The supervisor is the person who sets the standards.

3.3 PERFORMANCE STANDARDS AND EVALUATION

Performance standards are based on two elements: A description of the job and an appraisal by the supervisor. Each classified employee has a position description listing their duties and responsibilities. The supervisor monitors the employee's job performance by evaluating how well the employee carries out his/her duties and responsibilities. The appraisal is conducted at least annually and has many components, such as initiative, resourcefulness, attitude, quality and quantity of work, and similar factors. Copies of the performance review forms are in the appendix.

3.4 EXTENSION OF PROBATIONARY PERIOD

Occasionally, longer adjustment periods are needed. Under special circumstances, an adjustment period can be extended to a maximum of twelve months. Extensions can only be made in writing with the consultation and concurrence of the employee's institutional President or his/her designee. Copies requesting extension must be given to the employee and his/her respective department. The supervisor, in his/her request for extension, must include a planned program outlining specific goals and objectives to be accomplished over a specific time period. These goals and objectives are used to evaluate the employee's job performance during the extension.

3.5 SEPARATION DURING THE PROBATIONARY PERIOD

Employees who do not meet established performance standards may be separated at any time during the normal or the extended adjustment period. If an employee is to be separated, his/her supervisor will first consult with the appropriate authority. After consultation, the supervisor or the appropriate authority must provide a written explanation, including documentation, before the separation occurs and must notify the employee that he/she is being separated. A copy of the separation notice becomes part of the personnel records at the employee's institution. Except in the case of gross misconduct (as defined by West Virginia Code), counseling will be provided prior to discharge, unless circumstances make this impossible.

3.6 COMPLETION OF SATISFACTORY PROBATION PERIOD

At the completion of a satisfactory probationary period, the employee will be considered a regular employee.

4 PROMOTIONS AND TRANSFERS

Promotion and transfer have precise meanings. Higher Education Policy Commission Policy Bulletin Number 8 contains those definitions. Generally speaking, a promotion means leaving a position at a specific pay grade to take a position at a higher pay grade. A transfer also involves two positions, but both are in the same pay grade.

4.1 HOW TO FIND OUT IF POSITIONS ARE AVAILABLE

The Human Resources Office on each campus will publish or post a list of positions that is vacant. Position titles and salaries are shown on the list. Vacant positions are listed until they are filled or an adequate number of applications are received.

If one cannot find a copy of the list in his/her unit or department, one may contact his/her local Human Resources Office to find out where to view one. Anyone interested in a specific position may call the same office for details, or follow the procedure in use on his/her campus.

4.2 HOW TO APPLY FOR A PROMOTION OR TRANSFER

One may apply for promotion or transfer to a vacant position by completing the appropriate form available from the Human Resources Office at the Institution and returning it to that office.

All transfer and promotion actions are made in accordance with Equal Employment Opportunity/Affirmative Action Policy.

4.3 SENIORITY

If one is a full time regular employee (in accordance with Policy Bulletin Number 8), he/she earns seniority relative to other employees. Seniority accumulates from the first day of employment in a regular, full time position.

4.4 EFFECT OF PROMOTION/TRANSFER ON LEAVE AND SENIORITY

If one is promoted or transferred to a position in a different department, he/she will begin a new vacation (annual leave) seniority record. It will be used by the departmental supervisor in scheduling vacations only.

If an employee resigns and does not return within three years from the date of his/her leaving a job with a state government agency, it is not possible to restore accrued sick leave, as records will no longer exist. Because accurate records of accrued sick leave are a critical factor in restoring sick leave upon rehire with a state agency, it is advisable to discuss total amount of sick leave accrued and indicate the probability of returning to work within the State Government. This should be done at the employee's exit interview.

5 LAYOFF AND REEMPLOYMENT

Employees may have to be laid off because of lack of work, lack of funds, reorganization, job elimination or other reasons. Departmental and total Higher Education Policy Commission seniority are two factors considered in matters of layoff and reemployment.

Seniority for full time, classified employees is governed by West Virginia State Code, Section 18 26 27, 1983 as amended. More complete information may be obtained from the employee's Human Resources Office.

5.1 TEMPORARY LAYOFFS

If an employee is on a temporary layoff, he/she will be notified of a return to work date. During the temporary layoff period, these special provisions apply:

- ◆ The employee will not accrue annual or sick leave credits. He/she, will, however, retain the annual and sick leave credits he/she had at the beginning of the layoff period.
- ◆ One may choose to take accumulated annual leave during a layoff period rather than hold it until the layoff is over. An employee will be paid for the leave, except in times of financial exigency. In that case, annual leave must be held until after one returns to work.
- ◆ Benefits such as insurance, hospitalization or retirement may be kept active. However, one will have to make the payments normally made for these benefits by the institution. The campus Payroll/Benefits Office can provide more details in making such arrangements.

- ◆ Failure to report to work on a specified return to work date without acceptable advance notice to the supervisor will result in discharge.

5.2 PERMANENT LAYOFFS AND INSTITUTIONAL ASSISTANCE

A permanent layoff occurs when a job is eliminated or the return to work date is indefinite.

If a position cannot be found, one may obtain information about his/her rights under the West Virginia Unemployment Compensation Law and about other services available through the State of West Virginia. As this is a technical area, one should consult the appropriate Personnel Officer, who has been trained to assist and advise in these circumstances.

If an institution and/or department is required to reduce the number of employees within a particular job classification, the employee with the least amount of seniority within that classification or grade of classification shall be properly released and employed in a different grade of that classification provided there is a job vacancy.

6 POSITION AND SALARY

Higher Education Policy Commission positions are classified into general groups based on the nature of their duties. Higher Education Policies cover these classifications and the administration of salaries associated with them.

Every classified position is assigned a pay grade, having an entry rate of pay (beginning salary). Pay grades range from 1 through 25, as of printing time of this document. Employees are normally hired at the entry rate, unless special authorization is given by the Higher Education Policy Commission. Such authorization will be based upon consideration of the designated criteria for exceptions in Policy Bulletin 8. It is possible for employees with the same position title and same pay grade to receive different salaries, because of individual circumstances such as, length of service, etc.

6.1 SALARY SCHEDULE INCREASES

The Higher Education Policy Commission salary schedule represents the normal range of salaries for all pay grades and may be reviewed in the Human Resources Office. The salaries on this schedule may be increased by recommendation of the Board after approval by the State Legislature.

No guarantee exists that any Higher Education Policy Commission employee will receive a salary increase on an annual basis or for merit. Increases of this type have been granted when money was available and when the Legislature allocated it for that purpose.

6.2 PAY DAY

The employee will receive his/her paycheck twice a month, at mid month and at the end of the month. When the last day of the pay period falls on Sunday, paychecks will normally be distributed on Monday. If it falls on Saturday, paychecks will normally be distributed on Friday. Intervening weekends, holidays or transportation problems could cause occasional delays in paycheck distribution.

6.3 REQUIRED DEDUCTION

State or federal law requires each institution to deduct state and federal income taxes, social security and retirement premiums from each employee's paycheck.

6.4 OPTIONAL DEDUCTION

For the employee's convenience, optional deductions may be made for United States Saving Bonds, United Way or other approved employee organizations.

6.5 PAYCHECK VERIFICATION

Each employee should examine his/her paycheck to assure that he/she has received the correct amount based upon deductions, overtime (if applicable), hours worked and rate of pay. This is strongly recommended, because if you cash your paycheck and an error is later found, legislative approval is required to correct the matter.

6.6 WORK WEEK

The work week is seven consecutive 24-hour periods starting on any day. All staff members are required to report to work on a schedule prearranged by their supervisor.

6.7 OVERTIME

All employees who meet the definition of “nonexempt” are to be compensated with time off (as per Policy Bulletin 8, Section 4.3) or 1 ½ times pay (as per Policy Bulletin 8) for all hours worked over forty in a given work week. This rule applies whether the employee was authorized and scheduled to work overtime or was “suffered and permitted” to do so, as defined by the Fair Labor Standards Act. However, occasionally working a few minutes over, which is not practical to record, can be disregarded as “de minimus.” When possible, overtime is distributed equally among all employees within a group, department or occupation. All employees are expected to work overtime during emergencies unless excused for valid reasons.

6.8 OVERTIME COMPENSATION

Overtime is compensated at the rate of one and one half (1 1/2) times an employee's hourly equivalent for all hours worked in excess of forty hours during the work week. If the work week is 37 1/2 hours, an employee will be paid the normal rate for time worked up to forty hours; overtime will not be paid until the employee has worked more than forty hours from the time the normal work week begins. (See Policy Bulletin 8 for further clarification and exceptions [e.g., working holidays].)

6.9 ELIGIBILITY FOR OVERTIME COMPENSATION

Subject to certain exemptions under the FLSA defining nonexempt job activities, employees in these job categories may be eligible for overtime pay: clerical/secretarial, skilled crafts, service/maintenance and technical/paraprofessional.

6.10 INELIGIBILITY FOR OVERTIME COMPENSATION

Subject to Higher Education Policy Commission Policy and certain exemptions under the FLSA defining the terms “executive,” “administrative” and “professional,” employees engaged in supervisory exempt, executive, administrative, managerial and professional jobs need not be

compensated for overtime. These employees are required to work without additional compensation in most instances.

The FLSA requires that certain employees be paid overtime. Employees who are covered by the FLSA are, therefore, “nonexempt.” Employees not covered by this law are considered “exempt” and do not receive overtime pay.

6.11 EQUALIZATION OF OVERTIME

Overtime rosters shall be maintained. Employees shall be placed on the roster based on seniority. Overtime will be offered to the most qualified senior employee. The next occasion for overtime will be offered to the next qualified senior employee. This process will continue until the list is exhausted. If the employee whose turn it is to be offered overtime refuses the overtime work, it will be offered to the next person on the list. If all employees decline, then overtime is assigned to the most junior employee whose name appears on the roster and who is capable of doing the work.

6.12 REQUIRED OVERTIME

Employees may be required to work overtime under certain circumstances. However, the work must be of reasonable duration. Also, employee health, safety and endurance must be considered, and the direction to work must be issued under reasonable circumstances.

6.13 COMPENSATORY TIME OFF

Non exempt employees may receive compensatory time off in lieu of overtime pay. All hours worked beyond 37 1/2 and up to and including 40 hours are calculated at the employee's regular hourly rate. Time worked beyond 40 hours in a work week are to be calculated at a rate of one and one half times the regular hourly rate.

A written agreement between the employee and the institution shall exist when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

6.14 THE EMPLOYEE'S PERSONNEL FILE

A confidential personnel file is maintained on every employee. These files are kept in the Office of Personnel at each institution. They contain information concerning employment, including the employee's application and salary, promotion and evaluation records, as well as other pertinent material. An employee may examine his/her own file and the contents therein in accordance with the conditions and exceptions promulgated.

6.15 POSITION DESCRIPTION

A position description should exist for every classified position and should be reviewed at least once every three years by the position's supervisor. Position descriptions should be on file in each institution's Personnel Office. Every classified employee has the right to obtain a copy of his/her position description.

6.16 RESIGNATION

Any employee wishing to resign should give two weeks written notice. If an employee's supervisor approves, he/she may give a shorter notice. Exempt employees normally give one month's notice. Resignation without notice may result in an employee's not being favorably considered for reemployment in the Higher Education Policy Commission system.

An employee should not take accumulated annual or sick leave as part of the notice period. However, the employee will be compensated for unused annual time accrued when the notice period ends. Annual leave ceases accumulating as of the last day an employee is physically present for work. If an annual leave balance exists at that time, the employee may continue on the payroll until the account is settled or receive the balance due in a lump sum payment. Arrangements for receiving the last payment should be discussed with the Human Resources Office before the employee submits his/her letter of resignation. Additional annual time will not be earned during that time.

7 ANNUAL LEAVE, SICK LEAVE AND OTHER TYPES OF LEAVE

Note: The accumulation rates and the conditions under which one may take annual or sick leave are governed by Higher Education Policy Commission policies. The employee's supervisor can tell him/her if he/she is eligible and how many hours he/she accumulates per month. Additional information may be obtained from the campus Human Resources Office.

7.1 LEAVE ACCUMULATION

Higher Education Policy Commission employees earn annual leave on the basis of years of service. The accrual rate of annual leave is based on the schedule below. Accumulation rates and maximums are determined by Board policy. Maximum accumulation may be a total of twice the annual accumulation with the approval of the President.

YEARS OF SERVICE	ACCRUAL RATE
Less than 5 years' service	1.25 days per month
5 to 10 years' service	1.50 days per month
10 to 15 years' service	1.75 days per month
15 or more years' service	2.00 days per month

Accumulated annual leave may be extended beyond that earned during a period of one year by written approval of the President of the college or university, but in no case shall it exceed twice the amount earned in any twelve month period.

Full time employees (not including faculty on less than twelve month appointments) shall accumulate sick leave with pay at the rate of 1.5 days for every employment month or a major fraction thereof.

Sick leave will be prorated for part time employees working twenty or more hours per week.

7.2 MONETARY VALUE OF ANNUAL AND SICK LEAVE

Under certain circumstances, annual and sick leave may be “cashed in.” Should one die while employed in the Higher Education Policy Commission system, the value of any accumulated annual leave will be paid to his/her estate, but the value of sick leave may not be paid to his/her estate.

Sick and annual leave one has accumulated by the time of retirement may be exchanged for paid PEIA basic medical coverage. It is important to note that the exchange of accumulated sick and annual leave for insurance premiums is a benefit which is controlled by the Public Employees Insurance Board (PEIB). Official interpretations of this benefit can come only from PEIB. This handbook contains only general information about that benefit.

7.3 TRANSFERRING SICK AND ANNUAL LEAVE BETWEEN AGENCIES

An employee may transfer accumulated sick and annual leave to a Higher Education Policy Commission institution from another West Virginia state governmental agency. See the campus Human Resources Office for specific details. (Also see Policy Bulletin 35.)

7.4 ABSENCE FROM WORK

An employee must notify his/her immediate supervisor and follow established procedures for absences from work. Under certain conditions disciplinary action may result when the employee provides an invalid reason for an absence. (See Policy Bulletin 35.)

7.5 AUTOMATIC RESIGNATION

Absence from work for three consecutive work days without explanation or authorization may be deemed an automatic resignation.

7.6 OTHER TYPES OF LEAVE

One may receive leave for jury duty, when subpoenaed as a witness, and for certain military duty. One may also receive special emergency leave under certain conditions and with appropriate authorization. Also, certain conditions may exist such as utility service interruptions and emergency situations that may result in leave time being granted. These types of leave do not accumulate, and there may be restrictions as to how much leave is available or when it may be taken.

The Human Resources Office at each campus has the detailed information one needs to use these benefits. (Also see Policy Bulletin 35 for specific details on each.)

7.7 LEAVES OF ABSENCE WITHOUT PAY

Higher Education Policy Commission policy makes provision for leaves of absence without pay under certain conditions. Leaves of absence without pay should be arranged by contacting one's supervisor. Leave without pay must be approved by the President or institutional designee.

7.8 HOLIDAYS

The President of each institution determines which days will normally be observed as holidays. There are at least twelve holidays in each year, six of which are designated by the Higher Education Policy Commission (New Years Day, Independence Day, Labor Day, Thanksgiving,

Christmas, Martin Luther King's Birthday); the remaining six days are set by each institution's President (Policy Bulletin 26).

To provide equity with the Executive Branch of Government, one half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday. These days will be scheduled at the discretion of each President giving due consideration to operational needs of the institution.

Additional holidays may be proclaimed by the President of the United States, the Governor of West Virginia, or other duly constituted authority.

8 BENEFITS

The Higher Education Policy Commission provides extensive benefits which significantly increase the value of the employee's total compensation. The exact amount varies with individual circumstances. Eligibility for these benefits and other provisions concerning them are subject to change without notice. Therefore, one should consult his/her individual contract, certificate of insurance. The Human Resources Office or Benefits Office provides for clarifications and updates on matters concerning specific benefit provisions. This benefits section identifies benefits information as applicable at the time of writing of this handbook. It is strongly urged that each employee should recognize that these are merely summaries of information and that they may be subject to change at any time. The Higher Education Policy Commission or its institutions will not be held responsible for any action taken or harm caused to the employee because the information was too vague, incorrect, or changed after the time of writing of this document.

8.1 CHOOSING AND CHANGING BENEFITS

New employees choose the benefits they want at their campus Personnel Office when "processing in." These benefits can make a considerable difference in the financial welfare of the employee and his/her family and should be carefully considered.

Continuing employees should review their benefits occasionally to see if changes should be made. Certain events can require or warrant changes in the employee's benefits plan (e.g., a marriage or divorce; a child or additional child; a promotion; etc.) Therefore, if one does not understand his/her choices, he/she should ask for the assistance of the appropriate official at his/her Human Resources Department.

Some of the insurance and retirement coverage discussed in this section ends when one terminates employment. Others allow one to "transfer" coverage to other agencies. In some cases, one may be able to continue coverage by paying his/her own premiums. (More information can be obtained at the employee's Human Resources Department.)

8.2 BENEFITS PLAN CHOICE CHANGES

Many health plan options can be changed. One cannot change retirement plans. However, one may be able to change options within that plan.

8.3 PAYING PREMIUMS

Some of the insurance plans discussed below are paid for by the Higher Education Policy Commission while others must be paid for by each individual employee. Payments can be deducted from the employee's paycheck automatically.

8.4 WEST VIRGINIA PUBLIC EMPLOYEES INSURANCE PLAN

This plan provides for both in and out patient health insurance benefits plus a prescription drug program. The lifetime maximum medical Insurance benefit is \$1,000,000.00. Also provided under this plan is \$10,000.00 life insurance for each participant. Each employee is informed of the specific benefits under this plan when hired. To obtain additional information, one may contact the Benefits Office at his/her institution.

8.5 ENROLLMENT AND PAYMENT FOR PEIA

To have coverage with PEIA the employee must complete an enrollment form and return it to his/her payroll location. Premium and "Out of Pocket Maximums" are based on type of coverage requested and the member's annual salary. This information can be obtained through your Benefits Office.

8.6 LIFE INSURANCE

Life Insurance totals \$10,000 (\$20,000 in case of accidental death) for each participant, until an employee reaches a certain age. One may elect to be covered at his/her expense, by an additional amount of life insurance. These additional amounts also double if the death is accidental. (See State of West Virginia Employee Benefit Plan for further insurance information or contact your Personnel/Benefits Office.)

One may also choose to cover the spouse for \$5,000 and the eligible dependent children for \$2,000.

8.7 CONSOLIDATED OMNIBUS RECONCILIATION ACT OF 1986 (COBRA)

On April 17, 1986 a federal law was enacted (Public Law 99 272, Title X) requiring that most employers sponsoring group health plans offer employees and their dependents the opportunity for a temporary extension of health coverage (called "Continuation Coverage") at group rates in certain instances where coverage under the plan would otherwise end. If an employee is covered by the WVPEIB, he/she has a right to choose this continuation coverage if he/she loses his/her group health coverage and meets the criteria of this act. The employee should contact his/her Human Resources or Benefits Office on rights and obligations under this act and may request a copy of the Statement of Rights to Continue Coverage.

8.8 TOTAL DISABILITY PLAN INSURANCE

This optional insurance, paid by the employee, pays a sum for certain disabilities. New employees are eligible for the insurance after one full year of service. Failure to sign up during this initial enrollment period may result in the employee's having to submit a health statement when he/she does try to enroll. You will be notified by your Personnel Office when you become eligible for this benefit and a full explanation of the benefit will be given at that time.

8.9 RETIREMENT PLAN

(TIAA/CREF) Teachers Insurance and Annuity Association/College Retirement Equities Fund is a national nonprofit retirement annuity program established for colleges and universities. The employee has certain options on how the annuity is invested. All new employees must join TIAA/CREF when they begin work for the Higher Education Policy Commission. Participation is required by law for regularly employed employees if their employment equals or exceeds 20 hours/week or 1040 hours per year. An additional retirement program, Great West is now available as an option to employees.

8.10 PAYING FOR RETIREMENT

Upon joining a retirement program, the employee will contribute six percent of his/her wages. Each institution matches the employee's contribution each month. Both contributions are invested in the retirement annuity with all funds vested immediately. Retirement benefits are based on the amount contributed and the earning experience of the funds.

8.11 DELAYING TAXES ON RETIREMENT CONTRIBUTIONS

Contributions to a retirement program are, by state law, handled as tax shelters. This means an employee does not pay federal or state income taxes on the six percent contribution at the time it is earned, but rather at the time it will be received as a retirement benefit.

8.12 SOCIAL SECURITY

All employees must contribute to Social Security. These funds are matched by each employee's institution. Some of the benefits provided by Social security are: retirement and disability benefits, health care and dependent income for employees who die prior to the age of retirement.

Detailed information is available from the area Social Security Office.

8.13 WORKER'S COMPENSATION

The West Virginia Worker's Compensation Fund protects employees against financial loss resulting from on the job injuries or death caused by certain work related injuries. Worker's Compensation pays some claims involving medical, hospital and related bills; disability; loss of body members, such as an arm or leg; death; and dependent benefits. The employee's institution pays into Worker's Compensation monthly for each employee.

Injuries or diseases on the job that result from mischief, drunkenness or other forms of misconduct by the injured employee are not covered by worker's Compensation.

8.14 REPORTING ON THE JOB INJURIES

On the job injuries should be reported to Director of Human Resources as soon as possible after they occur. The employee must submit a written report of the accident to the designated supervisor no later than 24 hours after the injury occurs. All accidents must be reported, regardless of whether they result in a Worker's Compensation claim.

Each employee's supervisor or designated party is responsible for having the appropriate State form completed and submitted immediately to the Human Resources Office.

Special rules apply to leave related on the job injuries. For further information employees should contact their Human Resources Office.

8.15 EMPLOYEE EDUCATION

The Higher Education Policy Commission and each employee's institution encourage career development and self improvement. If eligible, an employee may be allowed time off during scheduled work hours to attend class, provided the employee's absence will not interfere with his/her unit's operation and is approved by the employee's supervisor.

8.16 EMPLOYEE EDUCATION ELIGIBILITY

- ◆ Only full time regular employees are eligible for time off to attend classes. This applies to those pursuing both undergraduate and/or graduate level studies.
- ◆ Under normal circumstances one must have been employed in his/her current position for at least six calendar months prior to the beginning of the semester in which he/she seeks admission in order to be granted educational release time.
- ◆ One may not be in a probation or improvement period while enrolled.
- ◆ Course work may be taken at any West Virginia institution of higher education.
- ◆ One must present evidence of satisfactory completion of the course work to his/her supervisor at the end of each semester.

8.17 RECORD KEEPING FOR EDUCATIONAL RELEASE TIME

Monthly time records currently maintained by the employee's institution should include by footnotes the release time taken for educational purposes.

8.18 REQUESTING EDUCATIONAL RELEASE TIME

Before the semester in which the class is to be taken, each employee is required to provide his/her supervisor a written request for release time. The supervisor shall then approve or disapprove the release and provide for the requesting employee a written statement of the decision.

Note: During emergencies or overtime situations, the employee must work as assigned.

9 GENERAL PRACTICES AND PROCEDURES

9.1 CONCESSIONS AND SOLICITATION OF FUNDS

All solicitations and selling of products and articles upon property under the jurisdiction of the West Virginia Higher Education Policy Commission is prohibited except by organizations and groups directly connected with and recognized by the institutions and upon the written approval of the respective President or his/her designee (see Policy Bulletin 55, Section C).

No individual, firm, group, organization or other agency may use the name of any institution or the Higher Education Policy Commission to secure funds for any purpose, by any means, without the written permission of the institution's President.

No employee may participate in the solicitation of funds by sales or through donations, stated or implied, utilizing the name of the institution without written permission from the President of the institution. This restriction applies to on campus and off campus activities.

9.2 CONFLICT OF INTEREST

Annually, each employee must sign a Conflict of Interest statement in order to work for the State of West Virginia. This is required by the West Virginia Constitution, Article 12, Section 9.

9.3 DEFINITION OF CONFLICT OF INTEREST

A Conflict of interest exists when any employee, corporation or association in which an employee or his/her spouse or child under 21 years of age or any combination thereof owns a majority of the stock or interest, furnishes the institution goods, services, or any other thing for payment other than contract salary or wage.

This does not apply to:

- ◆ Any written work or invention.
- ◆ Services provided under a consulting time policy, where the funds to pay for the services are supplied to the institution through a grant, contract or other arrangement with an outside agency.
- ◆ Sale of blood to the institution where it is to the institution's advantage to make such a purchase.

9.4 PURCHASING INFLUENCE

Employees with direct purchasing authority may not have any beneficial direct or indirect personal interest in the purchase of commodities.

9.5 ACCEPTANCE OF GIFTS, FAVORS, OR GRATUITIES

Employees may not accept or receive, directly or indirectly, from any person, firm or corporation, any items, or have an interest in any bid, contract, or purchase, by rebate, gift or otherwise, any money or thing of value, or any promise, obligation, or contract for future reward or compensation.

9.6 PENALTY FOR CONFLICT OF INTEREST

Conduct by an employee constituting a conflict of interest may be grounds for suspension or dismissal.

9.7 MAILING LISTS

All requests for information containing the names and addresses of institutional staff, faculty, administrators or other personnel shall be directed to the respective institution's Human Resources Office. The only information permitted for release is that found in the Employee Directory.

9.8 INFORMATION FOR EMPLOYEES SEEKING ELECTION

Procedures regarding political activity are based on the degree of involvement required by the office sought. At the municipal or county level, where elective offices by nature and by law require only part time attention, one may seek and serve without adjustment to one's position and

without taking a leave of absence. One must, however, make arrangements with one's supervisor to make sure his/her responsibilities to the institution are met.

If an employee wishes to participate in a primary or general election for an elective public office which is a full time municipal or county office, or full time or part time state or federal office, her/she must seek a leave of absence without pay from his/her institution. This leave must be obtained before announcement of candidacy. The employee will be reinstated after the election if not elected.

9.9 OTHER POLITICAL ACTIVITY BY EMPLOYEES

Higher Education Policy Commission policy does not prohibit an employee from campaigning for a candidate in a municipal, county, state or federal election. Employees are also not prohibited from contact with any elected representatives. An employee may not, however, campaign while on work time, and he/she must make it clear that he/she is not representing his/her institution or the Higher Education Policy Commission.

9.10 UNION MEMBERSHIP

West Virginia state law neither prohibits joining a union nor compels doing so. Collective bargaining and strikes, however, are prohibited by state law. Union membership solicitation may be permitted at specific times and in defined locations.

9.11 TELEPHONES

Telephones are for business use only. Personal calls must be avoided at all times except for emergencies. An employee may not use institutional phones for personal long distance calls or telegrams, unless he/she is charging them to his/her home telephone number at the time of making the call or securing a personal access code whereby charges will be sent directly to his/her home.

9.12 MISUSE OF COMPUTER EQUIPMENT, DATA AND PROGRAMS

Computer equipment, data or programs owned, leased or otherwise provided by the employee's institution are for conducting authorized, nonpersonal business. Use for personal benefit or gain may be grounds for suspension or dismissal.

9.13 PROTECTION OF PRIVATE INFORMATION

Private Information is information protected under institutional policies or state or federal law. Examples include, but are not limited to:

- ◆ Certain financial information
- ◆ Certain employee information
- ◆ Certain student information
- ◆ Patient information and histories
- ◆ Donor histories and related information collected and maintained by various foundations and departments
- ◆ Mailing lists

All employees, including full time and part time staff and faculty members, work study students and graduate teaching assistants are responsible for protecting such information. Protection

means not disclosing the information without authorization; not viewing or copying information without authorization; and carefully disposing of documents and computer listings containing private information.

9.14 PENALTIES FOR DISCLOSURE OF PROTECTED INFORMATION

Any of the above members of the community who willfully disclose or view private information without authorization:

- ◆ May be reprimanded or dismissed under institutional disciplinary policies in effect at the time the unauthorized action occurs.
- ◆ May be prosecuted under state or federal laws in effect when the unauthorized action occurs.
- ◆ Both of the above may occur.

9.15 HIGHER EDUCATION POLICY COMMISSION PROPERTY

An employee may use institutional stationery, motor vehicles, or other equipment only in conducting business.

9.16 REMOVAL OF STATE PROPERTY

It is a criminal offense for an employee to remove state property when leaving the service of the institution. Employees are required to turn in all keys, books, office supplies, furniture, equipment, paper, etc. upon termination of state employment.

9.17 USE OF INSTITUTIONAL TITLES

Institutional titles in affairs not related directly to institutional business may not be used unless it is made clear that the title is being used for identification only and that it does not imply institutional involvement or endorsement.

10 CONDUCT, DISCIPLINE AND GRIEVANCES

The employee's immediate supervisor will outline standards of performance and conduct for each employee. If an employee does not observe these standards, his/her supervisor will counsel him/her to try to resolve the problem. If counseling is not effective, the employee may receive a series of warning letters, then a period of suspension and, finally, if the conduct does not improve, dismissal.

Immediate dismissal for cause is also possible under certain circumstances discussed below.

An employee who believes he/she has been disciplined unjustly may use the grievance procedure (WV Code 29-6A-1) to present his/her case.

10.1 EMPLOYEES COVERED BY DISCIPLINARY PROCEDURES

Each college and university has three central categories of employees. Employees are faculty, classified employee or nonclassified employee. This section does not deal with faculty.

10.2 CONCERNING CONDUCT AND DISCIPLINE

This section pertains to all classified employees in the system. Each college and university president will determine the extent to which this section applies to nonclassified employees on his/her campus.

10.3 TYPES OF DISCIPLINARY ACTION

Disciplinary action, including suspension or dismissal, may be taken whenever an employee's conduct interferes with the operation of his/her unit or brings discredit to the work unit.

10.4 SUSPENSION

A supervisor may recommend suspension without pay for a period varying from five to fifteen days, depending on the gravity of the offense and the employee's previous record. Suspension may be applied in cases of first serious offenses or repeated minor ones when, in the supervisor's judgment, proper conduct can be attained without resorting to a consideration of dismissal.

10.5 DISMISSAL

Nonclassified employees by definition are “at will” employees and serve at the will and pleasure of the President of the institution and may be dismissed without following the procedures included herein.

Immediate dismissal may be appropriate in cases of flagrant or willful violations of rules, regulations, standards of accepted behavior or performance, or for actions where an investigation proves the employee was in clear violation of policy.

10.6 LIMITED LIST OF REASONS FOR DISMISSAL

Administrators have the right of dismissal for “just cause.” In cases of immediate dismissal, a written statement will be given to the employee and a copy will be included in the employee's record. Just cause includes, but is not limited to, the following:

Reporting to work under the influence of alcohol or narcotics or partaking of these substances while at work.

- ◆ Malicious destruction or theft of property of the institution, the Higher Education Policy Commission, or its visitors, patrons, or employees.
- ◆ Wrongful injury to an employee of the Higher Education Policy Commission or an employee's institution.
- ◆ Refusal to comply with institutional rules.
- ◆ Neglect of duty.
- ◆ Dishonesty.
- ◆ Sleeping on duty.
- ◆ Failure to maintain established performance standards.
- ◆ Habitual absence from work without permission or proper explanation.
- ◆ Tardiness.
- ◆ Insubordination.
- ◆ Inappropriate or unprofessional conduct.

10.7 EMPLOYEE RESPONSE TO IMMEDIATE DISMISSAL NOTIFICATION

An employee may respond to immediate dismissal charges by filing a written request for a hearing through the grievance procedure. He/she may have representation of choice to assist him/her at any such hearing. A request for such a hearing does not cancel the immediate dismissal.

10.8 WRITTEN WARNINGS

A supervisor will give an employee written warnings about his/her performance or conduct. Written warnings are given to the employee with a copy placed in the employee's personnel file. A written warning must specify how long it will remain in the file. In no case can the period specified be longer than twelve months from the date the letter was written.

10.9 DISCHARGE AFTER TWO WRITTEN WARNINGS

An employee may also be discharged for offenses after he/she has received two written warnings. The two written warnings requirement also applies to transferred or promoted employees serving their probationary periods. A discharged employee will be paid for any unused annual leave.

10.10 WRITTEN WARNING THAT DISCHARGE IS BEING CONSIDERED

An employee being considered for discharge must, when appropriate, be informed of the possible action by letter of warning. The letter, to be delivered in person or by certified mail, specifies: the nature of the nonstandard work; remedial steps the employee must take; a calendar date by which the employee's work will be brought back to standard; and a notification that failure to bring the work back to standard by the date specified will result in dismissal.

10.11 GRIEVANCE PROCEDURES

The Higher Education Policy Commission provides a grievance procedure, specifically West Virginia Code, Article 29, to help the employee and employer resolve work related differences. The Human Resources Office can provide further information. These procedures apply specifically to classified employees.

10.12 SEXUAL HARASSMENT PROCEDURES

It is the policy of the Commission to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment or student. The employee should contact the Director Human Resources or the Associate Dean for Student Affairs if he/she feels sexually harassed and/or to obtain policies and procedures regarding sexual harassment.

11 WVSOM INSTITUTIONAL MISSION

The West Virginia School of Osteopathic Medicine educates primary care osteopathic physicians for rural communities. The school is dedicated first and foremost to service for West Virginia and prepares graduates to care for the special health care needs of West Virginia's elderly.

The institutional mission is supported by education, service and research. Education is primary and shall receive top priority for institutional resources.

12 INSTITUTIONAL ORGANIZATION

The administrative organization for WVSOM is illustrated in Appendix B. All employees should review this organizational chart to determine the unit to which they are assigned and how it interrelates to the rest of the organization.

13 INSTITUTIONAL POLICIES

Copies of WVSOM institutional policies and related procedures are available in the President's Office, Human Resources Office and the Library. A listing of these policies is included in the appendix of this handbook.

14 EMPLOYEE RELATIONS

The President is responsible for final approval for the hiring and termination of all employees. These responsibilities cannot be delegated. The day to day management and supervision of employees, however, is delegated to the appropriate supervisor. Employees should resolve questions regarding duties and responsibilities with the supervisor to whom they report. The following are advisory to the President in matters pertaining to Personnel.

14.1 HUMAN RESOURCES OFFICE

Among those to whom the President has delegated major personnel responsibilities is the Director Human Resources. The responsibilities of this officer include advising the President on personnel policies, coordinating the process of acquiring new personnel, insuring institutional compliance with state and federal personnel regulations, coordinating in service training and enrichment programs and protection of employee rights and privileges.

14.2 CLASSIFIED EMPLOYEES ADVISORY COUNCIL

It is the responsibility of the Classified Employees Advisory Council to advise the President concerning ways in which the institution may better address the needs of its classified employees. This council meets at least monthly and representatives of the council meet with the President on a regular basis.

14.3 INSTITUTIONAL BOARD OF GOVERNORS

The Institutional Board of Governors consists of one faculty member, one classified employee, one student and nine lay members. The Board has the following powers and duties: determine, control, supervise and manage the financial, business and education policies and affairs of WVSOM.

14.4 PRESIDENT'S CABINET

The President's Cabinet consists of all administrators, representatives from the Faculty Council and Classified Employees Council and others requested to attend by the President. The President's Cabinet meets in an effort to enhance communication among administrative officers.

14.5 FACULTY COUNCIL

The Faculty Council is that body which advises the Dean for Academic Affairs concerning policies, procedures and other matters pertaining to the faculty.

14.6 AFFIRMATIVE ACTION OFFICE

The Affirmative Action Office monitors and insures that all institutional policies and procedures are in compliance with all affirmative action laws, rules and guidelines and advises the President on any matters that have potential affirmative action impact. The Director of Human Resources has been designated as the Affirmative Action Officer.

14.7 ACTION COMMITTEE

The Affirmative Action Committee is charged with reviewing all Affirmative Action policies and advising the President on updating them as necessary. The Committee is also charged with periodically reviewing the institutional EEO/AA Plan for compliance with all affirmative action guidelines. The Committee is chaired by the Director Human Resources and includes representation from faculty, students, staff and administration.

15 PERSONNEL NOMENCLATURE

The terms classified and non classified are commonly used in describing employees of the West Virginia Higher Education Policy Commission. The following defines those terms:

15.1 CLASSIFIED EMPLOYEE

Those employees who hold positions to which standardized titles and pay grades have been assigned by the West Virginia Higher Education Policy Commission are termed "classified employees" and are covered by the Higher Education Policy Commission Policy bulletins.

15.2 NON CLASSIFIED EMPLOYEE

Non classified employees consist of major administrators and certain other administrative personnel as determined by the President and serve at the will and pleasure of the President.

16 TYPES OF APPOINTMENTS (CLASSIFIED EMPLOYEES)

The following items describe the types of classified appointments available at the West Virginia School of Osteopathic Medicine.

16.1 FULL TIME REGULAR EMPLOYEE (FTR)

Any employee in a classified position created to last a minimum of nine months of a twelve month period and in which such employee is expected to work no less than 1,040 hours during said period. The full time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is covered under the classification program set out by this rule and is

eligible for all applicable benefits of a full time regular classified employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE.

16.2 PART TIME REGULAR EMPLOYEE (PTR)

An employee in a position created to last less than 1,040 hours during a twelve month period. In case of an administrative error in which an employee works 1,040 hours or more during a twelve-month period, a change in status does not automatically occur to full-time regular status and the employee's employment shall cease immediately. Change of status may only occur through formal, written action of the institution and not through administrative error that permits the employee to work more than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.

16.3 TEMPORARY EMPLOYEE

An employee hired into a position expected to last fewer than nine months of a twelve-month period and less than 1,040 hours. The position shall have a maximum end date. A temporary employee is not eligible for benefits, but is covered by the classification program. In case of an administrative error in which an employee works 1,040 hours or more during a twelve-month period, a change in status does not automatically occur to full-time regular status and the employee's employment shall cease immediately. If an official administrative change of her/his position occurs, an employee shall be notified. Change of status may only occur through formal, written action of the institution and not through administrative error that allowed the employee to work more than 1,040 hours during a twelve-month period.

16.4 CASUAL EMPLOYEE

A casual employee position is a position created to meet specific operational needs at an institution for no more than 500 hours in a 12 month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program. A casual employee must be paid at least minimum wage in accordance with federal and state wage/hour laws.

16.5 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 and is not covered by the classification program. A student employee must be paid at least minimum wage in accordance with federal and state wage/hour laws. A student employee is not permitted to file a grievance under W.Va. Code §29-6A.

16.6 FULL-TIME FACULTY

Employment as a faculty member for a full academic year nine-month contract basis for at least six (6) credit hours teaching per semester or the equivalent in teaching, research, public service, and/or administrative responsibilities. Faculty is not considered classified employees not subject to the classification program. A classified employee teaching outside her/his regular duties shall be given an adjunct faculty contract. Definition of Faculty: Ranks and Definitions can be found in Series 9, Section 3.

16.7 NON-CLASSIFIED EMPLOYEE

An employee, designated by the president, who is responsible for policy formation at the department of institutional level or reports directly to the president of the institution, or is in a position considered critical to the institution by the president. Non-classified employees are not subject to the classification program but are eligible for benefits. Non-classified shall not exceed ten percent of the total number of employees at the institution who are eligible for membership in any state retirement system and shall serve at the will and pleasure of the president. An additional ten percent of the total number of employees of that institution may be placed in this category if they are in a position considered critical to the institution by the president.

16.8 CHANGE IN STATUS

The president or his/her designee will review and make a final determination as to the status or change in status of any employee under this subsection. When the president or his/her designee determines that a part-time regular employee becomes a full-time regular employee, he/she shall credit that employee's previous service toward any calculation of length of service for purposes of this rule and benefit eligibility based upon a prorated comparison against a 1.00 FTE. Previous length of service as temporary, casual, and student employees shall not be credited toward seniority calculations under other sections of this rule or statute.

17 WORK PERIOD

The work week at WVSOM begins at midnight each Saturday and extends to midnight of the following Saturday. Within this work week, all employees are to engage in their respective work periods as defined below or as directed by their supervisors.

17.1 STANDARD WORK PERIOD

The standard work period extends from 8:00 A.M. to 4:30 P.M., Monday through Friday with a one (1) hour lunch break daily. In general, all full time employees are expected to conform to this work period. Notable exceptions include the following:

- ◆ Library, campus services, maintenance, clinic and animal care personnel whose normal working hours regularly deviate from those cited above.
- ◆ Exempt personnel whose responsibilities may occasionally require a modified work period.
- ◆ Holidays, vacation and sick leave.

17.2 SPECIAL WORK PERIOD

On special occasions (i.e., convocation, commencement, special meetings, etc.) various employees may be required to deviate from the standard work period. Such special work periods may require the employee to exceed the 37 1/2 hours of the standard work period. Under such circumstances, non exempt employees are entitled to over time compensation in accordance with the provisions of Policy Bulletin 8.

17.3 FLEXIBLE WORK SCHEDULE

Classified Employees may request a change in work schedules during non peak periods. The written request to the supervisor must be made in advance and may be in effect for no more than 60 calendar days. During this period, the quantity and quality of service provided must either exceed or be equal to that accomplished during normal work schedules. The employees schedule

will be returned to normal should the efficiency of the office decrease or the demands placed on the department necessitate a change.

17.4 REST PERIODS

All employees are entitled to a fifteen (15) minute rest period during each half day of work.

17.5 REPORTING WORK PERIODS

All non exempt employees are required to keep a time sheet (See Appendix D) with a true and accurate record of the hours worked. This record is to be maintained daily and submitted to the immediate supervisor at the end of each month.

Exempt employees need not submit monthly time sheets, but must report substantial deviations in the work period to their immediate supervisor.

17.6 ABSENCE DURING WORK PERIOD

Unexpected absences must be reported to the employee's supervisor as soon as possible. If the absence exceeds one day, the employee must notify the supervisor on a daily basis, unless otherwise arranged. Absences for three (3) consecutive days without notifying the supervisor and/or repeated failure to comply with aforementioned will be just cause for termination of the employee's appointment.

All absences must be charged to accrued annual or sick and emergency leave, which ever is appropriate. When no accrued leave time is available, the lost wages will be reflected in the pay check. When no accrued time is available, absences exceeding ten (10) working days must be approved by the President as a leave of absence without pay.

Immediately upon returning to work after an unavoidable absence, the employee is required to submit a leave request form (See Appendix F) to his/her supervisor.

18 USE OF WORK PERIOD

18.1 PERSONAL BUSINESS

All employees should minimize personal business during the work period. Personal visitors, phone calls and other matters of personal business shall be limited to those of necessity. Personal long distance telephone calls must not be made at school expense.

18.2 OTHER EMPLOYMENT

Unless authorized by the President, no employee shall engage in other employment during the work period.

19 PROFESSIONALISM

It is the responsibility of each employee to maintain standards of appearance and conduct which will complement his/her occupational responsibilities and enhance the institution's image among the public.

20 GENERAL INSTITUTIONAL PRACTICES AND PROCEDURES

20.1 PUBLIC COMMUNICATION

All official public communications activities engaged in by WVSOM employees and students for the purpose of promoting the school shall be authorized in advance by the President or Director for Communications.

20.2 CAMPUS PARKING

Employees are permitted to park in all campus parking areas with the exception of those spaces allocated for visitors, handicapped, and those areas designated as reserved or Clinic parking areas. Violators of campus parking policies shall be subject to possible fines, vehicular tow away, and/or prohibited from using a vehicle on campus. Each employee is required to purchase a parking decal each fall. These decals are available through the Business Office 2nd floor quad building.

20.3 PETS

No pets: mammals, birds, fish or others, shall be permitted in campus buildings.

20.4 POSITION AUDITS

In an effort to ensure that all classified employees at the West Virginia School of Osteopathic Medicine occupy positions which are properly classified within the guidelines of the Higher Education Policy Commission, position audits will be performed under the following circumstances:

- ◆ When there is an approved change in the job description.
- ◆ When a new position is created.
- ◆ When an employee requests in writing and with sufficient justification that his/her position be reviewed.

A complete description of the classified employee classification and job evaluation process can be found in Higher Education Policy Commission Policy Bulletin 8. Additional detailed information is available in the Human Resources Office and the Library.

20.5 RECRUITMENT AND HIRING

Recruitment for all positions at the West Virginia School of Osteopathic Medicine, below that of the President, will be the responsibility of and coordinated by the Office of Human Resources. All committee recommendations for hiring will be conveyed to the Office of Human Resources in proper form for forwarding to the appropriate administrators with assurances of compliance with all institutional, state and federal hiring practices.

20.6 PROBATIONARY PERIOD

Persons serving the initial six month probationary period may apply for a promotion, lateral transfer or downgrade position. Such requests must be accompanied by a current performance evaluation completed by the immediate supervisor.

Employees on a disciplinary probationary period are not eligible to apply for a promotion, lateral transfer or downgrade position.

20.7 TOBACCO USE

Recognizing that WVSOM is an example for the surrounding community as a leader in health enhancing behavior, the institution will prohibit the use of tobacco in any form on campus.

20.8 USE OF STATE VEHICLES

State owned vehicles are to be used exclusively for business and functions of the institution with the approval of the appropriate administrator.

It is the responsibility of the driver to ensure that the use of the state vehicle is properly authorized and the passengers are all “agents” or employees of the State.

The Assistant Director Physical Plant shall maintain all records of the use of state vehicles, and shall provide, upon request, copies of regulations pertaining to the use of state vehicles and relevant insurance provisions.

20.9 CATASTROPHIC LEAVE TRANSFER

A 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 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 leave and other paid time off.

Sick leave may be donated to any employee experiencing a catastrophic illness or injury as those terms are defined in the section above. Such leave shall be donated at the request of the employee upon appropriate verification that the employee is unable to work due to the catastrophic illness or injury as determined by the president of the institution or senior administrator.

Upon approval of the transfer of sick leave by the president of the institution or senior administrator, any employee may, upon written notice to the Personnel Department, donate sick leave in one day increments. Donations will be reflected as a day for day deduction from the sick leave balance of the donating employee. No employee shall be compelled to donate sick leave.

Detailed information on this program is available in the Human Resources Office.

20.10 OSHA

Federal and state laws covering Occupational Health and Safety are followed by WVSOM. The Assistant Director Physical Plant has delegated responsibility for administering these regulations and each employee's supervisor is responsible for ensuring employee compliance with applicable laws and knowledge of potential hazards in their work environment.

20.11 SECURITY

Security services at WVSOM are under the direction of the Lewisburg City Police. They are responsible for assisting in the provision of adequate on site safety and security of campus buildings, grounds, staff and students. External phones which ring directly to the security office

are located in various areas of the campus. Please refer to listing of locations in the appendix. The Vice-President for Finance is the campus liaison with the Police Department.

20.12 KEYS

The Assistant Director Physical Plant is responsible for the keying system of WVSOM and issuance of all keys. Employees may secure necessary access keys to buildings and offices by providing an approved work order to the Physical Plant Office. Issuance of access keys to certain designated areas of the campus is restricted. All WVSOM keys are to be returned to the employees' supervisor immediately upon termination of employment.

Keyless entry cards are issued to permit access to specific buildings on campus. The Vice-President for Finance is in charge of this program.

APPENDICES

Appendix A. Functional Organizational Chart

Appendix B. Time Sheet – Non-Exempt Employees

Appendix C. Time Sheet – Part Time & Temporary Personnel

Appendix D. Request for Leave Time

Appendix E. Request for Business Leave

Appendix F. Listing of Institutional Policies

Appendix G. External Phone Location

WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

Time Sheet – Non-Exempt Employees

Name: _____
 Date: _____

Soc.Sec#: _____
 Position: _____

The following is a true statement of hours worked for the West Virginia School of Osteopathic Medicine during the month beginning _____ and ending _____

Day of Week	Day of Month	Work Period Morning		Work Period Afternoon		Time for Lunch	Total Daily Hours	Total Weekly Hours
		Time In	Time Out	Time In	Time Out			
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
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	23							
	24							
	25							
	26							
	27							
	28							
	29							
	30							
	31							

Signed and Certified to Be Correct Total Hours

 Employee's Signature

 Immediate Supervisor's Signature

NOTE: This report must be completed daily and signed at the end of each month by your immediate supervisor. Upon completion, this report must be submitted to the PAYROLL OFFICE, where it will become a permanent record for payroll purposes.

WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

LEAVE REQUEST

INSTRUCTIONS:

This form is to be completed by the employee and approved by their supervisor PRIOR to taking any type of leave except sick leave, in which case the form should be completed upon return to work. This form is to be submitted to the Business Office immediately upon completion.

I HEREBY REQUEST:

Annual Leave	_____	Day(s) or Hour(s)
Compensatory Leave	_____	Day(s) or Hour(s)
Emergency Service	_____	Day(s) or Hour(s)
Family Medical Leave	_____	Day(s) or Hour(s)
Floating Holiday	_____	Day(s) or Hour(s)
Jury Leave	_____	Day(s) or Hour(s)
Military Leave	_____	Day(s) or Hour(s)
Sick Leave	_____	Day(s) or Hour(s)
Witness Leave	_____	Day(s) or Hour(s)
From (Time)	_____ AM/PM To _____	AM/PM Inclusive.
From (Date)	_____, 20____ To _____, 20____	Inclusive.

REASON FOR SICK LEAVE REQUEST: (Check one)

_____ **Illness – Personal**

_____ **Illness in immediate family. Relationship** _____

_____ **Death in immediate family. Relationship** _____

Check The Following:

_____ **I was not attended by a health care provider.**

_____ **I was attend by** _____

(Name of Provider)

	Signature of Employee	Date
Approved by:	Signature of Supervisor	Date

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WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

PROFESSIONAL LEAVE REQUEST

INSTRUCTIONS:

Spending Unit Number _____

This form is to be completed by the employee and approved by their supervisor, initialed by the appropriate Associate Dean or Vice President Academic Affairs/Dean prior to taking professional leave. Out-of-State professional leave must be approved by the President. This form is to be submitted to the Business Office immediately upon completion.

I HEREBY REQUEST:

Professional Leave For: _____ Day(s) or Hours(s)

From: _____, 20____ To: _____, 20____

Mode of Transportation: Commercial Air \$ _____ Rail Service \$ _____

Commercial Air \$ _____ Rail Service \$ _____

Ground Transportation/Parking \$ _____ Registration \$ _____

Lodging \$ _____ Facility Name _____ Meals \$ _____

Other \$ _____ TOTAL ESTIMATED COST: \$ _____

I BELIEVE THIS TRIP IS OF NEWS VALUE TO WVSOM _____ YES _____ NO

Signature of Employee Date

Approved by: _____
Signature of Supervisor Date

Approved by: _____
Academic Dean/Vice President (when applicable) Date

Approved by: _____
Signature of President (all out-of-state) Date

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WVSOM Institutional Policies and Procedures
Listing by Category

General Administration

- GA-1 Government
- GA-2 Institutional Mission Statement
- GA-3 Administrative Organization
- GA-4 Role of the President
- GA-5 Chief Executive Officer in Absence of President
- GA-6 Executive Council
- GA-7 Role of the Dean for Academic Affairs
- GA-8 Alcohol & Drugs
- GA-9 Establishment of Institutional Policies
- GA-10 Standing Committees
- GA-11 Institutional Holidays
- GA-12 Signature Authorization
- GA-13 Equal Opportunity
- GA-14 Sexual Harassment
- GA-15 Advertising - Political
- GA-16 Advertising - Displaying Signs and Posters
- GA-16a Advertising - Displaying Signs and Posters
- GA-17 Concessions
- GA-18 Solicitation of Funds
- GA-19 Smoking
- GA-20 Graduation Dates
- GA-21 Use of College Name and Stationery
- GA-22 Telephone Service - Long Distance Use
- GA-23 Emergency & Adverse Weather Policy
- GA-24 Use of State Vehicle
- GA-25 Public Communications
- GA-26 Maintaining a Drug Free Workplace
- GA-27 Visitors on Campus
- GA-28 Social Justice Policy
- GA-29 Computer Hardware & Software
- GA-30 Textbook (repurchase, resale and adoption)
- GA-31 Extramural Grants - Use of Overhead
- GA-32 E-mail

Education

New Number	Old Number	Subject
E-1	E-2	Educational Goals
E-2	E-3	Accreditation
E-3	E-13	Non-Discrimination
E-4	E-23	Full Time Student Status
E-5	E-8	Student Transfer Policy
E-6	E-11	Audit of Classes
E-7	E-32	Cancelled Class Policy
E-8	E-26	Student Academic Responsibilities
E-9	E-25	Attendance
E-10	E-31	Handout Policy
E-11	E-9	Grading Authority
E-12	E-5	Grading Scale
E-13	E-7	Phases of the Systems Curriculum
E-14	E-27	Grading Policies and Procedures - Phase I and II/PBL I
E-15	E-15	Student Professional Liability Insurance Coverage
E-16	E-0	Special Electives
E-17	E-28	Grading Policies and Procedures - Clinical Rotations
E-18	E-19	Examination Policy
E-19	E-30	Academically at Risk
E-20	E-6	Removal of Incomplete ("I") Grades
E-21	E-14	Remediation
E-22	E-4	Academic Probation
E-23	E-34	Promotion Requirement National Board Examination - Passage of COMLEX
E-24	E-17	Dismissal
E-25	E-10	Appeal of Grades, Academic Dismissal and Academic Sanctions, Composition of Appeals Committee
E-26	E-33	Leave of Absence
E-27	E-16	Graduation Requirements
E-28	E-21	Academic Attire
E-29	E-18	Hooding at Graduation Ceremony
E-30	E-35	Collection of Student Feedback on Courses and Teaching
E-31	E-21	Graduate Teaching Assistant (GTA)
E-32	E-12	Faculty Appointments
E-33	E-12a	Criteria for Granting Faculty Status and Recognition to Off-Campus Individuals Participating in WVSOM Clinical Rotations

Research

- R-1 Use of Research Animals
- R-1a Use of Research Animals
- R-2 Allocation of Institutional Funds

Physical Plant

- PP-1 Improper Use of Disposition of School Property
- PP-2 Campus Parking
- PP-3 Pets
- PP-4 Equipment Transfer
- PP-5 Dangerous Weapons

Students

- ST-1 Judicial Hearing Board
- ST-2 Privacy Rights of Parents and Students
- ST-3 (deleted--now E-25)
- ST-4 Mail
- ST-5 Personal Hospitalization/Health Insurance
- ST-6 Proof of Inoculations/Health Form
- ST-7 Antihazing
- ST-8 - - - -
- ST-9 Student Academic Action
- ST-10 Residency Appeals Committee
- ST-11 Honor System
- ST-12 Standardization of Student Clinical Lab Coat and Identification Badge
- ST-13 Student Professionalism

Personnel

- PE-1 Adopting of Board of Trustees Staff Employee Handbook
- PE-2 Position Audit
- PE-2a Position Audit
- PE-3 Equal Opportunity and Affirmative Action Committee
- PE-4 Recruitment and Hiring
- PE-5 Definition of Faculty
- PE-6 Authority of Faculty Committees
- PE-7 Faculty Evaluations
- PE-8 Criteria for Promotion
- PE-9 Tenure
- PE-10 Supplemental Appointments
- PE-11 Faculty & Staff Development

Finance

- F-1 Fiscal Responsibility
- F-2 Credit
- F-3 Hospitality Expenses
- F-4 Special Revenue
- F-5 Payment of Tuition and Fees
- F-6 Refund of Tuition and Fees

Appendix G

Emergency Telephone and AED Locations

On the WVSOM campus there are a total of eight (8) outside emergency telephones that ring directly to the Greenbrier County 911 Center. The telephones ring automatically when removed from the receiver and will be answered by the 911 operator. The 911 operator maintains constant communication with WVSOM's security provider the Lewisburg Police Department, and will dispatch a police officer immediately in an emergency. When calling the 911 operator from an inside telephone dial 9-911. When you need assistance from the Police Department that is not an emergency, dial 9-647-7911. This is the non-emergency telephone number into the 911 center.

In addition to the outside emergency telephone, all elevator phones ring in the same manner directly to the 911 operator.

Location of the outside emergency telephones are as follows:

1. South entrance (Building C) to Main Building.
2. On the light pole at the far end of the parking lot between the Main Building and the Alumni Center.
3. Rear entrance to the Main Building (Building B).
4. Rear entrance to the Quad.
5. On the center light pole at the track.
6. On light pole in front parking lot at Robert C. Byrd Clinic.
7. North side of Robert C. Byrd clinic near employee entrance.
8. On the south/east corner of the Roland Sharp Alumni Center.

There are four AED's Automatic Electronic Defibrillators, on the WVSOM campus.

Their locations are as follows:

1. Main Building hallway in administration area.
2. Library hallway.
3. Science Building foyer.
4. Roland Sharp Alumni Center, main dining room.

For additional information refer to Annex M in the WVSOM Emergency Response Manual. The online version is located at: <http://www.wvsom.edu/Handbooks/EmergencyResponseManual.pdf>