



SUBJECT: College-wide Employee/Personnel Policy

REFERENCE:

1. PURPOSE

This master policy serves as a general guide and personnel are referred to other policies and procedures which address specific issues.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

Southern West Virginia Community and Technical College is committed to fair and equitable employment practices. The employed personnel of the college are critical to carrying out our educational mission successfully. All employed personnel are expected to understand and support the philosophy and mission of the College.

New employees are welcomed to join and participate in the progress of a uniquely American institution -- a college located in, and serving many southern West Virginia communities.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Assignment of Personnel to Job Location

1. Employees are assigned job responsibilities at a particular job location. Since the College is administratively organized into a one-college concept, serving multiple counties at multiple locations, the College administration may find it necessary to reassign personnel to another location. Such assignment will be made after assessing the needs of the College and in consultation with the employee(s) to be affected.
2. It may also be necessary for personnel based at one location to work temporarily at another



location. If such is the case, the individual will be eligible for travel reimbursement/state vehicle and travel will be included in the work schedule.

B. Designation of Personnel

The West Virginia Higher Education Policy Commission (HEPC) and West Virginia State Code designate three categories of employees in public colleges and universities.

1. Executive - Primary duty is management or administrative, holds position solely by appointment of the College president.
2. Faculty - Professional as designated by the College president in compliance with State College System Board of Directors Series 36. Faculty receive a specific faculty appointment letter.
3. Classified - Personnel assigned job responsibilities in a pay grade system approved by Board of Directors.
4. Full/Part-Time - All employees are further designated as either full-time or part-time as defined by policies of the HEPC Board of Directors.
5. Exempt and Non-Exempt Employees
 - a. These terms “exempt” and non-exempt” refer to categories of employees who either are, or are not, eligible for overtime pay (or compensatory time off) for hours worked in excess of 40 per week. Southern follows requirements of the Fair Labor Standards Act (and related WV State law) regarding employee eligibility for overtime pay.
 - b. Southern West Virginia Community and Technical College follows federal and state laws regarding wage payments. See Higher Education Policy Commission, State College System Board of Directors, Legislative Rule Series 62 and Series 31 for information regarding workweek, overtime pay, compensatory and/or holiday premium time off.
 - c. Additional information is available from the Human Resources Department regarding eligibility for overtime pay.

C. Personnel Section

1. General

The College is committed to following all laws and regulations in force related to affirmative action and personnel selection.



2. Posting of Vacancies

The posting of vacancies will follow the procedures developed by the Human Resources Department.

3. Screening Committee

For every position vacancy a screening committee will be used to select candidates for interview. Committees are established in accordance with Southern's Affirmative Action Plan/Equal Employment Opportunity Policy Manual.

4. Appointment of Full-Time Personnel

Full time personnel are considered to be employed only upon action of the College President. Employees are expected to understand that no one is authorized to commit the institution regarding employment, promotion, or employment status, without express written and signed approval of the President.

D. Evaluation of Personnel

1. Procedure

Personnel shall be evaluated according to the procedures/instruments established for them. Evaluated personnel are required to sign and date the evaluation form and attendant documentation where or not he/she agrees with the evaluation. The supervisor is required to sign and date the evaluation also.

2. Response

The evaluated employee has a right to file a response related to the evaluation. The response to the evaluation must be filed with the Human Resources Department within fifteen (15) days of the date the original evaluation was signed.

E. Resignations

1. Exempt Executive, Faculty, and Classified Personnel

Exempt executive and classified personnel are to provide a minimum of thirty (30) calendar days notice of resignation. Faculty are to complete an academic term and provide forty-five (45) calendar days written notice before the beginning of an academic term.



2. Non-exempt Classified Personnel

Non-exempt classified personnel are to provide a minimum of ten (10) work days notice. The supervisor may elect to require up to ten (10) days of service after receiving the resignation notice after which accumulated annual leave may be taken. The date of termination will be recorded as the last day the employee was physically at work.

3. Resignation Procedure

All resignations are to be in writing to the College President with copies to the supervisor, department head, and Human Resources Department. Any violation of the above will be included in the permanent record unless a request is received at the time of the incident and granted by the President for extenuating circumstances.

F. Personnel Files

Personnel files are maintained in a central location in the Human Resources Department.

1. File Review

All personnel are expected to review their files annually for completeness. All personnel material except that noted in "Records Exempt From Review" can be hand or photo-copied but must be immediately returned to the file. Unless written permission is granted by the College President, no material may be permanently removed from the file. The Human Resources Administrator is responsible for enforcement of this section.

2. Records Exempt from Review

Pre-employment reference information including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the College; the report of the search committee; medical records created or received by the College that an employee can obtain directly from his/her physician or directly from a health care provider; or other records required to be kept confidential by law or policy or deemed unlawful to copy are regarded as the property of the College and confidential. These records are to be maintained in a separate confidential file in the Human Resources office and are not available to the employee.

G. Physical and Mental Health

1. It is incumbent on all personnel to voluntarily seek appropriate care for physical and mental/emotional problems.



2. Procedure for Seeking Compliance

All supervisors and department heads must contact the Human Resource Office regarding employee situations involving physical and/or mental health. If the supervisor and/or department head believes the physical or mental/emotional health of an employee is such that professional assistance and/or evaluation is needed, voluntary compliance should be sought by the supervisor. If the employee does not respond and the department head agrees with the supervisor that assistance and/or evaluation is needed, again voluntary compliance should be sought by the department head. If the employee does not respond affirmatively, the department head may request of the President that an employee be required to submit to a physical examination or that mental health assistance, or treatment be sought for that employee. In such cases, the President will confer with the Human Resources Administrator and, if possible, with the employee before acting upon the department head's request.

3. Expense

The College will bear the expense of the first such examination if the employee's health coverage does not provide coverage.

H. Profit Enterprises on College Premises

No employee may conduct personal for-profit business on College premises. This restriction includes telephone calls, developing or answering correspondence, or receiving personal business guests on College property or time.

7. RESPONSIBILITIES AND PROCEDURES

A. Knowledge of Policies

College personnel are responsible for knowing and following College policy. Institutional and governing board policy and procedure manuals are available in the Human Resources office, President's office, Campus Manager/Director's office at all locations, and the Logan and Williamson Campus Libraries. Policies will be available on Southern's WEB Page as they are revised and finalized. Questions about policies are to be referred to the Human Resources Administrator.

B. Grievance

A specific grievance procedure is contained in WV Code Chapter 18, Article 29. The grievance procedure is provided to employees of the governing boards of higher education (and other state education employees) so they may reach solutions to problems which arise between them within the scope of their respective employment relationships to the end that good morale may be maintained, effective job performance may be enhanced, and the citizens of the community may be better served.



The grievance procedure is intended to provide a simple, expeditious and fair process for resolving problems at the lowest possible administrative level and shall be construed to effectuate this purpose.

For more information about the grievance procedure, contact the Human Resources Office.

C. Requests for Leave and Overtime

Unless specified otherwise in policy, annual leave requests and overtime requests must be signed in advance by the supervisor and employee. Proper planning should ensure high morale and accommodation.

D. Policy Obtainment

It is the responsibility of the immediate supervisor to supply their employees with a copy of this policy and others related to the employees' duties, which includes any employee handbooks.

8. CANCELLATION

9. SIGNATURE

President Date

Attachments

Acknowledgment Signature Page

Distribution

Revision Date

September 1, 2000



ACKNOWLEDGMENTS

The following acknowledgments are required of the employee:

1. I have received orientation on College benefits, payroll procedures, etc.

Signature

Date

2. I understand and have received a copy of the "College-wide Employee/Personnel Policy". I have had an opportunity to ask questions regarding the policy and understand that future questions are to be referred to the Human Resources Department.

Signature

Date