

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

16.1. General

1.1. Scope – This Policy established procedures related to West Virginia Code §6C and §18B.

1.2. Authority – The ~~4~~ is amended 29 U.S.C. 201, et seq.; W. Va. §§ 6C 2 1, et seq., 18B 1 6, 18B 2A 4, 18B 7 10; and 18B 9A 2.

1.3. Effective Date – April 21, 2020

1.4. Revision of Former Policy – Repeals and replaces Title 131, Series 31 of the Board of Directors of the State University System, Glenville State University Policy 16 Classified Employees [2005], Glenville State University Policy 22 Personnel Administration [2005], Glenville State University Policy 25C Recruitment and Hiring [2010], Glenville State University Policy 16 – Human Resources Administration [2018]. Modifies

strength and conditioning. Athletic appointments are at will positions and include Head Coaches, Assistant Coaches, and/or any other title as determined by the President. Compensation for athletic appointments is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President.

3.3. "Essential Employee" means an employee in a position who may be required to remain at their work location or to report to work to protect, recover and continue operations when the University is faced with an institutional emergency.

3.4. "Executive Level Employee" typically means exempt employees employed in Vice President, Executive Director, and/or the Athletic Director positions, but may include any position designated as executive level by the President and not otherwise covered by the West Virginia Higher Education Compensation Management Program. Job titles, job duties, and compensation for executive level employees/positions are determined at the discretion of the President or designee. Employees holding executive level positions are non classified, at will employees. Executive level employees are expected to report to work during regular business hours Monday through Friday.

3.5. "Faculty Members." Faculty members are appointed at the discretion of the President or designee to support the academic mission of the institution, v

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Employ

organization;

3.9.3. Is in a position considered by the president or designee to be critical to the institution

4.1.3. To adopt additional human resources internal procedures to effectuate the implementation of this policy or in the furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by the policy. Procedures implemented in accordance with this section will be made available to employees in the Human Resources Office and online.

4.2. All human resources practices and procedures shall be consistent with federal and state law and any policy adopted by the GSU Board of Governors.

4.3. The President may delegate the authority granted in this or any other section of this policy as appropriate.

16.5. Meetings on Human Resources Policies

5.1. The President or his/her designee shall meet at least quarterly with representatives of Staff Council and Faculty Senate to discuss the implementation and effectiveness of any human resources policies.

5.2. Where appropriate, the President or his/her designee shall make recommendations to the Board of Governors to address concerns or issues identified by Staff Council or Faculty Senate regarding the implementation and effectiveness of the human resources policies.

5.3. Where appropriate, the Human Resources Director is encouraged to seek input from all employees regarding the development and implementation of internal human resource procedures.

16.6. Part time and Temporary Employees.

6.1. Institutions are discouraged from hiring part time employees solely to avoid the payment of benefits or in lieu of full time employees.

16.7. Staff Job Classification and Compensation System

7.1. Attracting, retaining, and motivating a highly talented and committed workforce is vital to supporting GSU's unique missions and goals. Competitive pay is a key element in attracting, retaining, motivating and rewarding the type of employees needed to fulfill GSU's mission. The goal of GSU is to pay competitive salaries by using systems clearly communicated to employees and readily administered by managers. To further this goal, job classification and employee compensation for all staff employees/positions at Glenville State University will be determined using the West Virginia Higher Education Compensation Management Program ("WVHEPC Compensation Program") as approved and/or modified and/or amended by the West Virginia Higher

documents as created by the WVHEPC include the following:

- 7.1.1. The “West Virginia Higher Education Compensation Philosophy” which outlines the goals, objectives, and strategies of the compensation management system;
- 7.1.2. The “West Virginia Higher Education Job Classification Guidelines” which assist human resources officers with determining the appropriate classification for jobs;
- 7.1.3. The “West Virginia Higher Education Employee Salary Schedule” consists of pay grades with pay range spreads and indicates the minimum, midpoint and maximum salary levels for each pay grade; and
- 7.1.4. The “West Virginia Higher Education Salary Administration Guidelines” which assist human resources officers and institutional administrators in making appropriate pay decisions in a variety of employment situations.

16.8. Compensation Adjustments and Performance Based Merit Increases

8.1. Higher education organizations may grant merit increases or implement pay for performance programs which are in accordance with state law and the West Virginia Higher Education Compensation Management Program Salary Administration Guidelines.

8.2. The Human Resources Director in consultation with the appropriate cabinet member is authorized to develop objective administrative procedures for making adjustments to all employee compensation and for performance based merit increases that are consistent with the WVHEPC Compensation Program. All procedures will be approved by the President.

16.9. Job Descriptions

9.1. The Human Resources Director is responsible for developing and maintaining job titles, minimum base compensation per position, and alignment of job titles to respective pay for all staff in accordance with the WVHEPC Compensation Program; provided that supervisors most familiar with work performed in their respective units and the abilities of the employees who do the work may recommend pay to the Human Resources Director. Final approval of an employee’s pay rests with the President.

9.2. In conjunction with supervisors, the Office of Human Resources shall develop and maintain a job description for all faculty and staff positions using the Position Description Form/Job Description Form (PDF/JDF) developed by the Commission.

9.3. Individual job descriptions must include a summary of the essential duties and the level of the work performed.

9.4. To maintain accurate job descriptions, supervisors shall review individual job descriptions annually and will notify the Office of Human Resources if the content of a position undergoes a fundamental change.

9.5. For all new positions or vacated positions, the Office of Human Resources shall review a

position's submitted duties, responsibilities, functions, skills, education, and experience required for the position, as provided by the respective supervisor, and then compare those factors to internal and external jobs to determine the job title and the corresponding minimum base compensation for the position using the Compensation Program.

16.10. Staff Reduction in Force

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following:

time as appropriate.

10.3.6. Severance package agreements shall include a statement indicating the employee waives all claims against GSU, except for those claims that cannot be waived by law, and including any claims that could be raised in accordance with the West Virginia Public Employees Grievance Procedure set forth in W. Va. Code Section 6C 2 1, *et seq.*

10.3.6. Nothing in this section shall prevent GSU from implementing a RIF Plan if an employee declines to accept a severance package agreement.

10.4. Exclusions.

10.4.1. The rights, duties and responsibilities of the Reduction in Force section apply to staff positions held by Full Time Regular employees. The Reduction in Force section does not apply to any position that is not a staff position and also does not apply to the following types of employees:

10.4.1.1. Temporary positions;

10.4.1.2. Part Time positions;

10.4.1.3. Casual employees;

10.4.1.4. Grant funded positions hired on or after July 1, 2017;

10.4.1.5. A reduction of a position FTE by 20% or less that does not result in a loss of benefits eligibility;

10.4.1.6. Transfers from one position to another;

10.4.1.7. Student positions (another/TT11Tf.2250TD.0008Tc(6rd)Tj.860TD@003Tj/TT21Tf.2250TD.0016Tc(another/TT11Tf1.360TD0Tce003Tj/TT

beginning at the original date of employment.

12.2. Prior to the end of the six month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. Supervisors are encouraged to provide frequent feedback to new employees during this initial phase of employment.

12.3. During or at the close of the probationary period, a probationary employee may be dismissed for any reason that is not arbitrary and capricious; progressive discipline is not required prior to the dismissal of a probationary employee. The probationary period may be extended up to an additional six months upon written notice to the employee.

12.4. As with all positions, continued employment of a probationary employee is based on adequate funding, satisfactory performance and adherence to institution rules and regulations.

12.5. Any probationary employee whose employment continues beyond the probationary period will receive an annual written performance review in accordance with the performance management section of this policy.

16.13. Performance Management

13.1. Strategic alignment of GSU's workforce with its mission, vision, and values is critical to the continued growth and success of GSU. Performance management will be used to ensure strategic alignment and also support employees as they work to achieve their fullest potential.

13.2. The Human Resources Director will develop a performance management plan for all non classified employees that accomplishes the following objectives:

13.2.1. Provide a fair assessment of job performance;

13.2.2. Provide counseling regarding development opportunities or areas of needed improvement;

13.2.3. Provide a basis for compensation decisions;

13.2.4. Serve as a factor for reduction in force decisions; and

13.2.5. Support and provide documentation for personnel actions.

13.3. All faculty members, including but not limited to tenured faculty members, and executive administrators, will be evaluated annually by the Provost or by his/her designee in accordance with GSU BOG Policy 18, Series 9 and/or any applicable promotion and/or tenure procedures. The Vice President of Academic Affairs will develop an annual evaluation form for faculty members and academic administrators.

13.4. Supervisors shall undertake performance management in a manner that is consistent and objective, and should not reflect personal prejudice, bias, or favoritism. Any employee who

supervises one or more employees shall complete a training

13.7.2.2. *Option Two:*

administrators;

15.8.5. Intentionally damaging the property of the University or of another person;

15.8.6. Reporting to work while under the influence of alcohol or illegal drugs or consuming, selling or distributing alcohol and/or illegal drugs on University property or during University activities in violation of University policy;

15.8.7. Falsification of time records, including not reporting time off or using leave for purposes not covered under the leave definition used;

15.8.8. Falsification of timecard and/or leave time, including reporting hours worked that were not;

15.8.9. Dishonesty and/or lying;

15.8.10. Failure to report to work for three (3) consecutive scheduled work days without notice and/or without following proper calling off procedures

Gambling on University property or with University equipment or technology, either during or after work hours;

15.8.11. Unauthorized possession or use of a firearm and/or deadly weapon and/or destructive device on University property;

15.8.12. Falsification of employment application or official record;

15.8.13. Sexual harassment including but not limited to acts of sexual violence, discrimination or domestic violence, whether on or outside of work time;

15.8.14. Unauthorized and/or excessive absence from work, tardiness and/or excessive failure to hold classes;

15.8.15. Conviction of a crime (state of West Virginia, any other state and/or the federal government law);

15.8.16. Loss of driver's license where driving on public roads is an essential part of the duties of the position;

15.8.17. Failure to comply with the University's consensual relationship policy;

15.8.18. Substantial and manifest neglect of duty;

15.8.19. Failure to effectively secure hazardous, medical, drug or other materials/supplies;

15.8.20. Requesting that a University authority provide false information or testimony on one's behalf;

15.8.21. Conduct that could constitute a violation of state, local or federal law; and

15.8.22. Other serious infractions that may constitute gross misconduct will be handled on a case by case basis at the discretion of the University.

15.9. All disciplinary actions will be determined on a case by case basis. Factors that may be considered when determining the type of discipline include but are not limited to the seriousness of the performance/conduct issue(s), prior disciplinary/work performance history and/or the impact of the offense on the University's operations, credibility and reputation.

15.10. All executive level employees, employees who directly report to the President, athletic coaching positions, athletic department appointments, academic administrator appointments, temporary employees and student employees are at will employees and serve at the will and pleasure of the President. At will employees may be terminated for any reason in accordance with state at will law and are not subject to progressive discipline. The University may but is not required to implement progressive discipline to remediate the misconduct and/or poor

work performance of an at will employee but GSU does not waive the employee's will and pleasure status by doing so. All other staff employees not mentioned above are subject to progressive discipline procedures as outlined in the employee handbook.

16.16. Grievance Procedure

16.1. The statutory grievance procedure set forth in W. Va. Code § 6C 2 1, *et seq.*, is available to eligible employees for resolution of most work related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

16.17. Essential Employees

17.1. While critical to will