A Message from the President

Congratulations on your employment with the West Virginia School of Osteopathic Medicine (WVSOM)! We would like to welcome you as a new member of our team and to wish you a successful and enjoyable career. Each individual is important and his or her performance contributes to the overall mission and success of our students and the school.

The Employee Handbook provides the faculty and staff with useful information about policies, procedures, services, and activities at West Virginia School of Osteopathic Medicine. It is not intended to be a self-contained document, but to serve as a guide both to WVSOM policies and procedures as well as to relevant policies and procedures of the West Virginia Higher Education Policy Commission.

My thanks to all those who provided assistance in the formulation of this document.

Michael Adelman, DO, DPM, JD
President
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Authority of this Handbook

This handbook is the officially sanctioned reference of employee policies and definitions. The administration of the West Virginia School of Osteopathic Medicine (WVSOM) reserves the right to make editorial changes in this document; however, substantial changes are subject to the approval of the West Virginia School of Osteopathic Medicine (WVSOM) Board of Governors (BOG).

It is understood that all material in the Employee Handbook may be superseded by policies and or rules developed by the WVSOM BOG, the West Virginia Higher Education Policy Commission (WVHEPC), the state of West Virginia or federal rules or laws. If there is a real or perceived conflict between this document and any higher authority, the higher authority takes precedence. If any such conflict is identified, it is the employee’s responsibility to bring the issue directly to the WVSOM Associate Vice President of Human Resources as soon as possible for resolution.

The master copy of the Employee Handbook will be updated as changes are made. The master copy is maintained by the Associate Vice President of Human Resources. A current copy of the Employee Handbook will be posted on the WVSOM web site as they are approved by the BOG. A hard copy is also available in the Office of Human Resources and the Library. It is the employees’ responsibility to review this handbook and be aware of changes made.
Introduction

In an effort to assist you in your position, this handbook has been prepared to provide helpful information about the institution; your rights, privileges and responsibilities as a WVSOM and WV state employee; compensation and benefits; and the rules, regulations, polices and laws by which the school is governed. Information contained in this handbook is applicable to both faculty and staff. Issues that impact faculty are addressed in both the Faculty Handbook and the Employee Handbook.

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 the employer. However, it is the responsibility of every employee to be familiar with the current WVSOM Employee Handbook and compliant with the guidelines contained therein. Violation of the guidelines contained within the current WVSOM Employee Handbook may be relied on for disciplinary action of an employee. Accordingly, the information contained within the WVSOM Employee Handbook is considered important to the employment of every WVSOM employee. Please be aware that changes in some of this material are inevitable as current policies, regulations and statutes are modified and new ones enacted. Again, it is the employee’s responsibility to maintain familiarity with the current employee handbook.

Employees are entitled to be treated with respect and dignity by supervisors, students and other employees. Employees can expect a safe and healthy working environment free from harassment or discrimination. Likewise, employees are required to provide a full day’s work each day; to behave in a civil, professional manner; to treat others with respect; and to comply with all laws, policies, and regulations pertinent to school operations. We will strive to provide employees all the necessary tools, training, and assistance to meet their respective responsibilities.

If at any time during your employment you have a question or concern about work related issues, please contact your immediate supervisor or a representative from the Human Resources Office. Suggestions for improvement, comments, or corrections to this document are welcomed, and should be directed to the Associate Vice President of Human Resources.
SECTION 1 – INSTITUTIONAL GOVERNANCE

The contents of this section are for informational purposes only and include descriptions developed by the WVSOM administration.

1.1 Higher Education Policy Commission

The West Virginia Higher Education Policy Commission (WVHEPC) is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state’s four-year colleges and universities. It is charged with oversight of higher education institutions to ensure they are accomplishing their missions and implementing the provisions set by state statute. The Commission consists of ten members; seven of whom are appointed by the Governor, and three ex-officio members; Secretary of Education and the Arts, State Superintendent of Schools, and Chairperson of the West Virginia Council for Community and Technical College Education.

1.2 Institutional Board of Governors

The West Virginia School of Osteopathic Medicine Board of Governors (BOG) has the following powers and duties: determine, control, supervise, and manage the financial, business and education policies and affairs of WVSOM. This includes development of a master plan; presentation of an institutional budget; review of academic programs; utilization of faculty, students and classified employees in institutional planning; administration of a system for personnel matters, including, but not limited to, classification, compensation and discipline; administration of a system for employee grievances and appeals; solicitation and use of voluntary support; appointment and evaluation of the WVSOM President; employ all faculty and staff; and administration of other institutional transactions. WVSOM Board of Governors has the ability to delegate certain responsibilities to the WVSOM President.

The Board consists of one faculty member, one classified employee, one student, and nine lay members. Lay members are appointed by the Governor. WVSOM classified employees, faculty members, and students hold elections from within their constituencies to select representatives to WVSOM’s Board of Governors. All BOG positions are voluntary and there is no remuneration.

1.3 The President

The President, the Chief Executive Officer of the Institution, is appointed by the West Virginia School of Osteopathic Medicine Board of Governors subject to approval by the West Virginia Higher Education Policy Commission. He or she reports to the Institutional Board of Governors and is responsible for the establishment and implementation of all institutional policies and goals as well as the acquisition of sufficient resources to achieve institutional goals.
SECTION 2 – INSTITUTIONAL OPERATIONS

2.1 Institutional Mission Statement
The mission of the West Virginia School of Osteopathic Medicine (WVSOM) is to educate students from diverse backgrounds as lifelong learners in osteopathic medicine and complementary health related programs; to advance scientific knowledge through academic, clinical, and basic science research; and to promote patient-centered, evidence based medicine. WVSOM is dedicated to serve, first and foremost, the state of West Virginia and the special health care needs of its residents, emphasizing primary care in rural areas.

2.2 Core Values

2.2.1 General Core Values to WVSOM Community
- Respect human dignity and cultural diversity
- Hard work
- OPP/medicine
- Continuous quality improvement
- Lifelong learning
- Service
- Health improvement
- Teamwork
- Open communication
- Transparency
- Honesty
- Honor
- Integrity
- Compassion
- Accountability
- Innovation
- Openness to appropriate change
- Knowledge of and a respect for our institutional history
- Value family atmosphere
- Value the community
- Empathy
- Good stewardship
- Beneficence
- Professionalism

2.2.2 Specific Core Values to WVSOM Community
- Family atmosphere of WVSOM
- Osteopathic paradigm
- Student centered focus
- Service to community (includes community service)
- Excellence in Scholarship (scholarship includes research and scholarly activity)
- Serving the underserved
• Primary care medicine
• Rural medicine
• Preventive medicine
• Excellence in teaching

2.3 Organization Charts
Organization charts for the West Virginia School of Osteopathic Medicine are maintained online. These illustrate WVSOM departments and their interrelationships within the school. Supervisory and advisory responsibilities are identified and employees are encouraged to review this information.

2.4 Sources of Authority
The operations of the institution are mandated by a number of statutory and/or policy sources. These include federal and state laws, West Virginia Higher Education Policy Commission policies, and WVSOM Institutional Policies.

2.4.1 WVHEPC POLICIES
WVHEPC policies can be found at http://wvhepcnew.wvnet.edu/index.php?option=com_content&task=view&id=26&Itemid=0

2.4.2 WVSOM POLICIES
WVSOM policies can be found at http://www.wvsom.edu/AboutWVSOM/admin-policies

2.5 Office of the President

2.5.1 THE PRESIDENT’S FORUM
The President’s Forum usually consists of vice presidents and deans, directors of programs, department chairpersons, chairpersons of the faculty and classified employee councils, and a student representative. The President’s Forum is a forum for development and discussion of institutional issues, and is used to enhance dissemination of information throughout the institution.

2.5.2 EMPLOYEE RELATIONS
The WVSOM BOG has delegated the responsibility for final approval of the employment and termination of all employees to the President. These responsibilities cannot be delegated further by the President. The day-to-day management and supervision of employees, however, is delegated by the President to the appropriate supervisor.

2.6 Human Resources Office

2.6.1 ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES
Among those to whom the President has delegated major personnel responsibilities is the Associate Vice President of Human Resources. The duties of this position include advising the President on human resources policies and regulations, coordinating the process of acquiring new employees, ongoing employee relations, and ensuring institutional compliance with state and federal laws as well as HEPC and WVSOM policies pertaining to human resources. The Associate Vice President of Human Resources is also responsible for ensuring all reasonable
actions are taken to protect employee rights and privileges, as well as, coordinating in-service training and enrichment programs.

The Office of Human Resources is charged with maintaining personnel files on each employee. Employees must provide a written request to the Associate Vice President of Human Resources for access to the file.

2.6.1 **Affirmative Action Officer**
The Associate Vice President of Human Resources, as the designated Affirmative Action Officer, monitors and ensures that all institutional policies and procedures are in compliance with affirmative action laws, rules and guidelines and advises the President on any matters that have potential affirmative action impact.

2.7 **Institutional Committees, Councils, and Associations**

2.7.1 **The Affirmative Action Committee**
The Affirmative Action Committee reviews all affirmative action policies and advises the President on updating them as necessary. The committee also reviews the institutional EEO/AA plan for compliance with all affirmative action guidelines. This committee consists of the Associate Vice President of Human Resources and representation from faculty, classified, and student constituencies.

2.7.2 **Classified Employees Advisory Council**
The Classified Employees Advisory Council (CEAC) advises the President in matters concerning the classified employees. The CEAC meets at least quarterly with the President and monthly with the classified employees. The CEAC consists of eleven members elected by the classified employees from their respective constituencies or as ex-officio members of the council. The composition, role, and authority of the Classified Employee Advisory Council, are described in the CEAC By-Laws.

2.7.3 **The Faculty Council**
The Faculty Council advises the Vice President for Academic Affairs and Dean and President in matters concerning the Faculty. The composition, role, and authority of the Faculty Council are described in the Faculty Handbook.

2.7.4 **The Student Government Association**
The Student Government Association (SGA) maintains communication among all members of the student body and acts as the representative of the student body to the faculty, classified staff, administration, fellow professionals, and the public at large. The Executive Committee of the SGA consists of its elected officers, including the President, Vice President, Secretary, Historian, Treasurer, the Student Representative to the WVSOM Board of Governors, and the Student Representative to the State Advisory Council of Students.
SECTION 3 – HIRING PRACTICES

3.1 Equal Opportunity and Affirmative Action

1. Recruitment for all positions at the West Virginia School of Osteopathic Medicine other than that of the President will be the responsibility of and coordinated by the Office of Human Resources. Individuals serving on Search Committees will provide recommendations for employment to the Office of Human Resources in proper form for forwarding to the President with assurances of compliance with institutional, state, and federal hiring mandates.

2. WVSOM, in compliance with state and federal statutes, is committed to take affirmative action to recruit and to employ the best-qualified candidate for each employment position. Employment discrimination based on race, color, religion, national origin, age, gender (except when gender is a bona fide occupational qualification or reasonable accommodations cannot be made), disability, sexual orientation, genetic information, veteran/military status, marital status, or other status protected by federal or state law is prohibited.

3. WVSOM is committed to providing reasonable accommodations to members of the WVSOM community to enable them to participate as fully as possible in all aspects of the school’s work, learning,programs, and other activities. An employee may request assistance or reasonable accommodation by contacting the WVSOM Affirmative Action Officer. The Associate Vice President for Human Resources is the Affirmative Action Officer. The school will strive to provide reasonable accommodation in the workplace for all qualified employees with disabilities.

4. By these commitments, the school ensures that all present qualified employees receive compensation, promotion, transfer, and all other benefits of employment without regard to race, color, religion, national origin, age, gender (except when gender is a bona fide occupational qualification or reasonable accommodations cannot be made), disability, sexual orientation, genetic information, veteran/military status, marital status, or other status protected by federal or state law.

3.2 Nepotism

Employees should neither initiate nor participate in decisions involving a direct benefit to members of their immediate family. Such decisions include, but are not limited to initial appointment, retention, promotion, salary, reasonable accommodation, and leaves of absence. Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, stepmother, stepfather, stepchildren or others considered to be members of the household and living under the same roof.

3.3 Equal Pay

HEPC institutions, including WVSOM, 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 gender.
3.4 Complaints

1. Any questions concerning employment practices should be directed to the Office of Human Resources.

2. Any complaints based on improper hiring practices must be made in writing directly to the Associate Vice President of Human Resources within ten (10) business days following identification of the possible improper hiring practices.
SECTION 4 – TYPES OF POSITIONS

The West Virginia School of Osteopathic Medicine employs individuals in a variety of positions to meet its institutional needs. This section defines the different types of employment and the resulting classification status as well as corresponding benefits. Refer to Title 133 (WVHEPC) Series 8 Personnel Administration (https://www.wvhepc.org/resources/133-8final.pdf) and Series 9 Academic Freedom, Professional Responsibility, Promotion, and Tenure (https://www.wvhepc.org/resources/133-9final.pdf) for additional information.

4.1 Classified

Per WV Code §18B-9A (http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18b&art=9A#09A), those employees who hold positions to which standardized titles, job families, and pay grades have been assigned by the West Virginia Higher Education Policy Commission are termed “classified employees” and are covered by HEPC policies and regulations regarding “classified employees.” The jobs of classified employees are assigned to titles, job families, and pay grades in the Higher Education Policy Commission pay system.

4.1.1 Fulltime Regular Employee (FTR)

A fulltime regular employee is defined as any employee in a classified position created to last a minimum of nine months of a consecutive twelve-month period and 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 in West Virginia Code§18B-9A-1 et seq., and is eligible for all applicable benefits, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.

4.1.2 Part Time Regular Employee (PTR)

Any employee in a position created to last less than 1,040 hours during a consecutive twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program set out in WV Code §18B-9A-1 et seq.

4.1.3 Temporary Employee

Any employee hired into a position expected to last fewer than nine months of a consecutive twelve-month period and work less than 1,040 hours. A temporary employee is not eligible for benefits, but is covered by the classification program set out in WV Code §18B-9A-1 et seq. Length of time as a temporary employee will not be credited toward seniority calculations.

4.1.4 Casual Employee

Any employee hired into a position created to meet specific operational needs for no more than 225 hours in a twelve-month period. Casual employees are not covered by the classification program set out in WV Code §18B-9A-1 et seq., and are not eligible for benefits. A casual employee must be paid at least minimum wage in accordance with federal and state wage/hour laws. Length of time as a casual employee will not be credited toward seniority calculations.
4.2 Student
Any individual enrolled at WVSOM is a student. A student employee serves at the will and pleasure of the WVSOM President or his/her designee, which means that they can be terminated at any time. An individual that terminates or loses his or her status as a WVSOM student also is deemed terminated as a student employee at the same time. A student employee is not eligible for benefits and is not covered by the classification program referenced in 4.1 above.

4.3 Non-Classified
1. In April 2011, Senate Bill 330 changed the definition of what constitutes a non-classified position to the following: an employee of an organization who holds a position that is not assigned a particular job and job title within the classification system established by §18B-9A, §18B-9, and by duly promulgated and adopted rules of the commission and council and who meets one or more of the following criteria:
   - Holds a direct policy-making position at the department or organization level; or
   - Reports directly to the President or chief executive officer of the organization.
2. Non-classified employees typically perform work directly related to management of the institution, school, or an administrative or academic department. Non-classified employees are not subject to the classification program established by §18B-9A, §18B-9, and by duly promulgated and adopted rules of the commission and council, but are eligible for state benefits. Non-classified employees serve at the will and pleasure of the President which means that either the employee or the employer may terminate the appointment at any time.
3. Non-classified employees have been designated as essential, meaning that when WVSOM is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at WVSOM.

4.4 Faculty

4.4.1 Faculty Defined
According to Title 133, Series 9 of the Higher Education Policy Commission, faculty are those individuals so designated by the institution and may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities. Faculty members are appointed to tenured or tenure track positions and usually hold the title of Professor, Associate Professor, Assistant Professor or Instructor. Additional information about the rights and responsibilities assigned to faculty members can be found in the WVSOM Faculty Handbook. Any faculty employed on a contract basis is governed by the terms of the individual contract.

4.4.2 Faculty Equivalent
A faculty designation most often used for positions that are not associated with faculty rank. Such personnel are, however, typically associated with an academic department or similar unit, and will most often be engaged in research or a similar activity. They may be reappointed annually, based on institutional need, quality of performance, and availability of funding.
4.4.3 Academic Professional
A faculty designation most often used for positions that are not associated with faculty rank. Such personnel are not, however, typically associated with an academic department or similar unit, and will most often be engaged in athletic coaching or other support services. They may be reappointed annually, based on institutional need, quality of performance, and availability of funding.

4.5 Change in Status
The President or his/her designee will make a final determination as to the change in status of any employee. Change of status may occur only through formal, written action and not through any administrative or timing error. For example, if a part time regular employee becomes a full time regular employee, the employee’s previous length of service will be credited on a prorated basis toward benefit eligibility. Previous length of service as a temporary or casual employee shall not be credited toward seniority calculations.

4.6 Exempt and Non-Exempt Personnel
1. According to the Fair Labor Standards Act (FLSA), employees are either exempt or non-exempt. Employees engaged in supervisory, executive, managerial, professional jobs or faculty members are generally considered exempt and are not compensated for overtime. In most instances, exempt employees will be required to work additional time without receiving overtime compensation. These employees’ schedules may vary from the standard work period and are not required to complete time sheets.

2. Those employees generally considered non-exempt include clerical/secretarial, skilled crafts, service/maintenance, and technical/paraprofessional. The standard work week for non-exempt employees is thirty seven and a half hours (37.5 hours). Non-exempt employees are paid their regular hourly rate up to 37.5 hours in a standard work week.

3. Non-exempt employees are paid at their regular hourly pay rate for work time between thirty-seven and one-half (37 ½) hours and forty (40) hours in a standard work week.

4. Overtime pay for non-exempt employees does not commence until forty (40) hours have actually been worked within one (1) standard workweek. Non-exempt employees shall be provided additional pay or compensatory time off for hours worked in excess of 40 hours during the standard work week.

5. All overtime resulting in additional pay or compensatory time off must be pre-approved by the President and/or his/her designee. Non-exempt employees are also required to complete time sheets.

6. Overtime pay for non-exempt employees is calculated at the rate of one and one-half (1 ½) times the regular hourly rate. Employees can calculate their overtime rate by multiplying 1 ½ by their total base salary which includes any incremental pay and dividing by 1,950 hours. The payroll office is also able to provide your overtime rate to you upon request.
SECTION 5 – CHANGES IN POSITION

5.1 Vacancies

1. A list of all vacancies for the school is maintained by the Office of Human Resources. The vacancies are listed on the webpage and are usually dispersed to current employees via email. Classified non-exempt vacancies are advertised in-house for a period of five (5) business days prior to being advertised externally. This enables current employees to apply for these positions should they be interested. Current employees applying and meeting the minimum qualifications will be given preference over non-WVSOM applicants. The best qualified employee is awarded the position. However, if more than one classified employee applies and their qualifications are equal, the person with the most institutional seniority is given the job (Series 39).

2. Classified exempt vacancies and non-classified vacancies are advertised internally and externally in the appropriate markets. Salary ranges are determined by the Office of Human Resources on non-classified positions using market, state, and national salary data.

3. Faculty promotion and tenure policies are addressed in the Faculty Handbook.

5.2 Seniority

In compliance with state law, seniority is measured by the total number of years of permanent employment in the service of state institutions of higher education and other agencies of state government in West Virginia. Seniority begins on the first day of contracted employment in a full or part-time regular position. Part time seniority is pro-rated based on the percentage of time employed.

5.3 Classified Employee Transfers

Classified employee transfers are generally defined as movement from one position or job title to another position or job title requiring the same degree of skill, effort, and authority. Both positions are in the same grade. This action does not involve a change in pay, benefits, or institutional seniority. However, if an individual changes to a position in a different department, he/she will begin a new annual leave seniority record which will be used by the departmental supervisor in scheduling vacations only.

5.4 Classified Employee Promotions

1. A promotion is defined as moving from a current position to a vacant or newly created position that has been assigned a different job title and higher pay grade. This new position requires a significantly greater degree of skill, effort, and responsibility than that of the employee’s current job.

2. Any qualified employee may apply for a promotion (or transfer) by forwarding a complete resume and letter of intent to the Office of Human Resources within the published timeline. All transfer and promotion actions are made in compliance with the Equal Employment Opportunity/Affirmative Action Policy.

3. Classified employees that are promoted to a higher pay grade shall receive an increase of five percent (5%) per pay grade rounded to the next highest step in the new pay grade, or the entry rate of the new pay grade, whichever is greater. However, under adverse recruiting conditions in which an institution experiences great difficulty in filling a position, an increase which brings the employee up to a point no greater than the maximum of a the pay grade may be given.
5.5 Interim Responsibilities for Classified Employees

This is defined as a significant change in duties and responsibilities of a classified employee on a temporary basis justifying an interim promotion or upgrade for salary purposes. Such reassignment shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months into another position that is vacant because of the incumbent’s illness, resignation, or because of a temporary change in the duties and responsibilities of a filled position. The base salary of the individual shall be appropriately adjusted during this temporary period.

5.6 Position Upgrades

1. A position upgrade is an advancement of an employee’s current position to a higher pay grade as a result of a significant change in the position’s duties and responsibilities. This is accomplished as the result of a job evaluation.

2. Classified employees must complete a Position Inventory Questionnaire (PIQ), which must be reviewed by a first and second level supervisor. If approved by both supervisors, the PIQ is forwarded with supervisor comments to the Office of Human Resources for evaluation. The Office of Human Resources is to return the completed PIQ evaluation to the employee within 45 days of receipt. The evaluation may include interviews of the employee and a job audit, which entails time spent on the job with the employee to help determine the exact duties and responsibilities of the position. It is important to note that this job evaluation does not always result in an upgrade, but may result in either a downgrade or no change in pay grade. Classified employees who do not agree with the results of the evaluation may appeal to the President and/or the state higher education Job Evaluation Committee (JEC) for a final and binding determination. The Associate Vice President of Human Resources will provide the information necessary to file an appeal.

3. Non-classified employees who have experienced a significant change in duties and responsibilities may also seek a job evaluation or position review. Non-classified employees should complete an updated job description which must be reviewed by their current supervisor. If approved, the job description is to be forwarded to the Office of Human Resources for evaluation. The evaluation may include interviews of the employee and a job audit, which entails time spent on the job with the employee to help determine the exact duties and responsibilities of the position. It is important to note that this job evaluation does not always result in an upgrade, but may result in either a downgrade or no change to the compensation of the individual in the position. Decisions may be appealed to the President for a final and binding determination.

4. Compensation and Classification are grievable events. All employees have the right to grieve compensation and classification decisions to the West Virginia Public Employees Grievance Board.

5.7 Non-Classified Employee Downgrade, Demotion and Layoff

1. Non-classified employees are considered “at will” employees and as such are free to terminate their employment at any time, with or without reason. Likewise, WVSOM has the right to terminate at will employees, or otherwise discipline, transfer, demote, or temporarily or permanently lay them off at any time, with or without reason.

2. Non-classified employees are not protected under WV Code §18B-7-3 regarding reductions in workforce.
5.8 Classified Employee Downgrade and Demotion

5.8.1 Downgrade
1. A downgrade is a reassignment of the classified employee’s current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position’s duties and responsibilities or the result of an evaluation of a PIQ submitted by the employee.

2. The base salary of the employee will be decreased five percent (5%) per pay grade rounded to the nearest step in the new pay grade.

5.8.2 Demotion
1. A demotion is the movement from a classified position requiring a certain level of skill effort and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility. The base salary may be adjusted accordingly.

2. The employee’s base salary will be decreased five percent (5%) rounded to the nearest step in the new pay grade.

5.9 Classified Employee Reduction in Workforce

All decisions concerning reductions in workforce of full-time classified employees will be made in accordance with WV Code §18B-7-3.

5.9.1 Temporary Layoffs
1. A temporary layoff may occur because of lack of work, lack of funds, reorganization, job elimination or other reasons. During a temporary layoff, the following provisions apply: the employee will not accrue annual or sick leave credits; an employee may take accrued annual leave during this period or save it until recalled to work; and benefits may be kept active during this period if the employee makes the payments normally made by the institution. An employee’s listing with WVSOM remains active for a period of one calendar year from the date of termination or furlough or from the date of the most recent renewal.

2. An employee on temporary layoff will be notified of a return to work date. Failure to report to work on a specified return to work date without acceptable advance notice may result in dismissal.

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

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

3. If an alternate position cannot be found, a classified employee who has been laid off during a furlough or reduction in workforce is placed upon a preferred recall list and is recalled to employment by WVSOM based on seniority. An employee’s listing with WVSOM remains active for a period of one calendar year from the date of termination or furlough or from the date of the most recent renewal. Additional information can be found in WV State Code §18B-7-3 and under WV Unemployment Compensation Law.
SECTION 6 – CONDUCT, DISCIPLINE AND GRIEVANCES

6.1 Applicability

1. Each employee must maintain standards of performance and conduct as outlined by institutional policy and comply with applicable policies, procedures, and laws. When an employee does not maintain the appropriate standards of performance or conduct, disciplinary action may be taken, including but not limited to, demotion, suspension, transfer, or dismissal.

2. Disciplinary or corrective action is a process of communicating a method for corrective action with the employee to improve unacceptable behavior or performance. Disciplinary action may be taken when other approaches to changing behavior or improving performance, such as coaching and performance management, have not been successful. In cases of serious misconduct, the supervisor may choose an appropriately serious form of discipline, up to and including immediate termination.

3. Depending upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct. Minor misconduct is that which is generally deemed by the supervisor as correctable by counseling and/or instruction through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through counseling and letter(s) of warning, with potential suspension, demotion, transfer, and termination. Gross misconduct is of substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct. Gross misconduct may result in any level of discipline up to and including immediate dismissal.

6.2 Classified Employee Conduct, Discipline, and Dismissal

6.2.1 Conduct

1. The employee’s standards of performance and conduct will be outlined by the employee’s job description and/or PIQ, the institutional handbook, institutional policies and procedures, and the employee’s supervisor. 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, possibly a period of suspension and, if the conduct does not improve, dismissal. The Office of Human Resources should be involved in and knowledgeable about the situation before the institution issues any form of discipline beyond counseling.

2. An employee who believes he/she has been disciplined unjustly may use the state grievance procedure W. VA. Code §6C-2-1, et seq. to present his/her case. He or she may also pursue the matter through the Office of Human Resources. (Note: Discussing the matter with HR does not extend the time frame the employee has to file a grievance.)

6.2.2 Methods of Discipline

Progressive discipline is a progressive system of penalties that provide an employee an understanding of what is expected of them and advisement when performance and/or behavior is unacceptable and gives them the opportunity to change their behavior or performance through corrective action prior to losing their job. Methods of discipline may include some or all of the following disciplinary actions. The application of these methods may be different depending on the facts and circumstances of the situation. When appropriate, progressive discipline may not be offered and immediate termination may be the only discipline offered.
6.2.2.1 **Discussion**
Supervisors may discuss an issue with an employee prior to taking formal action. This discussion may include identifying the problem, explaining why it is a problem (i.e. WVSOM’s position), a review of any evidence of the problem and an opportunity for the employee to explain their perspective of the issue.

6.2.2.2 **Verbal Warnings**
Verbal warnings given to an employee should be documented by the immediate supervisor in his/her management files.

6.2.2.3 **Written Warnings**
A supervisor may 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 official personnel file.

6.2.2.4 **Suspension**
A supervisor may recommend suspension without pay for a period varying from one 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 dismissal.

6.2.2.5 **Dismissal**
Dismissal may be appropriate in cases of flagrant or willful violations of rules, regulations, laws, standards of accepted behavior or performance, or for actions by an employee in clear violation of policy or law having significant consequences to the institution or others after repeated violations of policy.

6.2.3 **Dismissal**

6.2.3.1 **Just Cause Dismissal**
Administrators have the right of dismissal for “just cause.” In cases of dismissal, a written statement will be given to the employee and a copy will be included in the employee’s records.

6.2.3.2 **Response to Immediate Dismissal Notification**
An employee may respond to 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 dismissal.

6.2.3.3 **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 should be delivered in person or by certified mail, return receipt requested, and state the following: the event or circumstances that warrant disciplinary action; remedial steps the employee must take to avoid dismissal; a date by which the steps must be taken or the issue resolved; and a notification that failure to comply by the date specified may result in dismissal.
6.2.3.4 Pre-Termination Notice
1. Disciplinary action serious enough to be put in writing should be delivered in person with a signed statement that delivery was made, or via certified mail, return receipt requested.

2. The pre-termination notice for classified employees should specifically state that the supervisor is recommending termination of employment to the President. It should summarize the steps leading to the recommendation, and provide an appointment time and date for the employee to meet with the President to provide any reason why this action should not be taken.

6.3 Non-Classified Employee Discipline
1. Non-classified employees serve at the will and pleasure of the President. Progressive discipline may be utilized for non-classified employees but is not required before suspension or termination.

2. Non-classified employees may respond to 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 dismissal.

6.4 Faculty Discipline
Progressive discipline is a corrective method that may be used in accordance with the provisions in Series 9.

6.4.1 Non-Retention
1. For those appointed on or before March 8, 2003 after the decision regarding retention or non-retention for the ensuing year has been made by the institution’s president or designee, the tenure-track faculty member shall be notified in writing of the decision:
   - By letter post-marked and mailed no later than December 15 of the second academic year of service; and
   - By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.

2. For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution’s president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

3. Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudge further continuation after that additional year.

4. Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting a statement of reasons and then filing a grievance. The request for a statement of reasons shall be in writing and mailed to the President or designee within ten working days of receipt of the notice of non-retention.
6.4.2 **Cause for Dismissal**

The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more of the following causes:

1. Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;
2. Conduct which directly and substantially impairs the individual’s fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;
3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;
4. Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical option, to perform assigned duties;
5. Substantial and manifest neglect of duty; and
6. Failure to return at the end of a leave of absence.

6.4.3 **Notice of Dismissal for Cause**

The institution shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:

1. Full and complete statements of the charge or charges relied upon; and
2. A description of the appeal process available to the faculty member.
3. Prior to giving the faculty member a written dismissal notice, the institution shall notify the faculty member of the intent to give the written dismissal notice, the reason for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the institutional designee prior to the effective date to refute the charges.
4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment.

6.5 **Grievance Procedure**

6.5.1 **General**

1. All full-time and part-time regular employees who are in a full-time, part-time or probationary positions may seek a resolution of work related disputes through the West Virginia Public Employee Grievance Board. Information concerning the grievance procedure is available to employees on the HR webpage or by request through the Office of Human Resources.

2. Comprehensive information, directions for filing, grievance forms, and procedural timelines can be found at http://pegboard.state.wv.us/. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.
3. A grievance must be filed with the President of WVSOM or his/her designee and a copy sent to the West Virginia Public Employees Grievance Board within 15 working days of the grievable event, or within 15 working days of the date the employee learned of the grievable event, or within 15 working days of the most recent occurrence of a continuing practice giving rise to a grievance. *Working days* refers to days the institution is open for normal business.

6.5.2 **THE GRIEVANCE PROCESS**

1. **Level One.** Most grievances begin at Level One with an informal conference or a formal hearing conducted by a grievance administrator who represents the Office of the President.

2. **Level Two.** If a grievant is unsatisfied with the decision at Level One, a written appeal may be filed with the West Virginia Public Employees Grievance Board – an external, independent state agency. Level Two involves mediation, which is typically conducted by an administrative law judge.

3. **Level Three.** If mediation at Level Two is unsuccessful, a grievant may file a written appeal to Level Three, which typically involves a hearing at the West Virginia Public Employees Grievance Board in front of an administrative law judge. Grievants may be able to proceed directly to Level Three if both the President and grievant agree, or grievant may unilaterally go directly to Level Three if discharged, suspended without pay, or demoted or reclassified with a loss of pay.

4. Under all procedures, the employee or the employee’s designated representative has the responsibility to clearly indicate that a grievance is being filed, provide an explanation of the issue including the specific policy violation, and the remedy sought for resolution of the issue. All grievances must be filed with the President’s Office and with the Grievance Board in Charleston, West Virginia within the above set forth time limits.

5. Should no resolution be found during the Grievance Process employees have the opportunity to seek redress within the State Judicial System.

6. **Prohibited Conduct**

6.6.1 **WORKPLACE HARASSMENT**

Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law, including an individual's age, color, disability, ethnic or national origin, marital status, race, religion, sex, sexual orientation, veteran status, or other personal characteristic protected by law. Conduct is unwelcome if the employee did not solicit, instigate, or provoke it, and the employee regarded the conduct as undesirable or offensive. The West Virginia School of Osteopathic Medicine strives to be free of all forms of harassment, as well as bullying and retaliation of any type. Inappropriate conduct will be dealt with using institutional procedures, including disciplinary action and may result in immediate termination.

6.6.2 **SEXUAL HARASSMENT**

1. Sexual harassment of students, employees, or visitors occurring in the workplace or classroom or in other settings in which students, employees, or visitors may find themselves in connection with their education or employment is unlawful and will not be tolerated by WVSOM. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing an educational
setting and workplace free from sexual harassment, inappropriate conduct will be dealt with using institutional procedures, including disciplinary action, where appropriate and may result in immediate termination.

2. Sexual harassment is defined consistent with guidelines of the Equal Opportunity Commission, the United States Department of Education and prevailing federal and state case law. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment or education;
- Submission to, or rejection of, such conduct is used as the basis for employment or educational decisions, or;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance, or creating an intimidating, hostile or offensive work or learning environment.

6.6.3 Harassment under Title IX

1. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. WVSOM can be held legally responsible when it knows about and ignores sexual harassment or assault in its programs or activities. The institution can be held responsible in court whether the harassment is committed by a faculty member, staff or student. The Associate Dean for Assessment and Educational Development has been named WVSOM’s Title IX Coordinator.

2. Sexual harassment can qualify as discrimination under Title IX if it is "so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit." Davis v. Monroe County Board of Education, 526 U.S. 633 (1999)

6.6.4 Reporting Harassment

1. In accordance with WVSOM Institutional Policy GA-14, if an incident of sexual harassment occurs, employees will file a formal written complaint describing the specific conduct with the Associate Vice President of Human Resources or his/her supervisor (President). Upon notification, a confidential investigation will begin immediately and if the complaint is founded, will recommend any necessary action to correct the situation. All parties will be informed of the action taken. If the formal complaint is against the President of WVSOM, the Board of Governors is responsible for conducting the investigation and notifying all parties of the action taken.

2. Any supervisor, agent, employee, or student who is found to have engaged in sexual harassment of another student or employee will be subject to appropriate disciplinary action up to and including immediate dismissal.
6.6.5 **BULLYING**

1. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate and creates a risk to the health and safety of the employee(s).

2. Workplace bullying often involves an abuse or misuse of power. It is not required, however, that the “bully” be in a position of power. Bullying can occur from any direction or employee level, including a supervisor being bullied by an employee that reports to the supervisor. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker, often in front of others. Bullying behavior creates feelings of defenselessness in the target and undermines an individual’s right to dignity at work.

3. Bullying is different from aggression. Whereas aggression may involve a single act, bullying involves repeated attacks against the target, creating an on-going pattern of behavior. “Tough” or “demanding” bosses are not necessarily bullies, as long as their primary motivation is to obtain the best performance by setting high expectations.

4. Employees that feel they are the target of workplace bullying must advise the Office of Human Resources or the WVSOM President. WVSOM will not tolerate any form of bullying.

6.6.6 **CYBER-STALKING**

1. Cyber-stalking is the use of electronic means (such as the internet, smart phones and other electronic devices) to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, improper monitoring, making threats, identity theft, damage to data or equipment, the solicitation of minors for sex, or gathering information in order to harass. The definition of “harassment” must meet the criterion that a reasonable person, in possession of the same information, would regard it as sufficient to cause another reasonable person distress. Cyber-stalking can take many forms, including harassment, embarrassment, and humiliation of the victim. There are a number of statutes that prohibit cyber-stalking or harassment through use of electronic devices. They include:

   - W. Va. Code §61-3C-14A (Cyber-stalking);
   - 18 U.S.C. §2261A (Federal Interstate Stalking Law);
   - 18 U.S.C. §875(c) (Federal Interstate Communications Law);
   - W. Va. Code §61-8-16 (Obscene, anonymous, harassing, repeated and threatening telephone calls); and
   - 47 U.S.C. §223(a)(1)(C) (Federal Harassing Telephone Calls in Interstate Communications Law)

2. Any employee that feels that they are the target of cyber-stalking in any manner should notify the Office of Human Resources or WVSOM President. WVSOM will not tolerate any form of cyber-stalking.
6.7 Resignation or Retirement

1. Upon the successful conclusion of your career with WVSOM, you may resign your services either by resignation or retirement. As a general rule, the more lead time you provide, the better able the Office of Human Resources and the Benefits Specialist can assist you with your options and benefits and provide a smooth transition.

2. If you are resigning from your position, a minimum of two weeks’ (non-exempt classified) or four weeks’ (exempt classified/non-classified) or one semester (faculty) notice in writing is recommended to provide time for your necessary appointments and to ensure that you will be reconsidered for reemployment should you wish to return. Your letter should include the reason for resigning and the last date you will work. Copies should be sent to your immediate supervisor and the Office of Human Resources. A copy will be forwarded from Human Resources to the Benefits Specialist.

3. If you are retiring, a minimum of a month’s notice is recommended to enable you to complete all the transactions necessary with Social Security and Medicare (if applicable), the retirement counselor, the Human Resources Officer and the Benefits Specialist. It is also recommended that you have a personal appointment with the retirement counselor during the last year of your employment. Retirement counselors are scheduled to visit campus every three months for this purpose.

4. The Benefits Specialist will provide you with all the necessary information and forms to complete this action whether you are retiring or resigning.

5. You will have an exit interview with a Human Resources Officer and complete a checklist of all items which need to be returned to the institution. You will also be asked to complete an interview form to assist the school in determining how it may improve any working conditions or processes for future employees.
SECTION 7 – WORK PERIODS

7.1 General Provisions

1. The work period at WVSOM begins at 12:01 a.m. each Sunday and extends until midnight of the following Saturday. Within this time, all employees are to engage in their respective work periods as defined below or as directed by their supervisors.

2. Unless authorized in writing by the President, no employee shall engage in other employment during their assigned standard work week period.

7.2 Standard Work Period and Daily Schedule

7.2.1 Hours
The standard work period totals 37.5 hours and usually extends from 8:00 a.m. to 4:30 p.m. Monday through Friday. Employees are generally provided with up to a one (1) hour lunch break daily. In general, all full time employees are expected to conform to this work period unless the supervisor has approved otherwise to meet the needs of the department.

7.2.2 Rest Periods
Although not required by law, employees are generally provided with a fifteen (15) minute rest period during each half day.

7.2.3 Exceptions
Notable exceptions to the standard work period of 37.5 hours with a daily schedule of 8:00 a.m. to 4:30 p.m. Monday through Friday include the following:

1. Library, campus services, maintenance, clinic, and animal care personnel have work hours which deviate from the standard daily schedule. Supervisors in these areas will define the daily schedule which will include up to a one (1) hour lunch break daily. These employees will be scheduled for a standard work period of 37.5 hours.

2. Exempt personnel whose responsibilities may require a modified work period and/or daily schedule.

3. Emergency situations at the school which may require temporary work period or daily schedule change.

4. Under unusual circumstances, the institution may need to require a work schedule other than the standard work schedule of 8:00 a.m. to 4:30 p.m. Monday through Friday. In these cases, the supervisor shall make available for each of their employees a daily meal break of at least 20 minutes at times that are reasonably designated by the supervisor or institutional designee.

7.3 Special Work Period
On special work periods (i.e., convocation, commencement, special meetings, etc.) some employees may be required to deviate from the standard work period. Such periods may require the employee to work more than the standard 37.5 hours per week. Under such circumstances, non exempt employees are entitled to overtime compensation.
7.4 Flexible Work Schedules

Employees may request a change in work schedules. All requests for a change in work schedule should be made in advance. During this period, the quantity and quality of service provided must either exceed or be equal to that accomplished during the normal work schedule. The employee’s schedule will be returned to normal should the efficiency of the office decrease or the demands placed on the department necessitate a change.

7.5 Reporting Requirements

1. All non-exempt employees are required to keep a time sheet 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.

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

3. Falsifying time sheets will result in disciplinary action up to and including immediate termination.

7.6 Absences During the Work Period

1. Unexpected absences must be reported to the employee’s immediate supervisor as soon as possible. If the absence exceeds one day, the employee must notify the supervisor daily, unless otherwise arranged. Absences for three (3) consecutive days without notifying the supervisor will be grounds for disciplinary action, up to and including dismissal.

2. All absences must be charged to accrued annual, sick leave or emergency leave, whichever is appropriate. If no accrued time is available, lost wages will be reflected in the paycheck. Unpaid leave must be approved by the President or his/her designee.

3. All absences must be recorded on a leave request form. We may require a physician’s excuse for the duration of the leave. Any absences exceeding five (5) days must be brought to the attention of the Office of Human Resources immediately.
SECTION 8 – POSITION AND SALARY

8.1 General Provisions

1. WVSOM positions are classified into general groups based on the nature of their duties and responsibilities. Every classified position is assigned a pay grade, having an entry rate of pay (beginning salary). The WVSOM salary schedule represents the normal range of salaries for all pay grades. Pay grades range from one through 25, with 15 steps. Employees are normally hired at the entry rate, but exceptions may be made in accordance with provisions in HEPC Policy Series 8.

2. No guarantee exists that any employee will receive a salary increase either on an annual basis or for merit. Increases of these types may be granted when money is available and approved by the WVSOM Board of Governors or when allocated by the Legislature.

3. Employees will be paid twice a month—once at mid month and once at the end of the month. When the last day of the pay period falls on Sunday, pay will normally be issued on Monday. If the last day of the pay period falls on Saturday, pay will normally be issued on Friday. Intervening weekends, holidays, inclement weather, or transportation difficulties may cause occasional delays in distribution. It is strongly recommended that the employee use direct deposit to his/her bank in order to avoid any of these possible problems.

4. State and federal laws require each institution to deduct state and federal income taxes, social security, and retirement premiums from each employee’s wages. For the employee’s convenience, optional deductions may be made for other reasons upon approval by the employee.

5. Employees are responsible for examining their pay stubs to verify that all amounts listed for both income and deductions are correct. Any possible error must be reported to the Office of Business Affairs within 10 days of receiving the pay stub. This may save processing time should any corrections be necessary.

8.2 Annual Increment Pay

All full-time regular employees are eligible for annual increment pay based on their length of service. If you have three or more years of qualifying service on the first day of July in any fiscal year, you will receive annual increment pay in recognition of your past service as a state employee. The annual increment is $60 (sixty dollars) for each full year of qualifying service as approved by the West Virginia State Budget Office. Typically, the increment is paid in a lump sum once a year during the month of July.

8.3 Overtime Pay

8.3.1 Eligibility

All employees who meet the definition of “non-exempt” are to be compensated with time off or one and one-half times pay for all hours worked over forty in a given work week. This rule applies whether the employee was authorized 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”.
8.3.2 Allocation
1. When possible, overtime will be distributed equally among all employees within a group, department, or occupation. Overtime rosters shall be maintained based on seniority. Employees will be offered overtime work beginning with the most senior person. If no one in order of decreasing seniority accepts the overtime, the work will be assigned to the most junior employee who is capable of doing the work. Overtime must be approved in advance by the President or designee.

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

8.3.3 Calculating Overtime Entitlements
If the normal work period is 37.5 hours, the employee will be paid the normal hourly rate up to forty (40) hours per week. Overtime pay is compensated at the rate of 1 ½ times an employee’s hourly equivalent for the time worked in excess of 40 hours per week.

8.3.4 Compensatory Time
1. An employee may elect compensatory time off in lieu of overtime pay. Compensatory time off is calculated at the same rate as overtime pay. A written agreement between the employee and the institution shall exist in this instance. This agreement may be modified at the request of either the employee or the employer at any time but under no circumstances will the employee be denied compensatory time heretofore acquired.

2. Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred and eighty (480) hours of compensatory time and shall be paid for all hours worked above the maximum accrual. All other employees may accumulate a maximum of two hundred and forty (240) hours and shall be paid for all additional hours accrued.

3. Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.

4. Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows: The average regular rate received by such employee during the first three years of the employee’s employment or the final regular rate received by such employee, whichever is higher.
SECTION 9 – EMPLOYEE BENEFITS

9.1 Overview of Benefits

1. As an employee of the State of West Virginia, an extensive array of benefits is available to you and your family members. These benefits significantly increase the value of your total compensation and provide for an enhanced working environment.

2. These include, but are not limited to, comprehensive health insurance; life insurance; paid leave for vacation and holidays; paid sick leave and retirement. In addition, you have the opportunity to participate in a variety of optional health benefit plans, insurance programs and monetary savings plans. Due to the large number of potential participants, these voluntary programs offer state employees impressive incentives.

3. The information contained herein is designed to provide you with a brief overview of your provided and optional benefits. This information is not intended to answer every possible question, but to give you an idea of what is available and how these programs can work for you. WVSOM will not be held responsible for any action taken or harm caused to the employee because the information contained herein was too vague, incomplete, incorrect, or changed after the time this document was written or updated. Detailed information on each benefit and the necessary enrollment forms are available in the Office of Business Affairs/Benefits & Payroll Department. Proper enrollment is the responsibility of each employee.

4. All employee benefits are offered to WVSOM employees by the State of West Virginia and are subject to control and changes by the State of West Virginia.

9.2 Retirement

1. Since July 1, 1991, all regular employees (.53 FTE and above) of both colleges and universities began participating in a tax-sheltered program administered either by the Teachers Insurance and Annuity Association of the America/College Retirement Equities Fund (TIAA-CREF) or Great West. These plans are qualified under section 401(a) of the Internal Revenue Code and both the employee and the employer contribute 6 percent of gross pay (automatically deducted each pay period) into the plan each year. Employees choose their own investment options from a variety of accounts including mutual fund programs. Supplemental tax sheltering is available up to the maximum allowed under federal tax guidelines through two additional programs. Members are vested immediately.

2. Employees may change allocations and transfers between certain accounts when they choose. This is a defined contribution plan. Retirement benefits are based on the funds that have accumulated in the account (not the years of employment) at the time of retirement.

9.3 Health Insurance

The Public Employees Insurance Agency (PEIA) offers multiple health insurance plans which include benefits for hospital, surgical, major medical, prescriptions, and other medical expenses. Premiums, copayments, and out-of-pocket payment maximums are based on the employee’s salary and the type of coverage (plan A, B, C etc.) chosen. WVSOM contributes approximately 80% of the cost of the employee’s premium. Additional coverage for certain family members is available for an additional amount paid by the employee.
9.4 Life Insurance
1. Life insurance is available to eligible employees and their dependents. Benefit choices include basic life insurance, optional life insurance and optional dependent life insurance.
2. Basic life insurance for the employee is included in all single and family health care coverage provided by PEIA at no additional cost. The insurance benefit totals $10,000 ($20,000 in case of accidental death) for each participant, until an employee reaches a certain age. Currently, when an employee reaches the age of 65 the insurance benefit incrementally decreases as the employee ages.
3. One may elect to be covered at his/her expense by an additional optional amount of term life insurance. These additional amounts also double if the death is accidental. The employee may also choose to cover their spouse with additional optional life insurance coverage of $5,000 - $20,000 and/or eligible dependent children for $2,000 - $10,000 of optional coverage. The purchase of life insurance coverage is subject to approval and may require medical documentation.

9.5 Mountaineer Flexible Benefits
1. This is an additional benefits program which allows tax-free deductions for supplemental insurance plans. These options are available to eligible, active employees. They may be continued upon retirement, but may not be continued if the employee resigns or is terminated. Enrollment is held once each year during April and May. Once enrolled, the plan is binding for a one-year period unless the employee experiences a significant change in family status.
2. The options currently include:
   - Dental Care
   - Vision Care
   - Medical Flexible Spending Account
   - Dependent Care Flexible Spending Account
   - Legal Plan
   - Long Term Income Disability Protection
   - Short Term Income Disability Protection
   - Health Savings Account (For Participants in PEIA Plan C)

9.6 Consolidated Omnibus Reconciliation Act of 1986 (COBRA)
COBRA requires that most employers sponsoring group health plans offer employees and their eligible dependents the opportunity for a temporary extension of health care coverage at group rates in certain instances where coverage would otherwise end. If an employee is covered under WVPEIA, he/she has the right to choose this continuation coverage if coverage is lost and criteria related to this act are met. The employee should contact the WVSOM OBA/Benefits Office on rights and obligations under this act and may also request a copy of the Statement of Rights to Continue Coverage. COBRA coverage requires the former or non-covered employee to pay the premium for continued insurance coverage. An employee may request information on the amount of premium necessary to continue their coverage from WVSOM, OBA/Benefits Office. In addition, the employee must understand that COBRA benefits can only be offered for a limited amount of time.

9.7 State Credit Union
The State Credit Union is a West Virginia, member owned, not-for-profit, financial organization available to the employees of WVSOM and is located in Charleston, WV. The purpose of the credit union is to
promote saving and to provide low cost loans and services to its members. This benefit may be continued upon retirement from the school.

9.8 Social Security

All employees must contribute to Social Security. These funds are matched by the institution. The benefits provided are determined by federal law.

9.9 Worker’s Compensation

1. Worker’s Compensation Insurance helps protect 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 limbs, such as an arm or leg; and some dependent benefits. WVSOM pays for Worker’s Compensation insurance for each employee.

2. On-the-job injuries must be reported to the Associate Vice President of Human Resources as soon as possible after they occur. The employee must submit a written incident report to their supervisor or his/her designee within twenty-four (24) hours after the injury occurs. All accidents must be reported, regardless of whether they result in a Worker’s Compensation claim. Each supervisor is responsible for providing the forms to the Human Resources Office. WVSOM Incident Report Forms and Workers’ Compensation claim forms are available at the Office of Human Resources. Failure to timely submit a claim form will prevent an injured employee’s ability to collect Workers’ Compensation benefits. The time period to file a claim begins from the time of injury, not the time of first medical treatment. Accordingly, filing a Workers’ Compensation claim form for all work related injuries is imperative to protecting the employee’s right to collect Workers’ Compensation benefits.

9.10 Educational Assistance

1. The West Virginia School of Osteopathic Medicine has developed an excellent program which provides opportunities for qualified classified and non-classified employees to enhance professional knowledge or skills and to improve academic credentials. Employees approved for this program may receive both supplemental funding for costs and tuition plus released time without pay from work.

2. Requests for educational development funding will be processed by the Educational Development Committee. Supporting documentation must be provided by the employee. Educational development funds are separate and distinct from professional development funds. In addition to funding from this source, some tuition waivers at local educational institutions are made available to classified employees each year. Guidelines and application materials for this program are available online on the Human Resources webpage or by request to the Office of Human Resources.

3. WVSOM encourages both its students and employees to be lifelong learners. Accordingly, employee participation in the WVSOM educational assistance program is encouraged by all classified and non-classified employees. For this reason, some vocational educational programs may also qualify for educational assistance.

9.11 Educational Release Time

Leave without pay for continuing education may be provided to employees under certain conditions. When these conditions are met, eligible employees may be released from work to attend classes during normal work hours. The request must be in writing with supporting documentation provided and must be approved by the immediate supervisor and the Office of Human Resources. This time shall not
exceed three hours per week and shall not result in a negative impact on the quantity and quality of the work performed. If an employee takes more than three hours of academic courses per term during regular working hours, educational release time may be granted; however, the employee would be required to work the number of hours necessary to make up the hours missed.

1. Only full-time regular employees are eligible for leave without pay to attend classes not to exceed three hours per week.

2. In order to be granted educational release time, an employee must have been employed in his/her current position for at least six (6) calendar months prior to the beginning of the term in which he/she seeks admission.

3. The employee may not be on probation or in an improvement period to be eligible for educational release time.

4. Employees must present evidence of completion of the course work to his/her supervisor at the end of each semester. Failure to provide evidence of completion may impact future approvals for educational release time.

5. Monthly time records currently maintained by the employee's institution should include a footnote indicating the time as unpaid release time taken for educational purposes.

6. Before the semester in which the class is to be taken, each employee is required to provide his/her supervisor a written request for educational release time. The supervisor shall then approve or disapprove the release and provide for the requesting employee a written statement of the decision. All requests for Educational Release Time shall be submitted to the Office of Human Resources by the supervisor.

7. During emergencies or overtime work situations the employee must work as assigned regardless of previously approved educational release time.

### 9.12 Employee Assistance Program

1. Employee Assistance Programs are available to employees by referral to community providers. These programs are normally free and include confidential problem-solving resources for all faculty, staff, and eligible dependents. Services may include assessment, evaluation, limited counseling, education, and referral for issues such as stress in the workplace or at home, personal crises, emotional difficulties, parenting issues and other life problems.

2. Employees seeking additional information should contact the Office of Human Resources.

### 9.13 Campus Parking

1. Employees may park in all campus spaces with the exception of those designated for visitors, patients, areas designated for emergency vehicles or those reserved for certain administrators. Parking in restricted spaces may result in towing, fines, or loss of parking privileges.

2. There is no fee for parking; however, each employee is required to obtain a parking decal and to display it in the appropriate location on his/her vehicle at all times. New employees will be provided a decal during orientation. Replacement decals are available from the Office for Business Affairs.

3. Employee parking in spaces designated for disabled persons must display the proper state issued disability tag or plate.
9.14 Recreational and Fitness Facilities

1. All current employees and their significant others/spouses are eligible to use the WVSOM Founders Activities Center in accordance with policies and procedures specific to the Founders Activities Center. The Founders Activities Center has a full size gymnasium, indoor running track, free weights, and state-of-the-art aerobic and cardio machines. Additionally, WVSOM has a parade ground for outdoor activities, a picnic shelter, the WVSOM Park, and the WVSOM employee lounge. All of these are available at no charge, but a PROX/ID card is required for entry into the Founder’s Center and the Employee Lounge. The park is open to the public and use for special events may be scheduled through Institutional Facilities.

2. All employees and their guests are expected to use common courtesy at all times when using WVSOM facilities. This includes proper disposal of all trash, proper attire, and use of acceptable language. Use of the WVSOM recreational and fitness facilities is a privilege not a right and can be restricted or terminated for failure to abide by appropriate policies and procedures.

3. WVSOM is a state institution. Use of alcoholic beverages on campus is limited and must be approved in advance by the President. Excessive alcohol consumption by any person on the campus of WVSOM or at a WVSOM sponsored event will not be tolerated.

9.15 Library

Employees have complimentary access to all services of the library including the public access computers. There are student conference rooms, 24/7 study area, study rooms and a computer lab that are designated for students and residents. Access to these areas may be granted to employees under special circumstances. Use of these student areas is at the discretion of the Library Director and must be scheduled in advance.
SECTION 10 – TYPES OF LEAVE

10.1 General Leave Provisions

1. Qualified employees of the West Virginia School of Osteopathic Medicine are provided a comprehensive leave program as state employees. Full-time classified and non-classified employees and full-time faculty and faculty equivalent academic professionals (FE/AP) accrue paid annual and sick leave based on hours work.

2. Employees working 1,950 hours or more within a 12-month period accrue leave at the full rate. Employees working between 1,040 and 1,950 hours within a 12-month period receive pro rata leave, and those employees working under 1,040 hours within a 12-month period receive no leave. The only faculty members who accrue leave are those on 12-month appointments. If an employee works less than a full month or is on unpaid leave during a month, then their annual and sick leave will be accrued on a pro rata basis. Some federal and state leave provisions also apply to part-time employees.

3. Annual leave and sick leave do not accumulate during a terminal leave period, which is that time between the employee's last day of work and his/her last day on the payroll (Series 8, Section 4).

4. WVSOM is required to keep on file a record showing the current leave status of each leave-earning employee.

5. A recognized institutional holiday occurring during an employee's paid leave period shall not be considered as a day of leave, provided the employee is not in a terminal leave period (Series 38, Section 2).

6. Throughout this section, a day is defined as 7.5 hours, which is the standard work day of all employees unless designated otherwise by the President or designee.

7. The following information is a brief synopsis of the leave program. Additional information may be obtained from the Office of Human Resources, the Office of Business Affairs (Benefits Specialist), or online. New employees receive training from the Benefits Specialist during New Employee Orientation on the WVSOM Leave Management System. Any employee may request this training from the Benefits Specialist.

10.2 Sick Leave

10.2.1 Accrual

1. Full time classified and non-classified employees are eligible to earn sick leave immediately upon employment at a rate of 18 days per year or hours equal to 1.50 days each month. Benefits eligible part-time employees accrue sick leave on a prorated basis.

2. There is no limit to the amount of sick leave you can accumulate and carry forward from year to year. Sick leave may be used for your own personal illness, injury, or routine medical/dental appointments and those of your immediate family. Immediate family is defined to include: father, mother, son, daughter, sister, brother, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, granddaughter, grandson, stepfather, stepmother, stepchildren or others considered to be members of the household and living under the same roof. Sick leave may also be used for a death in the immediate family (Series 38, Section 5).
10.2.2 Requirements for Approval
Sick leave for more than five consecutive work days requires satisfactory proof of illness or injury, as evidenced by a statement of the attending physician or by other proof satisfactory to the institution. Failure to provide this proof may result in a decline to approve a sick leave request. An employee having an extended illness lasting longer than two (2) consecutive weeks or serious injury shall, before returning to duty, obtain satisfactory written medical clearance indicating the employee’s release to return to work and ability to perform her/his duties. If there is any question as to the employee’s ability to perform their job responsibilities a medical release may be required before an employee returns to work following an illness or serious injury. WVSOM may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this rule, regardless of the duration of the leave (Series 38, Section 5). Sick leave forms are online in the Legiant program.

10.2.3 Pregnancy Related Illness or Disability
Disabilities caused or contributed to by pregnancy, childbirth, miscarriage, abortion and recovery shall be considered temporary disabilities. These shall be treated the same as any other illness or disability would be treated for sick leave entitlement. The institution may require evidence from an employee for verification of an illness or other causes for which leave is granted, regardless of the duration of the leave (Series 38, Section 5).

10.2.3 Sick Leave Conversion Upon Retirement
1. Upon meeting certain requirements, individuals retiring from a State agency or institution may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused annual leave for this purpose. This option is not available to employees hired after July 1, 2001.

2. For employees enrolled in a PEIA insurance plan on or before July 1, 1988, the conversion factor is: Two days accrued annual or sick leave equal 100% of the premium for one month of single coverage. Three days accrued annual or sick leave equal 100% of the premium for one month of family coverage.

3. For employees who enrolled in the PEIA insurance plan after July 1, 1988, and before July 1, 2001 with continuous employment since that time, the conversion factor is: Two days of accrued annual or sick leave results in 50% of the premium for one month of single coverage. Three days of accrued annual or sick leave equals 50% of the premium for one month of family coverage.

4. Individuals employed after July 1, 2001 do not have the benefit of exchanging accrued leave for payment of insurance premiums.

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<th>Enrolled before July 1, 1988</th>
<th>2 Days of Sick/Annual = 100% of Single Coverage (1 mo.)</th>
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<td>Enrolled after July 1, 1988 &amp; before July 1, 2001</td>
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<td>3 Days of Sick/Annual = 50% of Family Coverage (1 mo.)</td>
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<td>Enrolled after July 1, 2001</td>
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10.2.4 Reinstatement of Sick Leave Upon Reemployment
Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered cancelled as of the last working day with the institution, and no reimbursement shall be
provided for unused sick leave except in the event of applicable retirement. If applicable, sick leave will be converted to insurance coverage consistent with paragraph 10.2.3. Employees who resign in good standing and are later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one year or less from the date of reemployment. However, if the employee returns to work after more than one year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated. (Series 38, Section 5)

10.2.5 Transfer of Sick Leave
When an employee transfers from other WV agencies of state government or from other WV state institutions of higher education to another WV institution, the employee's accumulated sick leave may be transferred. Written verification of the accumulated amount of sick leave to be transferred must be provided by the state agency or institution of higher education wherein the employee accumulated the sick leave within one year of the date of employment with the new institution (Series 38, Section 2). The employee is responsible to make the request for transfer in writing to the original agency or institution with a copy to the new institution. If transfer is not made within one year of the date of new employment, all accumulated sick leave is forfeited.

10.2.6 Sick Leave Buy Back Program
In 2008, the West Virginia Department of Administration distributed procedures for eligible State employees to surrender a portion of their unused sick leave for a taxable cash benefit. Employees who were hired prior to 2001 are eligible for this benefit. Payment is at a rate of 25% of the employee's usual daily rate of pay. If employees leave State employment within five years from receipt of the funds (except in cases of death or retirement), then they must pay back the funds, plus 12% interest (Title 148, Series 21).

10.2.7 Donation of Sick Leave
Employees have the ability to donate sick leave in whole day increments to employees who have been approved for catastrophic leave. Section 10.4 has a detailed description of WVSOM’s Catastrophic Leave procedure.

10.3 Annual Leave

10.3.1 General Provisions
1. WVSOM employees begin earning annual leave immediately upon employment. Annual leave can be used for absences from work and must be approved in advance by your supervisor. Full-time non-classified employees and 12-month faculty members (FE/AP) shall be eligible for up to 24 days leave per year accumulated at a rate of 2.0 days per month from the date of employment. Annual leave is not granted to casual or temporary employees although benefits eligible part time employees earn annual leave on a prorated basis. Classified employees accrue annual leave on the following basis (Series 38):

- 0-5 years of service........................................1.25 days per month
- 5-10 years of service.......................................1.50 days per month
- 10-15 years of service....................................1.75 days per month
- Over 15 years of service................................2.00 days per month
2. Annual leave forms may be found in the Legiant program or by contacting the Office of Business Affairs (Payroll and Benefits). Leave request forms are to be submitted to your supervisor for approval prior to taking leave.

10.3.2 **Accumulation Limits**
WVSOM accumulation maximum carryover is two (2) times an employee’s annual accrual amount. Employees must be paid for their accrued annual leave at termination or use it as terminal leave to remain on the payroll (Series 38). Any amount of accrued annual leave in excess of two times an employee’s annual amount is forfeited.

10.3.3 **Years of Service Credit**
Annual leave accrual rates for classified employees are based on the employee’s years of service. An annual appointment period of nine months or more of full-time work shall be credited for one year of service for annual accrual rate determination.

10.3.4 **Scheduling and Use of Annual Leave**
Annual leave must be made in writing and approved in advance by the employee’s supervisor or authorized designee of the supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration shall be given to all employee requests. Seniority may be considered by the supervisor when approving annual leave requests. An employee may not take leave before it is earned.

10.3.5 **Annual Leave Conversion Upon Retirement**
Upon meeting certain requirements, individuals retiring from a State agency or institution may be eligible to apply their unused annual leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused sick leave for this purpose. This option is not available to employees hired after July 1, 2001. Please see 10.2.3 for more information.

10.3.6 **Transfer of Annual Leave**
Up to 15 days of annual leave may be transferred with an employee from one WV State agency or institution to another. Certification of the balance which existed with the previous employing agency must accompany the request for transfer of annual leave by the employee. The request must be made within one year from the last day of employment with the original agency or institution (Series 38, Section 2). Any annual leave in excess of 15 days or leave not timely transferred will be forfeited by the employee.

10.3.7 **Donation of Annual Leave**
Employees have the ability to donate annual leave in whole day increments to employees who have been approved for catastrophic leave. Section 10.4 has a detailed description of WVSOM’s Catastrophic Leave procedure.

10.3.8 **Payment Upon Termination of Employment**
1. When an employee’s employment is terminated, accrued annual leave will be compensated. This is accomplished either by paying the employee for the value of the leave all at once (lump sum payment) or by the employee remaining on the payroll using terminal leave and applying leave for each day until it has been depleted. In most cases, the employee may choose which option he or she prefers (Series 38, Section 3; W.Va. Code §5-5-3). The
employee must notify Human Resources prior to or within five (5) business days following termination which method of payment he or she chooses.

2. If termination of employment is due to the death of the employee, the value of the accumulated annual leave shall be paid to his/her estate.

10.3.9 **Terminal Leave Period**

A terminal leave period is defined as the time between an employee’s last day of actual work and the time that the employee’s accrued annual leave has expired. In cases where the employee is remaining on the payroll until the expiration of annual leave rather than taking a lump sum payment, the annual leave balance at the time of the last day of actual work is the total annual leave due the employee. During a terminal leave period, no type of leave may be accrued and no holidays are paid. Terminal leave is initiated by the last day of scheduled work, due to resignation, retirement, etc. (Series 38, Section 2.4). As long as an employee remains active on the payroll, the employee’s benefits, other than annual and sick leave, will continue and payment for those benefits will continue to be deducted from the employee’s paycheck.

10.3.10 **Unused Annual Leave Credits**

In case of an employee’s death, the employee’s annual leave will be paid in a lump sum payment to his or her estate in the amount allowed by WV law (Series 38, Section 4).

10.3.11 **Using Annual or Sick Leave to Increase Retirement Benefits**

An employee who is currently participating in the Public Employees Insurance Agency (PEIA) plan may elect to use unused annual vacation and/or sick leave toward an increase in retirement benefits, on the basis of two days of retirement service credit for each day of unused annual or sick leave. (This provision does not apply to full time higher education faculty members employed on an annual contract basis other than 12 months.) Such days will constitute additional service in the computation of the member’s retirement annuity. The additional credited service shall not be used in meeting initial eligibility for retirement criteria (http://www.wvretirement.com/TRS.html).

10.4 **Catastrophic Leave of Absence**

Catastrophic leave is a wage replacement benefit that is available to eligible employees, as defined below, for a catastrophic illness. Use of donated credits may not exceed a maximum of 12 continuous calendar months for any one catastrophic illness or injury.

10.4.1 **Definitions**

1. A catastrophic illness is defined as a medically verified illness or injury which is expected to incapacitate an employee and which creates a financial hardship because the employee has exhausted all leave and other paid time off. Catastrophic illness or injury may also include an incapacitated immediate family member if this results in the eligible employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.

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

1. Employees wishing to request catastrophic leave should submit a written request to the Office of Human Resources. Catastrophic leave requests require satisfactory proof of illness or injury, as evidenced by a statement of the attending physician or by other proof satisfactory to the institution. Failure to provide this proof may result in a denial of approval for the requested catastrophic leave. The President is the approval authority for all catastrophic leave requests.

2. Once approved, any other leave earning employee may donate sick or annual leave into a “bank” established to directly transfer these days to the affected employee. Any days donated are to be provided in full day increments in writing, to the Office of Human Resources. Donated days are used in order based on the date they were received. Leave days will accrue when an individual is on catastrophic leave. An individual’s accrued leave will be used prior to any donated leave. If all donated days are not used, they shall be returned to the donating employee and reflected on his/her leave balance. Under no circumstances is an employee required to donate time to another employee. This is a totally elective program.

10.4.3 Donations

1. WVSOM has established procedures for direct transfer of sick or annual leave to an employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury. WVSOM recommends employees maintain a minimum of 22 days of annual/sick leave when considering donating leave to a colleague to safeguard their own leave needs. Employees who have provided the institution with their notice of resignation or retirement are not eligible to donate leave.

2. All benefits will be continued for the employee while on catastrophic leave for the period donated days are available. Use of donated credits may not exceed a maximum of 12 continuous calendar months for any one catastrophic illness or injury. Direct transfer of leave or deposits into a leave bank may be inter-institutional, enabling individuals employed in other WV schools or universities to receive or donate leave days to employees in other WV state institutions. (Series 38, Section 8)

3. Donated leave is paid at the regular rate of the receiving employee.

10.5 Special Emergency Leave with Pay

Special emergency leave with pay may be granted by the President or the President’s designee to full-time employees in the event of extreme misfortune to the employee or the employee’s immediate family. The leave should be the minimum necessary, and in no case may it exceed five days (37.5 hours) within any 12 consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events of a nature requiring emergency attention by the employee (other than personal illness, injury or serious illness or a death in the employee’s immediate family). Written documentation of such events may be required (Series 38, Section 11). This leave is completely discretionary.

10.6 Family and Medical Leave Act (FMLA)

1. Provisions of the Federal Family and Medical Leave Act (FMLA) provide up to twelve (12) weeks of unpaid, job protected leave within a 12 month period.
2. Some of the reasons for taking FMLA leave:
   - To care for the employee’s child after birth, or placement of a child with the employee for adoption or foster care;
   - To care for the employee’s spouse, child, or parent who has a serious health condition; or
   - For a serious health condition that makes the employee unable to perform the employee’s job.
   - FMLA provides two military related benefits. Eligible employees may use up to twelve (12) weeks for a spouse, child, or parent on active duty to address certain qualifying exigencies. The Act also includes a special leave entitlement that permits up to twenty six (26) weeks of leave during a single twelve (12) month period. This may be provided to a covered service member who has a serious injury or illness that occurred in the line of duty and renders him/her medically unfit to perform his/her duties.

3. Employees are eligible for these benefits if they have worked for at least one year, for a minimum of 1,250 hours over the previous twelve (12) months. Employees are required to formally request FMLA leave in writing thirty (30) days in advance if possible. In all instances, written documentation supporting the illness or condition and pending return to work date must be provided. Written requests must be provided to the Office of Human Resources.

4. WVSOM requires the employee to use accrued paid leave while taking approved FMLA leave. An employee’s annual leave does not have to be exhausted before the employee can go off the payroll, but all sick leave does. FMLA leave can run concurrent with paid sick, annual, or catastrophic leave. In other words, the 12 weeks of FMLA leave would include any paid leave that is used by the employee during this period. Medical insurance coverage may continue during this leave period if the employee continues to pay the employee’s share of the insurance premiums and provides monthly medical verification from a care provider as required by WVSOM’s health insurance provider. FMLA entitles an employee to the same or equivalent job upon the employee’s return to work within the designated time period, and it protects employees from retaliation. WVSOM calculates FMLA on a 12-month rolling period from the time that leave is initially taken for a maximum of 12 weeks leave in that 12-month period.

5. Additional details and required forms are available from the Office of Human Resources.

6. FMLA is a federally mandated program and final determination regarding the use of FMLA by WVSOM employees will be consistent with current FMLA standards and requirements.

10.7 West Virginia Parental Leave Act (WVPLA)

1. The West Virginia Parental Leave Act authorizes eligible employees to request up to twelve (12) weeks of unpaid parental leave per year. To be eligible to request leave under the Parental Leave Act, an employee must have worked at least 12 consecutive weeks for the State of West Virginia and he/she must be a full-time employee (benefits eligible). Parental Leave Act leave may be taken in addition to any available paid leave. The Parental Leave Act entitles employees to return to the same position they previously held, when they return to work. It prohibits interference with employee rights (WV Code 21-5D-1 through -9).

2. The basis of a Parental Leave Act request is due to the birth of a child or adoption of a child by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent, or dependent who has a serious health condition. The employee must provide her/his supervisor with written notice two weeks prior to the expected birth or adoption; for the medical treatment; or for the supervision of a dependent. The employee must provide the Office of Human
Resources with certification by the treating physician and/or documentation regarding dependency status. All annual leave must be exhausted before the parental leave begins.

3. During the parental leave by an employee, group health insurance coverage shall continue during the leave period, provided the employee pays the employer the full premium cost of the health plan. The institution shall hold the position of the employee not to exceed the twelve week period of the leave and the employee shall be returned to his/her position upon medical documentation for return (Series 38, Section 7).

4. WVSOM calculates WVPLA on a 12-month basis beginning on the date leave is initially taken. WVPLA leave cannot exceed 12 weeks in that 12-month period.

5. WVPLA leave cannot be stacked on FMLA leave to allow 24 weeks leave in any 12-month period.

### 10.8 Leave of Absence

#### 10.8.1 Medical Leave of Absence Without Pay

1. Any employee requesting a medical leave of absence without pay must provide the President or the President’s designee (in this instance the Associate Vice President of Human Resources), with satisfactory medical evidence, such as a statement from the attending physician, that he or she is unable to work. This statement shall include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the President or the President’s designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician and not for more than 12 months. (Series 38, Section 6) This leave is totally discretionary. When determining authorization, the President must take into consideration the needs of the institution and ability to compensate for the employee’s absence.

2. Employees on leave of absence without pay shall not accrue annual or sick leave or years of service credit for any full months in which they are off the payroll. Employees will also not receive holiday pay.

3. Group health coverage shall continue during the duration of the unpaid medical leave provided the employee pays their portion of the premium cost of the plan and meets all eligibility requirements as outlined by PEIA.

4. The employee shall be expected to report to work on the first workday following the expiration of the leave period. The employee shall provide written medical clearance indicating the employee’s ability to return to work and satisfactorily perform his/her duties.

5. Employees will accrue annual leave and service credit for annual leave accrual determination, but not sick leave, when they are out on Workers Comp leave. (Series 38, Section 2)

#### 10.8.2 Personal Leave of Absence Without Pay

An employee, upon application in writing and upon written approval by the President or the President’s designee, may be granted a continuous leave of absence without pay for a period of time not to exceed 12 consecutive months, provided all accrued annual leave and accrued compensatory time has been exhausted. The President or the President's designee, at her/his discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay. At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights, unless the
position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of an employee to report promptly at the expiration of an approved personal leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for immediate termination of employment by the institution. During a personal leave, group health insurance coverage shall continue provided that the employee pays the employer the full premium costs of such group health plan. Employees on personal leave of absence without pay shall not accrue annual or sick leave or years of service credit or holiday pay for any and all full months in which they are off the payroll (Series 38, Section 2).

10.9 Military Leave

1. An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave prior to beginning the leave.

2. Benefits of this section shall accrue for thirty (30) working days after they report for active service to individuals ordered or called to active duty by the President of the United States (Series 38, Section 10).

3. After utilizing Military Leave, an employee may elect to use their allotted paid leave of absence, accrued annual leave, or freeze annual leave to continue their military service.

10.10 Red Cross Leave

An employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) work days per year calendar year to participate in relief services for the American Red Cross. This leave must be requested in writing and approved by the employee's supervisor and the President of the institution prior to using the leave. (WV Code 15-5-15a)

10.11 Witness and Jury Leave

1. Upon application in writing, an employee may be granted leave as described in this section provided the employee is not a party to the action. Annual leave will not be charged under the provisions of this section.

2. When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, a political subdivision thereof, the institution, or is a member of a jury, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

3. When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty. When an employee serves on a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence. The employee shall report to work if he/she is excused by the court
before the end of her/his regular work day. Provisions for employees who work a shift other than day shift shall be made according to institutional policy. (Series 38, Section 12)

10.12 Educational Leave

Leave without pay for continuing education may be provided to classified and non-classified employees under certain conditions. Eligible employees may be released from work to attend classes during normal work hours. The request must be in writing with supporting documentation provided and must be approved by the immediate supervisor and the Office of Human Resources. This time shall not exceed three hours per week during the course of the program and shall not result in a negative impact on the quantity and quality of the work performed.

10.13 Declared Emergency

1. At the discretion of the President or the President’s designee, in consultation with local, state, or federal public safety officials, institutional operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, such as extreme inclement weather and facility shutdowns. During declared emergencies, employees required to work shall be compensated pursuant to Series 8 of the WVHEPC Rules (Series 38, Section 13).

2. Full-time regular classified and non-classified employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement that the time be made up. When operational needs require a non-exempt, regular employee to work during an institutional declared emergency period, in addition to regular pay the employee will receive compensation in either Compensatory Time Off (CTO) or pay at the rate of time and one-half for the actual hours worked during the declared emergency period. Exempt employees that work during a declared emergency period receive CTO on an hour-for-hour basis.

3. During Utility Service Disruption, Emergency Situations, and/or Inclement Weather, employees may be required to perform their duties in alternate work locations or to take annual leave. West Virginia Code 12-3-13 specifies that absences from work due to inclement weather conditions other than during a declared emergency must be charged against accumulated annual leave, accumulated compensatory time, or the employee must be removed from the payroll for the time in question. If the employee has "floating holiday" time, the holiday record may also be charged. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor. (Series 38, Section 13)

10.14 Holidays

1. WV State law requires each institution to provide twelve full days, plus additional days for any statewide, primary or general election. Six of these holidays, New Year’s Day, Martin Luther King’s Birthday, Independence Day, Labor Day, Thanksgiving, and Christmas are fixed by the state and taken on the appropriate date of the holiday. The six additional days are determined by the President in consultation with faculty and staff.

2. If a specified holiday occurs on a Saturday, it is observed on the preceding Friday. If a specified holiday occurs on Sunday it is observed on the following Monday.

3. When Christmas or New Year’s Day occurs on Tuesday, Wednesday, Thursday, or Friday an additional one-half day for each of these holidays is granted.
4. A complete WVSOM holiday schedule is distributed either online or by hardcopy by June of each year for the next fiscal year.

5. Proclamation of additional legal holidays by the president of the United States, governor, or other duly constituted authority may be observed by employees as determined and communicated by the president of the institution.
SECTION 11 – INTRODUCTION TO A NEW POSITION

11.1 Position Description

1. A written position description or Position Information Questionnaire (PIQ) shall exist for every classified employee position. The PIQ should be reviewed at least once every three years by the Office of Human Resources or at any time a significant change in the duties of the position occurs. These documents will be maintained in the employee’s personnel file and are accessible to the employee.

2. A written job description shall exist for every non-classified and faculty position. The job description should be reviewed at least once every three years by the Office of Human Resources or at any time a significant change in the position occurs.

3. PIQs, job descriptions and/or job duties should be attached to each employee’s annual review.

4. It is the employee’s responsibility to review and be familiar with the position description for their position.

11.2 Becoming Adjusted to a New Position

Beginning a new job requires a period of adjustment for the new employee, the supervisor(s) and the co-workers. This section of the handbook provides suggestions about how to successfully adjust as quickly as possible. This is a time of learning about the requirements of the new position and how each person contributes to the duties of the department. Faculty should refer to the Faculty Handbook for additional guidelines on adjusting to a new Faculty position. Open communication between all parties is essential for a successful beginning. Should conflicts or problems arise during this period, there are suggestions and processes provided on how to bring these to a resolution satisfactory to all parties.

11.3 The Employee and His/Her Supervisor

1. The supervisor has the responsibility of assigning the specific duties based on the written job description to the employee, defining how they are to be accomplished and specifying timelines for completion of individual tasks. The supervisor will evaluate your performance and assist you in any areas indicating a need for modification or improvement.

2. WVSOM has established guidelines for professional conduct, appropriate dress and how to interact with students, faculty, co-workers, other administrators and the general public both within and outside the institution. It should be the goal of all employees to provide effective, timely, and courteous service to all clients.

3. The supervisor is the first point of contact should the employee have any questions, suggestions, concerns or problems.

11.4 Mentoring Program

In addition to your supervisor, you may also be provided the services of a mentor. This individual will be an experienced, successful employee from your department or elsewhere in the institution. He/she will have been specifically selected to assist you in becoming adjusted to your new position and to your role in the department. Their function is not to supervise or evaluate, but to provide information which will enable your transition to be easier and more effective.
11.5 Classified Employee Probationary Period

1. All new classified employees must complete a six (6) month probationary period. The supervisor shall continuously monitor the employee’s performance and provide counseling or assistance as indicated. A written performance evaluation shall be provided the classified employee at the completion of three (3) months and six (6) months. This shall include initiative, resourcefulness, attitude, quality, and quantity of work, plus other related factors.

2. If at any time during this period, areas of improvement are noted, the supervisor shall counsel the classified employee and provide a planned program outlining specific goals, objectives, timelines for completion and strategies to assist in achieving satisfactory improvement by the employee. If satisfactory performance is documented by the end of the probationary period, the classified employee will be considered a regular employee and evaluations will be conducted on an annual basis thereafter.

3. If satisfactory performance according to the supervisor’s standards are not met or maintained during this probationary period, the employee may either be granted an extension of probation, or may be terminated by the institution.
SECTION 12 – GENERAL PRACTICES AND PROCEDURES

12.1 Keys
1. The Director of Physical Plant II is responsible for the keying system of WVSOM and for the issuance of all keys. Employees may secure necessary access keys by providing an approved work order to the Physical Plant Office. Issuance of access keys to certain designated areas of the campus is restricted.
2. Keyless entry cards are issued for access to specific buildings on campus. The Office of Business Affairs provides oversight for this program.
3. Employees are prohibited from duplicating any WVSOM keys or entry cards and may not allow use of keys or entry cards issued to them by any other person.
4. All keys and entry cards must be returned to WVSOM Office of Human Resources or their designee on the employee’s last working day.

12.2 Security
The Vice President for Finance & Facilities is the campus liaison for security services. The West Virginia State Police provide the current security of the facilities. They are responsible for providing on site safety and security of campus staff, students, and buildings. External phones which ring directly to the Greenbrier County 911 Center are located in strategic areas throughout the campus. These phones ring automatically when removed from the receiver and will be directly connected to the 911 operator. Appropriate response personnel will be immediately dispatched. Please refer to the location of these phones online in the Emergency Response Manual. Employees shall immediately report any suspicious person, behaviors, or circumstances to his/her supervisor or notify 911.

12.3 Safety
Staff members of the Institutional Facilities and Institutional Services departments are committed to providing and maintaining a safe, clean and healthy environment for all employees, students and visitors on campus. Landscaping of the grounds is also carried out by these employees (with some outside support) to produce a beautiful campus to be enjoyed by the users. Employees are expected to respect the hard work of these employees and to do their part to maintain a safe, clean, and healthy environment.

12.4 WVSOM Emergency Response Plan
1. WVSOM has designed a plan for administration, faculty, and staff to manage campus emergencies. The handbook for this program can be found on the WVSOM website at http://www.wvsom.edu/sites/default/files/1/HBEmergencyResponse.pdf. While this may not address every conceivable situation it supplies extensive guidelines to cope with campus and community emergencies with the expectation of making the campus safe and secure for all students, staff, faculty and visitors.
2. The Vice President for Finance and Facilities and the campus Safety Coordinator are responsible for this program.
3. Each employee is responsible for reviewing the WVSOM emergency response handbook, knowing the actions he/she is responsible for completing, and for being familiar with the guidelines.
12.5 Automatic External Defibrillators

AEDs are strategically located throughout the campus in case of emergencies. The locations of these devices may be found in the Emergency Response Manual.

12.6 Appearance and Conduct

It is the responsibility of each employee to maintain standards of appearance and conduct which will complement his/her occupational responsibilities, enable the employee to safely perform his/her duties and responsibilities, and enhance the institution’s professional image with the public.

12.7 Public Communication

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

12.8 Telephones

Institutional telephones should be utilized for WVSOM business purposes only. Personal phone calls should be made during breaks except in the case of emergencies. Personal long-distance calls that are made on institutional phones shall be reimbursed to WVSOM by the employee making the call. Payment for personal long-distance calls can be made in the Office of Business Affairs/Cashier’s Office. Personal cell phones may be used during non-work times, but should not be used while operating state vehicles. Excessive or disruptive use of a personal cell phone is prohibited and will be addressed by a supervisor or other administrator.

12.9 Computer Equipment, Data, and Programs

1. Computer equipment, data or program owned, leased or otherwise provided by the employee’s institution are for conducting authorized, non-personal business. Use for personal benefit or gain may be grounds for disciplinary action up to, and including dismissal.

2. WVSOM’s Acceptable Use Policy (http://www.wvsom.edu/AboutWVSOM/it/acceptableuse) governs the conduct of faculty, staff, students, alumni and guests in the use of WVSOM information technology resources. The purpose of this policy and training is to provide, promote, and establish the secure, ethical, and legal use of data, devices, and electronic communications for all constituents of the institution. It is governed by institutional policies as well as local, state, and federal laws relating to security, copyrights, and other statutes regarding electronic media. All employees are required to review the policy, watch an educational video, sign an acknowledgment form, and take a related SOLE exam.

12.10 State Property Use

1. An employee may use institutional stationery, motor vehicles, or other equipment only in conducting school business. It is a criminal offense for an employee to remove state property when leaving the service of the institution. Employees are to turn in all institutional property including keys, books, office supplies, furniture, equipment, paper, etc. upon termination of state employment. WVSOM reserves the right to request the return of institutionally issued uniforms.

2. State owned vehicles are to be used exclusively for business purposes and must be approved in advance by the appropriate administrator. It is the responsibility of the driver to follow all regulations
pertaining to the use of the vehicle, to ensure that the use of the state vehicle is properly authorized and the passengers are all “agents” or employees of the state. The Director of Physical Plant II or his/her designee is responsible for checking out vehicles for use, maintaining records and providing copies of regulations pertaining to the use of the vehicles.

3. Texting while operating a WVSOM state vehicle is strictly prohibited.

12.11 Protection of Private Information

1. Private information is information protected under institutional policies, state law, or federal statutes. Examples include, but are not limited to: certain financial information, certain employee and student information, patient information and histories, donor histories and related information and mailing lists. All employees and students are responsible for protecting the privacy of such information. Protection means not disclosing, copying, or disseminating information without authorization. All documents containing private information must be properly maintained and disposed of.

2. Unauthorized release or viewing of the information specified may result in disciplinary action or prosecution under state and federal statutes or both.

12.12 Conflict of Interest

1. A conflict of interest exists when any employee, his or her spouse, and/or child immediate family member furnishes the institution goods, services, or any other thing for payment other than contract salary or wage. This includes any entity in which the employee his/her spouse, or immediate family member owns, is a majority stockholder or has a majority interest in. This does not apply to: services provided to the institution through a grant, contract, or other arrangement with an outside agency.

2. Employees with direct purchasing authority may not have any benefits, direct or indirect, in the purchase of commodities or services. 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.

3. Conduct by an employee constituting a conflict of interest may be grounds for disciplinary action, up to and including dismissal.

12.13 Concessions and Solicitation of Funds

1. 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 with the written approval of the institution’s President or his/her designee.

2. No individual, firm, group, organization, or other agency may use the name of any institution or the WVHEPC to secure funds for any purpose, by any means, without the express written consent of the institution’s President.

3. 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. This restriction applies to on and off campus activities.
12.14 Political Activity by Employees

1. 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, an employee may seek and serve without adjustment to one’s position and without taking a leave of absence. An employee must, however, make arrangements with his/her supervisor to make sure all responsibilities to the institution are met.

2. If an employee wishes to participate in a primary or general election as a candidate for public office which is a full time municipal or county office, or full time or part time state or federal office, he/she must seek a leave of absence without pay from his/her institution. If not elected, the employee will be reinstated after the election.

3. While on personal time, an employee is not prohibited 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 campaign while on work time and must make it clear that he/she is not representing WVSOM or the Higher Education Policy Commission when campaigning for themselves or any candidate.

4. The WV Ethics Act at WV Code §6B2-5(b)(1) prohibits the use or expenditure of any public resources to solicit campaign contributions, use public resources to endorse political candidates, etc. This includes State telephones and e-mail accounts.

12.15 Union Membership

West Virginia state law neither compels nor prohibits joining a union. Collective bargaining and strikes at state institutions are prohibited by state statute. Union membership solicitation may be permitted at specific times and in defined locations. The Associate Vice President of Human Resources is the contact person for such meetings.

12.16 Institutional Titles

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

12.17 Alcohol and Drugs

1. Alcohol abuse, the illegal use of narcotics and/or the abuse of prescription drugs is incompatible with the educational mission of WVSOM. The illegal use or abuse of drugs and/or alcohol has a clear and adverse effect on the health of the individual and the educational environment of the school. Accordingly, WVSOM is committed to promoting the responsible use of alcohol and to preventing the illegal use of drugs and abuse of alcohol and prescription drugs.

2. Alcoholic beverages may not be served or consumed on the WVSOM campus (including state vehicles) without the permission of the WVSOM President. The illegal use or abuse of illegal or prescription drugs will not be tolerated. All members of the school community should know that any violations of local, state, or federal laws will be subject to prosecution of the law (s) and of institutional policy GA-08. Additionally, all employees should receive a copy of the WVSOM Drug Awareness and Prevention Program and are responsible for being familiar with it.
3. Those persons who are currently involved in the abuse of alcohol or the illegal use of drugs and who seek assistance in overcoming these addictions through viable and recognized treatment programs will be supported in these efforts.

4. Employees in positions that require them to maintain a valid driver’s license must notify the Office of Human Resources within thirty (30) days of conviction that results in a restriction or loss of license.

5. Employees that pled guilty to or are convicted of any alcohol or drug related offense must notify the Office of Human Resources within thirty (30) days of the guilty plea or conviction.

6. Possession or use of unapproved alcohol or illegal drugs on WVSOM property is grounds for discipline including immediate termination.

12.18 Tobacco

Recognizing that WVSOM is an example for the surrounding community and nationwide as a leader in health care education and health behaviors, the institution prohibits the use of any form of tobacco on campus including in state vehicles.

12.19 Dangerous Weapons

1. This policy is an effort to provide for the safety and protection of all members of the campus community, and is in accordance with the provisions of West Virginia Code Section 61-7-14 and 61-7-2 and WVSOM policy PP-5.

2. The term “dangerous weapon” includes, but is not limited to, firearms; knives other than folding pocket knives with blades three and one half inches long or less, or those being used for food preparation; bladed weapons such as swords, razors or arrows; ammunition; explosives or explosive devices; nunchuka; and throwing devices with sharp or pointed edges.

3. No person may possess or carry any firearm or other dangerous weapon upon the premises of the West Virginia School of Osteopathic Medicine or upon those premises controlled by the school, unless such person is a law enforcement officer or he or she has the express, written permission of the President. This prohibition applies whether or not a person is licensed to carry a concealed deadly weapon in accordance with the provisions of state law.

4. Violations of this policy will be grounds for discipline of the offender, including immediate suspension and/or prosecution under the appropriate state law, and impositions of penalties or sanctions up to and including suspension, expulsion or termination. Persons not authorized under the terms of this policy who are found to be in violation will be considered trespassers and will be asked to leave the premises.

12.20 Pets

No pets including birds, fish, mammals or others shall be permitted in campus buildings or state vehicles. The only exceptions are certified service or research animals. Employees having pets on WVSOM campus are responsible for keeping the pet on a leash at all times and are responsible for appropriately cleaning up any stools by the animal. Dangerous animals are prohibited on campus at all times.
SECTION 13 – LINKS AND RESOURCES

The following links are provided as resources to documents that you may find helpful. The Office of Human Resources can provide these documents to you electronically or in hard copy at your request.

13.1 Handbooks and Procedures
1. Faculty Handbook
2. Emergency Response Manual
3. Guidelines for Continuing Educational Development
4. Application for Educational Development Funds

13.2 General Administration Policies
1. GA-1 -- Government
2. GA-2 -- Institutional Mission Statement
3. GA-3 -- Administrative Organization
4. GA-4 -- Role of the President
5. GA-5 -- Chief Executive Officer in Absence of President
6. GA-6 -- Executive Council
7. GA-7 -- Role of the Vice President for Academic Affairs and Dean
8. GA-8 -- Alcohol and Drugs
9. GA-9 -- Alcoholic Beverages on Campus
10. GA-10 -- Standing Boards, Committees or Councils
11. GA-11 -- Institutional Holidays
12. GA-12 -- Signature Authorization
13. GA-13 -- Equal Opportunity
14. GA-14 -- Sexual Harassment
15. GA-15 -- Advertising
16. GA-17 -- Concessions
17. GA-18 -- Solicitation of Funds
18. GA-19 -- Tobacco
19. GA-20 -- Graduation Dates
20. GA-21 -- Use of College Name and Stationery
21. GA-22 -- Telephone Service - Long Distance Use
22. GA-23 -- Emergency and Adverse Weather
23. GA-24 -- Use of State Vehicle
24. GA-25 -- Public Communications
25. GA-26 -- Maintaining a Drug Free Workplace
26. GA-27 -- Visitors on Campus
27. GA-28 -- Committee on Social Justice and Cultural Diversity
28. GA-29 -- Computer Hardware and Software
29. GA-30 -- Bookstore and Textbooks
30. GA-31 -- Acceptable Use of Information Technology Resources
31. GA-32 -- E-Mail
32. GA-33 -- Travel
33. GA-34 -- Procedure for Obtaining Access to and Copies of Public Documents
34. GA-35 -- Adoption, Repeal or Amendment of Rules
35. GA-36 -- Core Values
36. GA-37 -- Vision Statements
37. GA-38 -- Naming Policy for WVSOM

13.3 Personnel Policies
1. PE-01 -- Adoption of Board of Trustees Staff Employee Handbook
2. PE-02 -- Position Audit
3. PE-02A -- Position Audit
4. PE-03 -- Equal Opportunity and Affirmative Action Committee
5. PE-04 -- Recruitment and Hiring
6. PE-05 -- Definition of Faculty
7. PE-06 -- Authority of Faculty Committees
8. PE-07 -- Faculty Evaluations
9. PE-08 -- Criteria for Promotion
10. PE-09 -- Tenure
11. PE-10 -- Supplemental Appointments
12. PE-11 -- Faculty and Staff Development
13. PE-12 -- Faculty Merit Pay Distribution Plan
14. PE-13 -- Adoption of the Code of Ethics of the American Osteopathic Association for Clinical Faculty
15. PE-14 -- Ethics
16. PE-15 -- Classified Employee Salary Administration
17. PE-16 -- Faculty Misconduct
18. PE-17 -- Faculty Dismissal
13.4 Human Resources Orientation Documents

1. Employee Orientation Checklist
2. Acceptable Use Policy, GA-31
3. Affirmative Action Form
4. Confidentiality Form
5. Copyright Policy
6. Drug Awareness and Prevention Program
7. Employee Performance Evaluations:
   - Classified and Non-Classified Employee Evaluation
   - Faculty Evaluation (Section 5)
8. FERPA, Family Educational Rights and Privacy Act Form and Training links:
   - FERPA Confidentiality Form
   - FERPA Training Link
9. Founder’s Activity Center
10. Holiday Schedule
11. School Directory Form
   - https://www.wvsom.edu/AboutWVSOM/safety
   - https://www.wvsom.edu/AboutWVSOM/safety-faq
13. Voter Registration
14. WV/WVSOM Grievance Policy/Procedure
15. Zero Tolerance Policy for Harassment (GA-14)