

STAFF HANDBOOK



Marshall University
Human Resource Services

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Preface

This handbook is designed to acquaint you with Marshall University and the terms and conditions of your employment. It is **NOT** an employment contract or a promise of specific treatment. Full policies can be found at <https://www.marshall.edu/human-resources/human-resource-services-policies-and-procedures/>

Consult the Department of Human Resource Services for interpretations of the provisions stated in this handbook. These provisions are subject to change as deemed necessary by the President, the Board of Governors or legislative mandate.

This handbook supersedes any previous handbooks provided by Marshall University.

NOTICE: The Marshall University Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the HR Services [website](#) to ensure that you have the most recent version of this document.

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President's Greeting

Welcome to the Marshall University community! We are delighted to have you as a valuable member of our dedicated and talented staff. As your journey begins at Marshall, know that you play a crucial role in shaping the future of our institution.

This staff handbook serves as a guide to the policies, procedures, and processes that form the foundation of our work environment. Within these pages, you will find the tools and information necessary to navigate your responsibilities and contribute to the continued success of Marshall University.

To our new employees, we extend a warm welcome. Your presence brings fresh perspectives, energy, and expertise that enrich our community. We are confident that your contributions will enhance the vibrant and dynamic culture that defines Marshall University.

To our existing employees, we express our deepest gratitude for your dedication and hard work. Your commitment to excellence has been instrumental in our achievements, and we look forward to continuing this journey together.

As a community, we value collaboration, engagement, and a commitment to fostering an inclusive environment where every voice is heard and respected. By upholding these principles, we can collectively create an atmosphere that promotes innovation, creativity, and continuous improvement.

Thank you for being an integral part of the Marshall University team. We are excited about the possibilities that lie ahead and the positive impact we can make together.

Here's to a successful and fulfilling journey at Marshall University!

Warm regards,
Brad D. Smith, President



WHO
“WE ARE...”

MARSHALL
COLLEGE

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Who "We Are ..."

The University

Named for the U.S. Supreme Court Chief Justice John Marshall, Marshall College was established in 1837. In 1961, Marshall College was granted university status. Today, Marshall University is a fully-accredited comprehensive urban university primarily serving West Virginia and its adjacent states.

Mission:

Marshall University is a public university with a rich history as one of the oldest institutions of higher learning in West Virginia. Marshall University advances the public good through innovative, accredited educational programs. Marshall University's mission, inspired by our [Vision and Creed](#), includes a commitment to:

- Offer a wide range of high quality, affordable, and accessible undergraduate, graduate, and professional education that prepares students to think, learn, work, and live in an evolving global society.
- Create opportunities and experiences to foster understanding and appreciation of the rich diversity of thought and culture.
- Maintain a dynamic intellectual, artistic, and cultural life by promoting and supporting research and creative activities by undergraduates, graduates, and faculty.
- Contribute to the quality of life of the community, region, and beyond through applied research, economic development, health care, and cultural enrichment.
- Cultivate the development of an inclusive, just, and equitable community.

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Who "We Are ..."

The University

Marshall University is part of the State College and University Systems of West Virginia. We are also a system of [Shared Governance](#).

- **We enroll** more than 12,500 students each fall.
- **Accreditation:** Higher Learning Commission
- **Carnegie Classification:** R2: Doctoral Universities – High Research Activity
- **Research Funding:** \$49.6M million annually
- Other [Quick Facts and Statistics](#)

GENERAL INFORMATION



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General Information

Identification Cards

A photo ID card will be issued to each employee. Some departments require that the card be worn in a visible manner; the supervisor will inform the employee if this is a requirement. The ID card enables staff members to use several on-campus services and facilities. It may also be used at off-campus businesses for employee discounts.

To obtain an ID:

- Full time faculty or staff must present ID authorization documents from Human Resource Services.
- Part-time employees must present a letter from the employing department on university letterhead identifying them and must have a university identification number assigned in advance.

If you need to have your photo taken for your ID card, photos can be taken at the following locations:

- Huntington Campus – at the [MU ID Office](#)
- South Charleston Campus – at the Library
- Mid-Ohio Valley Center (MOVOC)

In all cases, you must present proper ID at the office to pick up your card or badge.

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General Information

Parking

Parking spaces are available for employees. Contact the [Parking and Transportation Office](#) for information. Parking is a limited resource at the University, and we ask that you observe all parking regulations on campus.

Permit parking is enforced from 7:00AM to 7:00PM, Monday through Thursday and 7:00AM to 4:00PM on Friday. All other violations are enforced 24 hours a day by the Marshall University Police Department. Parking regulations are enforced throughout the entire calendar year and are not directly associated with the class schedule.

- All parking facilities, except the pay lot meter, parking meters, and the pay by the hour 6th Avenue Garage, require a parking permit during enforcement hours. A parking permit does not guarantee the availability of a parking space. It grants only the privilege in an assigned area. Absence of a parking space does not justify violation of any parking regulation. In addition, by parking a vehicle on University property, the University assumes no liability for loss or damage to a vehicle and its contents.
- Off-Campus parking in areas and privately owned lots adjacent to the University are available at varying rates. Anyone wishing to use these spaces should make individual arrangements to do so. Those who utilize on street parking should be aware that the City of Huntington maintains parking meters on 3rd, 4th and 6th Avenues.



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General Information

Issuance of Keys

Keys to buildings, offices, and classrooms are issued by Facilities & Operations. Requests for keys must be approved by the department manager. Employees who receive keys to University property are agreeing to accept the responsibilities in compliance with university regulations. Upon termination of employment, keys must be returned to the immediate supervisor. The same procedure shall be followed when employees transfer from one department to another. You can also [request a key](#).

Outside Employment

Your position at Marshall University is expected to be your primary source of employment if you are a regular full-time employee. Outside employment is allowed as long as you adhere to the following guidelines:

- The hours of outside employment shall not coincide or conflict with University scheduled work.
- Outside employment shall not conflict with your University job responsibilities or affect your ability to meet expectations in a University position.

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General Information

Office of the Ombuds

The purpose of the [Marshall University Ombuds office](#) is to assure that your voice can be heard and the problem you are facing can receive an impartial review. As a member of the [International Ombudsman Association](#) (IOA), this office operates consistently with the [Code of Ethics](#) and [Standards of Practice of the IOA](#).

Those principles are:

- **Confidentiality** – This office will not identify you or discuss your particular concerns with anyone without your permission. Exception is taken when we believe that disclosure is necessary to address imminent risk of serious harm.
- **Impartial** – This office advocates for fair processes, considers the rights and interest of all parties, and does not take sides.
- **Informal** – This office is an off-the-record, voluntary resource. Use of this office does not provide notice to the University.
- **Independent** – This office exercises autonomy regarding responsibilities. This office is independent and is situated outside of the University's normal administrative structure to better ensure impartiality

This office is designed to help faculty and staff in any way it can, whether it's listening, directing you to the appropriate university office, identifying your options, or coaching you to prepare for a difficult conversation.

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General Information

Safety Procedures

The University strives to provide and maintain safe working conditions; employees are encouraged to work safely. Any concerns regarding unsafe working conditions should be reported to the [Environmental Health and Safety Department](#)

Fire Evacuation Procedures

- Fire alarms are located in each University building.
- Fire alarms are directly linked to the dispatcher in the Public Safety Building who will contact the fire department.
- Any time a fire alarm sounds in a University building, all occupants must evacuate the building immediately.
- Any faculty, staff, or student with a disability should be assisted to the nearest clear exit. Employees should not try to carry individuals with disabilities out of the building unless it is an extreme emergency.
- If employees know the source of the alarm, they should make this information known to Public Safety as soon as possible.
- Do not use elevators during a fire alarm.
- Employees should evacuate the building and remain outside until the alarm has been silenced and a public safety official or representative of the fire department has authorized re-entry.

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General Information

Travel Procedures

If an employee travels on University business, authorized expenses may be reimbursed. Please refer to travel [procedures](#) for additional information.

University Name and Logo

When representing Marshall University, staff members will use the name of the University and official stationary for correspondence. Marshall University does not permit the use of its name, logo or an individual's job title for personal business. Contact [University Communications](#) to determine appropriate use of the University logo, seal and other protocol.

BENEFITS

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Benefits

Benefits refer to products, services, and/or entitlements made available to benefits-eligible employees at Marshall University. We offer a variety of benefits to employees according to employment type such as health and life insurance, retirement, dental, vision, disability, savings, education, etc.

Benefits comprise a generous portion of the salary package for eligible employees and are provided by the University and the State of West Virginia. Benefits are available to "full-time employees." This is defined as working a minimum of nine months of a twelve-month period or at least 1,040 hours (.53 Full-Time Equivalent [FTE]) per year on a continuing basis. Non-tenure track faculty who are hired in a full-time position but who work as a temporary for one academic year or one semester are considered full-time.

Marshall University offers outstanding [benefits packages](#) to eligible employees that include:

- [Health Insurance](#)
- [Optional Benefits](#)
- [Life Insurance](#)
- [Retirement Plans](#)
- [Employee Leave](#)
- [Educational/Tuition Benefits for employees and dependents](#)

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Benefits

Health Insurance - PEIA

Public Employees Insurance Agency (PEIA)

Marshall University offers health insurance for active employees and retirees through West Virginia Public Employees Insurance Agency (PEIA). Basic and major medical insurance benefits cover hospital and surgical services, physician expenses, laboratory fees, x-ray services, and prescription drugs. There are seven (7) health benefit plans.

Coverage for Insurance is Employee Only, Employee and Child(ren), Family, and Family with Employee Spouse.

- Benefits-eligible employee
- Legal spouse of eligible employee
- Children ages birth to 26
- Court appointed dependent children to age 18

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Benefits

Health Insurance - PEIA

Enrollment period is the month of hire and the following two calendar months. Coverage begins the first day of the month after enrollment and employment. **EXAMPLE:** An employee is hired January 17 but does not complete enrollment process until February 1, coverage would begin March 1.

However, if employee completes enrollment prior to January 31, coverage would begin February 1. Premium is based upon [salary and type of coverage](#), use of tobacco, etc. Changes in existing health care coverage can be made during "open enrollment" which occurs annually in the spring OR due to a qualifying event outside of open enrollment.

Note: You must have [Basic Life Insurance](#) to enroll for Health Insurance or [Optional /Dependent Life Insurance Coverage](#). You may choose to enroll in the Basic Life coverage without enrolling for Health Insurance

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Benefits

Health Insurance - PEIA

Qualifying Events

If any of the following qualifying events occur, it is your responsibility to notify Human Resource Services to make changes in coverage. Your coverage could be jeopardized if you fail to notify Human Resource Services.

- Marriage
- Divorce
- Birth or Adoption
- Death of Dependent

You should provide this information in order to ensure that all eligible dependents are covered. Employees/dependents who lose coverage may elect medical insurance continuance rights under COBRA. An active employee has a 60-day window of opportunity from the date coverage ends to elect COBRA.

Prior to starting a leave of absence, employees must consult with the Benefits Counselor to arrange for benefit continuation.

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Benefits

Health Insurance - PEIA

PEIA offers four plans

1. PPB Plan A
2. PPB Plan B
3. PPB Plan C
4. PPB Plan D – For WV Residents Only

Health Plan offers three plans

1. Health Plan A (HMO)
2. Health Plan B (HMO)
3. Health Plan C (POS)

The levels of coverage include Employee Only, Employee and Child(ren), Family, and Family with Employee Spouse (Family with employee spouse is also employed by an agency that offers PEIA. Both employees must have basic life).

- Monthly premiums are based on the employee's annual salary and type of coverage elected.
- All plans are eligible to receive a \$25 tobacco free discount for employee policies and a \$50 discount for employee and child(ren) and family policies.

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Benefits

Health Insurance - COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Federal law requires that eligible employees (and their dependents) participating in PEIA have the opportunity to continue their health insurance coverage in the case of a qualifying event.

Upon employment separation from the university, COBRA insurance coverage is also available at a monthly cost to the employee.

The cost for COBRA is the responsibility of the former employee.

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Benefits

Optional Benefits - FBMC

Fringe Benefits Management Company

PEIA sponsors this [Mountaineer Flexible Benefits](#) as a vehicle to provide additional benefits to eligible state employees and a tax savings to the participating employees and the state. Fringe Benefits Management Company is the third-party administrator under PEIA.

- Coverage begins the first day of the month after enrollment.
- Premiums are paid by employee with pre-tax dollars except Legal.
- Open enrollment for Mountaineer Flexible Benefits is held only during April of each year, with changes becoming effective July 1.
- Cancellation of plan participation can only occur during April (with changes becoming effective July 1) each year unless a qualifying event occurs at another time of the year.
- IRS guidelines state that there must be a *qualifying event* in order to make any changes in coverage outside open enrollment.

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Benefits

Optional Benefits - FBMC

Mountaineer Flexible Benefits makes available to benefits-eligible employees:

- [Dental](#) – Marshall University provides dental insurance through SunLife.
- [Disability](#) – Marshall University employees are offered Short-Term and Long-Term Disability Insurance through FBMC. There is an enhanced long-term disability insurance plan offered through [The Standard](#).
- [Flexible Spending Accounts](#) – A Flexible Spending Account (FSA) lets you pay for eligible expenses with tax-free money. You contribute to an FSA with pretax money from your paycheck. This, in turn, may help lower your taxable income. There are two types of FSAs – Healthcare FSA and Dependent Care FSA.
- [Health Savings Accounts](#) – Providing economical Healthcare while costs are rising is a major issue. To deal with this issue and help you plan for future health expenses, you will have the choice of enrolling in a Health Savings Account (HSA). This option allows you and your family to take greater responsibility for your medical care to reduce your insurance premiums and save money for future health expenses. **Please Note:** Only available if enrolled in PEIA Plan C.
- [Legal](#) – Marshall University and Retirees are offered a Group Legal Plan. This is a payroll deductible, post-tax benefit.
- [Vision](#) – There are two plans that are available to employees provided by Humana powered by EyeMed, Full-Service Plan and Exam Plus.



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Benefits

Life Insurance - PEIA

Basic Life Insurance

Basic Life Insurance is provided to employees at no cost and paid by the employer. Employees may enroll for basic, optional and dependent life insurance, even if they choose not to take any health insurance through [PEIA](#)

Coverage

- \$10,000 for benefits eligible employees

If you are electing any of the medical plans, you must sign up for Basic Life Insurance.

- Available to Benefits-eligible employees
- Term insurance has no cash or loan value
- Policy doubles in cases of accidental death
- Enrollment period is the month of hire.
- A statement of health form to PEIA is required for approval of insurance coverage after the initial enrollment period.

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Benefits

Life Insurance - PEIA

Optional Life Insurance

PEIA offers active employees up to \$500,000 of [optional life insurance](#) which is also decreasing term coverage.

There are 18 options available by the employee's age. Employees may elect up to \$100,000 of guaranteed coverage during their initial hire period only without evidence of insurability.

- Premiums for optional life insurance are paid by the employee. Tobacco-free rates are available to those who submit an affidavit stating that the policyholder does not use tobacco.
- An employee may choose optional life insurance during the month of employment.
- Active employees may increase their optional life insurance at any time after initial hiring period by submitting an Evidence of Insurability form and being approved by the life insurance carrier. This is term insurance that has no cash or loan value.
- Accelerated benefits are available to covered employees with terminal conditions.

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Benefits

Life Insurance - PEIA

Dependent Life Insurance

PEIA offers five [dependent life insurance plans](#) for eligible spouse and dependent children.

- The plans range from \$5,000 to \$40,000 for a spouse and \$2,000 to \$15,000 for each eligible child.
- Premium is paid by employee.
- Coverage begins the first day of the month following enrollment and employment for basic, optional life and dependent life plans.
- Employees may elect up to \$20,000 for spouse and \$10,000 per child of guaranteed coverage during their initial hire period only without evidence of insurability. Plan 5 requires Evidence of Insurability Application form.

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Benefits

Retirement - TIAA

Teachers Insurance and Annuity Association (TIAA)

Every employee dreams of a secure, enjoyable retirement. Planning ahead financially can help you achieve your goals. Employees can build and protect their futures financial security by taking advantage of the opportunities available through [Marshall University's retirement programs](#).

TIAA is a major financial services organization with a longstanding reputation for service and value. This nationwide retirement system for people working at education, research, and healthcare institutions offers high quality investment management at expense levels that are among the lowest in the insurance and mutual fund industries.

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Benefits

Retirement - TIAA

Who is Eligible

- Full-time benefits eligible employees which are defined as below must participate in the mandated retirement plan (401(a))
- 9-month faculty: working a minimum of nine months of a twelve-month period on continuous basis
- 12-month faculty/Staff: working at least 1,040 hours (.53 Full-Time Equivalent [FTE]) per year on a continuing basis
- Non-tenure track faculty who are hired in a full-time position but who work as a temporary for one academic year or one semester
- All benefit eligible employees also have supplemental retirement programs available through TIAA

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Benefits

Retirement - TIAA

Contributions

- **Employee Contribution** – Employees **must** contribute **6% of their gross salary** to the retirement plan. The 6% cannot be increased or decreased and is mandatory. Contributions **begin on the date of employment and are vested 100% immediately**. Employees may allocate monthly contributions to a variety of investment options available in their plan.
- **University Contribution** – The University will **match the employees 6%** of their gross salary.
- **Contribution Limits** – According to the **IRS**, there are limits to how much employers and employees can contribute to a plan each year. The plan must specifically state that contributions or benefits cannot exceed certain limits. The limits differ depending on the [type of plan](#).

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Benefits

Retirement - TIAA

Voluntary Retirement Programs

Additionally, the retirement plan has two voluntary retirement programs available in the form of a

- 403(b) tax-sheltered annuity plan or Roth option
- 457(b) deferred compensation plan or Roth option
- Contribution minimum is \$200 per year

Deductions may begin or end at any time.

These two plans are optional to the required 6% contribution by the employee and are NOT matched by the institution.

If you wish to participate in a voluntary retirement plan, we ask that you wait at least one or two pay periods before enrolling. Doing this allows employees to see what the take home pay will be once all deductions are taken.

Consultations and Seminars

- TIAA offers [consultations and seminars](#) online or by phone
- You can also check the HR Website for [TIAA Announcements and Events](#)
- TIAA recommends you re-evaluate your account / Investments every few years

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Benefits

Employee Assistance Program (EAP)

Marshall University now offers an [Employee Assistance Program \(EAP\)](#) through The Standard [Health Advocate](#). This is your place to find tools to support your mental, emotional, physical and financial well-being. You can browse the extensive library of resources, including articles, videos, forms, locators and more. They offer multiple ways to get connected to therapists, counselors and other tools to help you. View EAP [program description](#).

Available Services

Services available include but are not limited to:

- Counseling for depression, grief, loss, and emotional well-being.
- Family, marital, and other relationship issues.
- Life improvement and goal setting.
- Addictions such as alcohol and drug abuse.
- Stress or anxiety with work or family.
- Financial and legal concerns.
- Identity theft and fraud resolution.
- Online will preparation and other legal documents.
- Three (3) telehealth appointments at no cost to the employee with referral services if needed.
- 24/7 web-based training modules

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Benefits

Paid Time Off

In accordance with the Higher Education Policy Commission Series 38 Procedural Rule, employees receive paid and unpaid leave

University General Procedures for Reporting Absences

- All leave-earning employees are not permitted to be paid for any time when absent from work without submitting a leave request to account for the absence.
- Non-exempt employees (those who clock in/out daily) are required to account for all hours based on their FTE for each pay period. If absent from work and leave is not submitted, the employee would be short of the required hours and therefore, the employee's check, accruals, seniority, and adjusted service date would be affected.
- Exempt employees (those who do not clock in/out) are required to submit leave requests when absent from work. Being paid for time off without submitting a leave request to cover the absence is grounds for disciplinary action.
- Supervisors are responsible for ensuring that employees who report to them submit leave requests whenever an absence occurs.
- Employees are required to follow department, division or institutionally established procedures when requesting leave and notify the supervisor of their absence.

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Benefits

Paid Time Off

Leave Management System

Marshall University uses TimeClock Plus (TCP) as its time and attendance management system. Changes to leave requests that have not been approved by the supervisor can be made by the employee. Changes to leave requests that have already been approved, must be handled by the employee's supervisor prior to the closing date of each university defined pay period. Instructions for supervisors regarding TCP can be found on the Human Resources, Training & Development website.

Change in Employee Classification

Any employee who transfers from a staff or faculty leave-eligible position to a nine-month faculty position (ineligible for leave) between fall and spring semesters, will be paid for their unused annual leave in a lump sum.

Any employee who transfers from a staff or faculty leave-eligible position to a nine-month faculty position (ineligible for leave) at the end of the spring semester, may use their remaining annual leave to remain on the payroll through the summer until the leave is depleted.

Types of Leave

Employees are given two types of paid [Leave Benefits](#):

- Annual Leave
- Sick Leave

NOTE: Annual and sick leave may not be taken before it is accrued.

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Benefits

Paid Time Off – Annual Leave

Under West Virginia Code §18B-1-6, Marshall procedures define annual leave as being designated for the sole purpose of vacation or paid time off, including sick leave. Please note there are 26 pay periods throughout the year in which the employee will accrue leave.

Nine-month faculty, student hourly, graduate assistants and classified temporary employees are not eligible to accrue leave.

Annual leave must be requested and approved by the employee's supervisor **prior** to the leave starting. Work requirements shall take priority over the scheduling of annual leave as outlined in the department or division procedures. However, when operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee. Seniority may be considered by the supervisor when arranging vacation schedules.

Annual leave may not be taken before it is accrued.

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Benefits

Paid Time Off – Annual Leave

Non-classified employees and faculty with a twelve-month appointment accrue annual leave each pay period at the non-classified rate listed in the following chart.

All full-time classified employees accrue annual leave each pay period based on years of service as listed in the chart below.

Full-time regular employees working between 1,040 hours and 1,950 hours – less than 1 FTE – accrue annual leave on a pro-rated basis based on their FTE.

Annual leave maximum balances carry over from year to year. Once the employee reaches their maximum hours allowed, **no additional annual leave will be accrued until the employee falls below the maximum number allowed.**

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Benefits

Paid Time Off – Annual Leave

Accrual Rates

	AL Hours Earned Each Pay	Maximum Hours Allowed
1-5 Years of Service	4.327 AL hours	225 hours
5-10 Years of Service	5.193 AL hours	270 hours
10-15 Years of Service	6.058 AL hours	315 hours
15+ Years of Service	6.924 AL hours	360 hours
Non-Classified Employee	6.924 AL hours	360 hours

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Benefits

Paid Time Off – Annual Leave

Calculation Based on Years of Service to the State of West Virginia

A classified employee's annual leave accrual rate is based on years of service at the university and other WV State agencies.

Years of Service

An annual appointment period of nine months or more shall be credited as one year of service for the purposes of determining an employee's accrual rate. Please refer to HR Policy 18 - Annual Experience Increment for additional information.

Transfer of Annual Leave from Another State Agency

Up to 15 days (based on a 7.5-hour workday) of annual leave may be transferred from other WV State Agencies or state higher education institutions. Certification of the balance with the previous employing agency must accompany the request for the transfer of the employees' annual leave. The certification must be provided by the previous employing agency or institution. The request for transfer must be made within one year of the last day of employment with the other state agency or institution.

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Benefits

Paid Time Off – Sick Leave

Sick Leave

Sick leave may be used by the employee when ill, injured, for medical appointments or when death occurs in the immediate family (see funeral leave for additional information). Sick leave may also be used to care for an immediate family member who is ill, injured or for medical appointments. Sick leave should be requested in advance unless there is a medical emergency.

While it is acceptable to use annual leave in place of sick leave; sick leave cannot be used for annual leave. Using sick leave in place of annual leave or the abuse of sick leave may result in disciplinary action, including dismissal.

Definition of Immediate Family

Immediate family for purposes in administering the sick and funeral leave policies 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, stepchildren, or others considered to be members of the household and living under the same roof.

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Benefits

Paid Time Off – Sick Leave

Sick Leave Accrual

All full-time regular classified (exempt & non-exempt), non-classified and twelve-month faculty accrue sick leave at the rate of 5.193 hours.

Please note there are 26 pay periods throughout the year that sick leave will accrue. There is no limit on accrued sick leave hours and they carry over from year to year.

Full-time regular employees working between 1,040 hours and 1,950 hours – less than 1 FTE – accrue sick leave on a pro-rated basis based on their FTE.

Nine-month faculty, student hourly, graduate assistants and classified temporary employees are not eligible to earn sick leave.

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Benefits

Paid Time Off – Sick Leave

Medical Leave Verification

Sick leave for more than **five (5)** consecutive days **shall not** be granted to an employee for the employee's illness or for an immediate family member **without** satisfactory proof of illness or injury. A statement by the attending physician or by other proof satisfactory to the institution will be required.

Supervisors must notify the Human Resource Office when one of their employees has missed or is scheduled to miss more than **five (5)** consecutive days of sick leave. This will facilitate communication between HR and the employee as to the required documentation.

The institution 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 illness.

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Benefits

Paid Time Off – Sick Leave

Medical Leave Verification

Except in cases involving catastrophic sick leave, if all accumulated sick leave has been exhausted and annual leave is available, it is the option of the employee to choose one of the following:

- Use any accumulated annual leave until it is depleted, or
- Use the annual leave through the end of the pay period in which the sick leave is depleted and then be removed from the payroll.

For additional information, please see the section on Medical Leave of Absence

Medical Release

An employee having an extended illness or serious injury shall, before returning to duty, obtain in writing a fitness-for-duty release from the treating physician. The release must be given to the HR office **prior** to the employee's return to work.

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Benefits

Paid Time Off – Sick Leave

Transfer of Sick Leave from Another State Agency

All accumulated sick leave may be transferred from other WV State Agencies or state higher education institutions if the transfer is made within one year of the last day of employment with the previous state agency or institution. If the employee is hired by the university after more than one year from the date of termination with the previous West Virginia State Agency or institution, no more than 30 days of sick leave will be accepted.

Certification of the balance with the previous employing agency must accompany the request for the transfer of the employees' sick leave. The certification must be provided by the previous employing agency or institution.

Reinstatement of Sick Leave Upon Reemployment

When an employee terminates employment for reasons other than retirement, all sick leave in the employee's sick leave bank shall be considered ended as of the last working day and no reimbursement shall be provided for unused sick leave. Employees who resign in good standing and are later reemployed may have their accumulated sick leave reinstated if the date of termination is less than one year from reemployment. However, if the employee returns to work after more than one year from the date of termination, no more than 30 days of sick leave may be reinstated.

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Benefits

Educational Benefits

Marshall University provides [tuition benefits](#) to regular employees and their dependent children. Regular employees who have completed their initial probationary period are eligible to apply for tuition waivers and financial assistance.

Employees may be permitted to enroll for classes during regularly scheduled work hours. [Certain conditions apply.](#)

Regular employees who have completed their initial probationary period are eligible to apply for tuition waivers and financial assistance. Assistance is offered through the [Classified Staff Council](#).

Eligibility

- Employee must be admitted to the University as a degree seeking student.
- Employee must maintain Financial Aid Satisfactory Academic Progress according to University Policy www.marshall.edu/sfa.
- Employee must have a Free Application for Federal Student Aid (FAFSA) on file with the Marshall University Financial Aid Office for current Academic Year. Please go to <https://studentaid.gov/> to apply.

Dependent Children

Dependent Children tuition assistance allows dependent children to obtain an Undergraduate college degree at a significantly reduced cost for children under the age of 26. This is offered through the [Employee Tuition Assistance Program](#). Eligible Employee: Any benefits eligible employee of Marshall University (0.53 FTE or greater) who has been employed by the University continuously in this status for at least 180 days prior to the beginning of the semester.





EMPLOYEE HOLIDAYS

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Employee Holidays

Marshall University observes 13 [Holidays](#):

To provide compensated time off to employees in order for them to observe state and federal holidays. [Holiday schedules](#) are based on a fiscal year.

- Independence Day
- Labor Day
- Thanksgiving
- Lincoln's Day Observed *
- Veteran's Day Observed *
- Flag Day Observed *
- Christmas Day Observed
- President's Day Observed *
- West Virginia Day Observed *
- Susan B. Anthony Day/ Election Day Observed *
- New Year's Day Observed
- Martin Luther King, Jr. Birthday
- Memorial Day

*** These holidays have been reassigned and will be taken the day after Thanksgiving and between Christmas and New Year's Day.**

Holidays occurring on Saturday will be officially observed on the preceding Friday. Holidays occurring on Sunday will be officially observed on the following Monday. Additional holidays may be appointed or recommended by the Governor of West Virginia or the President of the United States for general cessation of business.

- Holiday Pay - Refer to Employment Section, [Compensatory & Holiday Premium Time](#)
- Higher Education Policy Commission – [Holiday Policy](#)

RESIGNATION

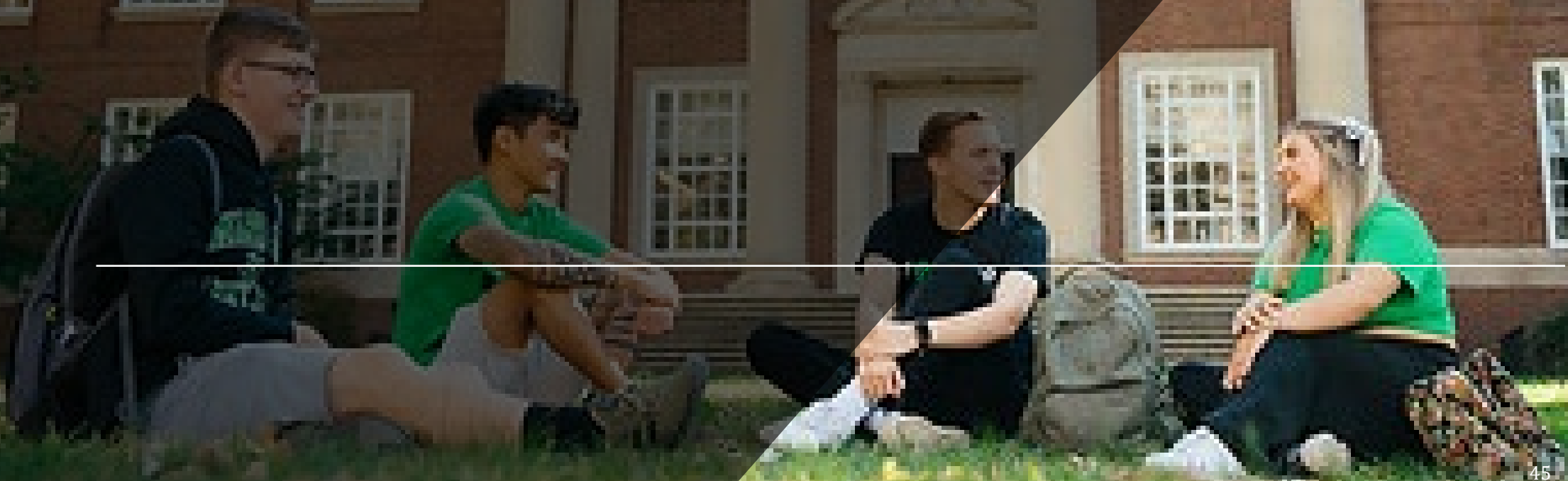


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Resignation

A resignation is effective on the last physical working day. Employees who are resigning are asked to provide the Office of Human Resource Services and their employing department with at least two (2) weeks written notice.

Failure to provide the appropriate written notice may result in the employee not being considered for future employment.

A one (1) month notice is expected of those employees who are in a supervisory role.

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Resignation

Annual Leave Payout

Upon resignation, all employees are paid for any remaining annual leave. If the employee leaves employment during a pay period, the accruals are pro-rated based on the actual last working day. The annual leave balances will be paid in one of the three ways listed below:

- Employee will be paid their annual leave balance in a lump sum on their last check from the university
- Employee may request to remain on the payroll until annual leave is exhausted. During this time, the employee is considered to be in a terminal leave status. The employee does not accrue any leave and is not entitled to paid holidays.
- Employee has requested a transfer of available leave to another WV institution prior to the employee's last working day.
 - Up to fifteen (15) annual leave days (112.50 hours) may be transferred from Marshall University to other WV universities or WV Agencies.

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Resignation

No reimbursement is provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to health insurance coverage or for provisions lawfully provided for at that time.

All sick leave may be transferred from Marshall University to other WV universities or WV State Agencies or to Marshall University from other WV Universities or WV State Agencies with continuous employment. Certification of the balance of sick leave is required. The transfer of accumulated sick leave must be made within one (1) year of the date of employment. If the return to WV State employment occurs after one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

Sick leave cannot be used in place of annual leave prior to the employee's last working date.

The background image shows the entrance to the James E. Morrow Library. It features a classical architectural style with a portico supported by columns. Above the entrance, a stone lintel is inscribed with "JAMES E. MORROW LIBRARY". A large, ornate lamp hangs from the ceiling of the portico. The building is constructed of red brick with white stone accents. A dark grey diagonal overlay covers the right side of the image, and a white horizontal line is positioned below the main title.

TRAINING & DEVELOPMENT

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Training & Development

[WV Code §18B-7-6](#) and [MU BOG Policy UPHR-1](#) states that each institution shall maintain a program to develop the knowledge, skills, and abilities of the staff of each campus. In compliance with this policy, the Human Resource Services Office offers ongoing workshops and seminars.

Marshall University offers training & development opportunities to

- To develop, strengthen, and improve the knowledge, skills, and abilities necessary for employees to perform effectively in their current positions.
- To expand upon current skills and abilities to provide incentives for professional and/or career development, thereby enhancing the quality of the work environment.
- To encourage and foster the personal growth and development necessary for an employee to realize his/her full potential.

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Training & Development

Participation

Any individual employed by Marshall University on a full-time or part-time basis may participate in programs offered through training and development. **Enrollment is subject to prior supervisory approval and to limitations regarding the number of participants per session.**

In addition, employees of the following areas who are directly involved with the University community may also participate.

- Graduate Assistants
- Marshall University Bookstore
- Marshall University Foundation, Inc.
- Marshall University Graduate College
- Marshall University Research Corporation
- Sodexho, Inc. and Affiliates
- WMUL-FM
- Spouses of Marshall University's faculty/staff members
- Marshall Health employees

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Training & Development

Release Time & Cost of Attendance

Release time for any employee attending a university-sponsored workshop held during regular working hours has been approved by the president. Employees may attend training and development workshops, upon approval from their supervisors as appropriate, without having the time charged against their annual leave accrual.

The Fair Labor Standards Act states that any employee **required** to attend a training program **not** held during his/her regular working hours, which is **directly related** to the employee's current position, must receive compensation (overtime or compensatory time) for the time spent in training.

No fee is charged for individuals employed by Marshall University. The only requirements necessary to attend are

- Supervisory approval as appropriate
- Submission of proper registration.

Needs Assessment

Training needs are identified through a variety of means, including:

- Career Path Development
- Verbal and written requests from employees
- Needs analysis surveys
- Performance Assessment Evaluations
- Recommendations from vice presidents, deans, and directors.

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Training & Development

Schedule and Registration

Every attempt will be made to schedule programs and activities at times that will not disrupt the daily operations of the University. In most cases, training and development sessions are held during regular University hours. A schedule of T&D workshops can be accessed at the HRS Training website at <https://www.marshall.edu/human-resources/training/training-schedule/>.

Employees should review the schedule and select workshops that are applicable to their own professional and personal growth and coordinate their enrollment with their supervisors.

If you are unable to attend and need to cancel your registration, it is requested that you notify HRS via email at training@marshall.edu. Please provide the name of the training along with the date and time. At times, due to very low enrollment or other circumstances, it may be necessary to cancel a session. In this case, participants will be notified prior to the workshop.

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Training & Development

John Marshall Leadership Fellows Program

The John Marshall Leadership Fellows Program is conducted annually during the spring term under the sponsorship of the university's [Center for Teaching and Learning](#).

- Identify faculty, staff and administrators who have leadership potential;
- Provide information, training and development activities related to institutional processes, policies and decision-making pathways;
- Build participants' competence through leadership theory and research; and
- Apply leadership principles to a timely problem-solving project, addressing an issue of significance to the university.

For additional information about the program, please visit our [Program Description](#) page.



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Employee Relations

Disciplinary Procedures

Purpose

- To ensure that discipline is fair and consistent.
- To place the employee on notice regarding problems with performance or a policy violation and to allow the employee an opportunity to make improvements. ([UPHR – 10](#), [UPHR – 2](#)).

Responsibility

- The immediate supervisor and/or the head of the department is responsible for initiating disciplinary action; this includes meeting with the employee to discuss and establish goals and standards to be achieved.
- In cases of discipline, the supervisor is to recommend the appropriate action; however, Human Resource Services will advise and assist.
- The final approval to suspend or terminate any employee rests with the president or his/her designee.

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Employee Relations

4 Part Progressive Disciplinary Action

Depending on the severity and the nature of the offense, any combination of the following actions may be taken.

Written Warning

- Initiated for minor offenses.
- Documentation should be kept in the employee's departmental file and a copy forwarded to Human Resource Services.
- Written warning records that are relevant and timely may be used in recommending suspension and/or termination.

Final Written Warning

- If a written warning does not correct the situation within a reasonable length of time, a supervisor may give the employee a final written warning.
- When a final written warning is issued, and the employee cannot or will not sign, a signature of a witness to the incident is to be obtained.
- Documentation must be forwarded to Human Resource Services to be included in the employee's personnel file.

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Employee Relations

Types of Actions

Suspension

An unpaid suspension of 1 to 5 days may be initiated under the following conditions:

- Recurrence of habitual infractions for which the employee has received a written-warning and/or a final written warning; or
- A gross violation, without the prior benefit of a written warning and/or a final written warning.

Discharge/Dismissal

An employee may be dismissed under the following conditions:

- Failure to improve in work performance after proper training and/or disciplinary action of a written warning and/or a final written warning;
- A violation for which the employee has recently been suspended; and/or
- Gross infractions involving violations without a written warning and/or a final written warning.

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Employee Relations

Types of Actions

Offenses That May Result in Immediate Suspension or Dismissal

These offenses include but are not limited to the following:

- Theft of or malicious damage to University property;
- Unauthorized use of firearms, lethal weapons, or explosives on University property
- Sexual harassment, assault or rape;
- Causing injury to a student, employee or others by a deliberate act or reckless disregard for the safety of others; and/or
- Stealing from fellow employees, the University, or others on University property;

Please see the [complete list](#) of offenses.

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Employee Relations

Conferences

Pre-Suspension Conference

An employee who has been recommended by his/her supervisor to be suspended may request a pre-suspension conference. The purpose of this meeting is to provide an opportunity for the employee to present any additional information relating to the incident or action under review as follows:

- A request must be made to Human Resource Services for a pre-suspension conference within twenty-four (24) hours from the time the employee has been notified of the recommendation for suspension.
- The conference will be conducted by Human Resource Services within the next two working days. The employee may bring a representative to assist him/her during the conference.
- Information obtained during the conference will be presented to the president (or designee) for final written decision to uphold, modify, or repeal the recommended suspension.

Pre-Termination Conference

An employee who has been recommended for termination may request a pre-termination conference, the purpose of which is to provide an opportunity for the employee to present any additional information relating to the incident or action under review.

- A request must be made to Human Resource Services for a pre-termination conference within twenty-four (24) hours from the time the employee has been notified of the recommendation.
- The conference will be conducted by Human Resource Services within the next two working days. The employee may bring a representative to assist him/her during the conference.
- All information obtained during the conference will be presented to the president (or designee) for a final written decision to uphold, modify, or repeal the recommendation.

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Employee Relations

Grievances

Purpose

The purpose of the statute is to provide a procedure for the equitable and consistent resolution of employment grievances raised by employees.

The grievance policy and procedures are established by the West Virginia Public Employees Grievance Board. The governing sections of the West Virginia State Code can be found in Sections 29-6C-2-1 and 29-6C-3-1, https://pegb.wv.gov/Code_Rules/Pages/default.aspx

Grievance Form

To file a grievance, you will need to obtain a form either by website at the [Public Employees Grievance Board](#) or a paper copy in the Human Resource Services Office. The grievant must select if they wish to have a conference or a hearing. The grievance form should be submitted to:

West Virginia Public Employees Grievance Board
1701 5th Avenue
Suite 2
Charleston, WV 25387
Fax: 304-558-1106

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Employee Relations

Grievances

Eligibility

A statutory grievance may be filed by any employee on either full-time or part-time regular-status appointment. Grievances may be filed by individual employees or by groups of employees similarly situated.

Statement of Grievance

The standard grievance form should contain a brief but complete description of the issue involved, the date the alleged incident or violation occurred, references to specific policies alleged to have been misapplied, and the specific relief sought in the grievance. Once a written grievance is filed, its substance cannot be changed as it moves through the appeals process.

Reprisals

No reprisals/retaliation of any kind may be taken by any employer or agent of the employer against any interested party, or any other participant in the grievance procedure by reason of participation. A reprisal constitutes a grievance, and any person held responsible for reprisal action is subject to disciplinary action for insubordination.

INCLEMENT WEATHER & CLOSINGS



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Inclement Weather/Closings

Generally, it is Marshall University’s policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible. Should there be weather conditions that make travel potentially dangerous, students and employees are reminded to use their own judgment before venturing out.

- Any decision to cancel or delay classes – or to close the university or a divisional campus or office – will be made after university administrators have consulted about the condition of campus grounds and facilities, and reviewed area road conditions.
- If weather conditions prevent **employees** from getting to work or getting to work on time, they should contact their respective supervisors and indicate they are taking annual leave or other applicable leave for the day.
- **Exceptions with regard to certain employees:** Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled (or remain on campus) despite the particular delay code published.

See full [policy](#) for additional information and delay codes for all campuses.



WORKERS' COMPENSATION

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Workers' Compensation

[West Virginia State Code Chapter 23-4](#) provides for wage benefits and medical coverage for an employee who suffers a work-related illness or injury. The code mandates that an employee must choose either Workers' Compensation benefits (TTD) or paid leave by utilizing the employee's own sick and/or annual leave. The employee is not entitled to receive both benefits per WV State Code.

All claims for Workers' Compensation benefits are subject to review and ruling by the Workers' Compensation Commission. All medical claims and reimbursements must be filed within six (6) months. Any claim not approved may be appealed to the Workers' Compensation carrier.

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Workers' Compensation

Employee's Responsibility

- An employee must report all work-related illness/injury to the immediate supervisor immediately following the incident even if professional medical treatment is not sought.
- If medical attention is sought after the incident was first reported, the employee must contact HR and provide medical information to be submitted with the workers' comp claim.
- The employee must complete a [Workplace Injury/Illness Report Form](#). This form must be received in the Human Resource Services office within twenty-four (24) hours of incident. It may be emailed to: human-resources@marshall.edu
- The employee must also complete the Disability Benefit Payment Option Form. This form must be received in Human Resource Services within forty-eight (48) hours of the incident to determine payment options. (TTD or sick leave)
- See [policy and procedures](#) for further explanation.

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Workers' Compensation

Supervisor's Responsibility

- Ensure that the Workplace Injury/Illness Report Form is completed and forwarded to Human Resource Services within twenty-four (24) hours.
- Document the events surrounding the claim and report any concerns that should be addressed in writing to Human Resource Services or the Office of Health & Safety.
- Assess the work method and safety issues related to the accident.
- Notify Human Resource Services immediately of the employee's return to work date. The employee must provide, in writing, any restrictions to ensure the stated restrictions can be met by the department and university. The employee will also need to provide a full duty return to work release with or without accommodation.

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Worker's Compensation

Unemployment Compensation

If termination of employment occurs, unemployment compensation benefits are available. The terminated employee may submit application with the local WorkForce West Virginia office who will determine eligibility. Details are available in the Human Resource Services office.

EMPLOYEE LEAVE

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Employee Leave

Other types of leave available to employees at Marshall University:

- Catastrophic Leave
- Funeral Leave
- Military Leave
- Jury Leave
- Family and Medical Leave
- Medical Leave of Absence (MLOA)
- Personal Leave of Absence
- Parental Leave

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Employee Leave

Catastrophic Leave

In accordance with [WV State Code 18B-7-14](#) and university procedures, catastrophic leave provides for paid leave donated by co-workers. Catastrophic leave is defined as, “**a medically verified illness or injury** which is expected to incapacitate the employee, and which creates a financial hardship because the employee has exhausted all available leave”. Catastrophic leave can also be used for an incapacitated immediate family member, which is verified by the treating physician, if this results in the employee being required to take time off work to care for the family member and the employee has exhausted all available leave.

Eligibility

Classified employees, non-classified employees and twelve-month faculty who accrue leave are eligible to apply for catastrophic leave donations. The employee must deplete all of their own available leave before they can use catastrophic leave donations.

The employee must also be approved for a Family and Medical Leave of Absence or a Medical Leave of Absence in order to receive catastrophic leave donations. The employee must complete an application to receive catastrophic leave donations.

University employees can donate to other Marshall University employees only, by completing the catastrophic leave donation form, a total of 52.50 hours to the catastrophic leave program per calendar year. The total donation can come from sick leave, annual leave, or a combination of the two types of leave.

Responsibility

The President or his/her designee has the authority to approve the transfer of leave. At Marshall University, the Chief Talent and Culture Officer serves as the President’s designee. Confidentiality is crucial and will be strictly maintained.



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Employee Leave

Funeral Leave

- An employee may use sick leave in the event of the death of an immediate family member.
- Please see the Sick Leave section for the definition of an immediate family member.
- Supervisors may request verification.
- Annual leave may be requested to provide an extended bereavement period or to attend to the affairs of the estate.

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Employee Leave

Military Leave

An employee who is a member of the National Guard or any of the Reserve Components of the Armed Forces of the Federal Government is entitled to a leave of absence from duty without loss of pay, status, or efficiency rating, on all days during which they are 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 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, the leave of absence is considered as time worked in computing seniority, eligibility for salary increase and experience. The employee must submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.

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Employee Leave

Military Leave

Additional Paid Leave

An employee who is a member of the National Guard or any of the Reserve Components of the Armed Forces of the Federal Government and who is called to active duty is eligible for an additional leave of absence from employment for a maximum period of thirty (30) days. An employee who has not used all or some portion of the original thirty working days of military leave is eligible to add the number of unused days from the same calendar year to the thirty days for which he/she is eligible, up to a maximum of sixty (60) days for a single call to active duty. Leave cannot be carried over and used in the next calendar year.

Unpaid Military Leave

Any employee called to active duty during a time of war, national emergency or under compulsory provisions of the law of the United States shall be granted a leave of absence without pay (beyond the paid leave above). Upon return to work, the employee shall be credited with all annual leave and sick leave not used at the commencement of his/her military leave.

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Employee Leave

Jury Leave

Any employee called to serve on jury duty, will need to provide a copy of the summons to report to their supervisor.

The employee will be granted leave with pay when, in obedience to the subpoena, they serve upon a jury or appear as a witness before any court, judge, legislative committee or any officer, board or body authorized by law to conduct any hearing or inquiry.

The employee will request leave for the day(s) they are serving on jury duty in TCP just as they would if they were requesting annual or sick leave. No time will be deducted from the employee's leave banks.

If the employee is a litigant, defendant or other principal party or has a personal or familial interest in the case or proceedings, the employee is not eligible for jury duty and must use annual leave.

The employee shall report to work if excused by the court before the end of their regular workday. If the employee elects not to return to work, annual leave must be claimed.

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Employee Leave

Family and Medical Leave

Provides employees with up to 12 weeks of unpaid leave due to their own serious illness, the illness of a child, spouse, parent or other dependent, or for the birth or adoption of a child. Marshall University employees are covered under the federal law, The Family and Medical Leave Act, and the state law, The Parental Leave Act. The law providing the most generous benefit to the employee is the one that prevails. [See the policy regarding Family Medical Leave.](#)

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Employee Leave

Medical Leave of Absence (MLOA)

An employee requesting a Medical Leave of Absence (MLOA) must provide Human Resource Services with a MLOA application and medical certification by the treating physician(s). The medical certification is the same certification used to verify FMLA at the university. If the certification information is satisfactory, the medical leave of absence may be granted.

An employee off under an approved FMLA status may apply for a MLOA if they use all twelve (12) weeks allowed under FMLA and must still be off work. A new MLOA application and medical certification paperwork will be required.

A MLOA can only be approved for no more than twelve (12) months on its own, or for an additional nine (9) months if following an FMLA leave.

Eligibility

Full-time regular employees can apply for a MLOA for their own illness, or for the care of an immediate family member (see the definition of immediate family member under sick leave).

Nine (9) month faculty must also complete the Nine-Month Faculty Request for Modified Duties in conjunction with their dean's office and the Office of Academic Affairs. Since nine-month faculty do not earn leave that can be used to keep them on the payroll, salary payment questions will need to be addressed by the Dean and the Office of Academic Affairs.

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Employee Leave

Medical Leave of Absence (MLOA)

Eligibility

All leave-earning employees must utilize all sick leave. Once they have exhausted their sick leave balance, they can elect to be removed from the payroll or use their annual and any other (CT or STO if applicable) available leave.

Under a MLOA, the employee would be eligible to apply for catastrophic leave donations. The employee must use all their available leave (AL, SL, CT, STO if applicable) before they can begin using any catastrophic leave donations.

Return to Work

An employee off work under a MLOA shall be returned to the same position or an equivalent job at the same salary. If a MLOA was required for the employee's own illness or injury, a medical release from the treating physician will be required **prior** to the employee returning to work.

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Employee Leave

Personal Leave of Absence

An employee, upon application in writing, may request for a personal leave of absence for a period of time not to exceed twelve (12) consecutive months. The request and the supervisor's approval must be sent to the Office of Human Resource Services for final review and approval.

The employee must use all available annual leave prior to being removed from the payroll. The employee's supervisor will work with the office of Human Resource Services to determine the date the employee's annual leave will end and the employee will be removed from the payroll.

During a personal leave of absence, the employee will be required to pay the **full premium** of any benefits carried at the university.

Return to Work

At the end of the leave of absence, 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 reduction of funds or a reduced workforce.

If the employee fails to report to work following the end of the leave of absence, shall be cause for termination of employment.

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Employee Leave

Parental Leave

The Parental Leave Act of 1989 is a West Virginia state law.

Eligibility

A full-time regular employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave. Parental leave is not used for an employee's illness or disability. The request must be due to the following,

- Birth or adoption by the employee
- Planned medical treatment
- Care for the employee's spouse, son, daughter, parent
- Dependent with a serious health condition

Paid Leave

All annual leave must be exhausted before the parental leave begins. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive month period.

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Employee Leave

Parental Leave

Health Insurance

During parental leave by an employee, Marshall University shall continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan.

Return to Work

The position held by the employee immediately before the leave commenced shall be held for a period not to exceed the twelve-week period of the parental leave and the employee shall be returned to that position.

EMPLOYMENT



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Employment

Recruitment and selection of employees are two important functions of a supervisor. Employees and supervisors need to be fully aware of the responsibilities involved with selecting new employees, as well as the applicable policies and procedures.

Equal Opportunity/Affirmative Action

It is the policy of Marshall University to provide equal education and employment opportunities for prospective and current members of its student body, faculty and staff on the basis of individual qualifications and merit. Marshall University is committed to providing an inclusive culture by promoting our University [creed](#) to create a community of respect and belonging.

Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

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Employment

Equal Opportunity/Affirmative Action

In order to insure genuine equal opportunities for all:

- (1) Marshall University will, whenever appropriate, take affirmative action to employ, advance in employment and otherwise treat without discrimination, qualified women, minorities, and individuals with disabilities.
- (2) Marshall University will not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, sexual orientation, religion, age, national origin, veteran status or disabilities.

All employees and contractors of the University are required to comply with this policy in the exercise of their functions. Anyone who believes that they have been denied the benefits of this policy should contact the Office of Culture and Belonging for appropriate action.

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Employment

Salary Administration

Policy

Marshall University is dedicated to making compensation decisions that enhance our ability to attract, support, retain, and motivate a highly talented and committed workforce in support of our mission, vision, values, and goal attainment. Marshall University recognizes that staff, faculty, and administrators are invaluable assets, and as such, deserve to be equitably compensated because of individual and group performance, as well as the achievement of departmental and organizational goals. We believe that offering a “competitive wage” and a “total compensation package” (salary and benefits) that are aligned with and defined by market factors is critical in the recruitment and retention of a talented workforce.

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Employment

Salary Administration

Interim Position Adjustments

An employee being considered for an interim assignment must meet the minimum qualifications of the interim role. Compensation for interim appointments starts at 5% and will be capped at 20% of the interim employee's base salary. Employee's interim pay should not be greater than the pay rate of the previous incumbent, except under exceptional circumstances. Interim assignment requires prior approval from the division senior vice president and HR Services. See the below guidelines for interim duty pay:

- **4.8.1** - A 5% interim increase is recommended when an employee is required to perform a portion of their primary duties and a portion of the interim duties. This may be adjusted up to 10%, based on the ratio of assigned interim duties vs primary duties.
- **4.8.2** - A 10% interim increase is recommended when the employee no longer performs their primary duties and serves solely in the new interim capacity. This may be adjusted up to 15%, based on the scope of interim responsibilities in comparison to primary responsibilities.
- **4.8.3** - A 15% interim increase is recommended when the employee is expected to continue performing all primary duties and performing all primary duties of the interim role. This may be adjusted up to 20% based on the scope of interim responsibilities in comparison to primary responsibilities.

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Employment

Salary Administration

New Salary Alignment

New employees are normally brought in somewhere between the minimum to the midpoint of the respective pay range. The salary is determined by both the knowledge, skills, and abilities of the successful candidate, as well as internal equity of other employees in comparable positions. More information on this process can be found in our [Compensation Guidelines](#) Section 3.5 Starting Salaries.

Annual Experience Increment

All state employees with three or more years of full-time state experience as of July 1 of each year shall receive an annual salary increment. This increment is equal to \$60 multiplied by the employee's years of state service, without limit. More information can be found at [HRS-5](#).

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Employment

Initial Probationary Period

Policy

All benefits eligible employees shall serve a six-month probationary period beginning at the *original date of employment*.

At the end of the six-month probationary period, the employee shall receive an evaluation of his/her performance and shall be informed as to whether his/her employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to institution rules and regulations.

Purpose

- To allow the university sufficient time to evaluate the new employee's capability of performing assigned duties and responsibilities; and
- To permit the employee sufficient time to assess the University as an employer.

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Employment

Probationary Period

Condition of Extension

Under special circumstances, a probationary period may be extended up to *three additional months*, subject to approval from Human Resources. If this extension is deemed necessary, the following procedure must occur:

1. Prior to the end of the original probation period, the supervisor should consult with Human Resources regarding the need for additional probationary time.
2. Once Human Resources approves extending the probationary period, the employee will be informed in writing.
3. The supervisor must provide the employee counseling and a written, planned program covering a specified time to achieve outlined goals and objectives.

Termination Under Probation

- A new employee may be terminated at any time during the probation period for cause. The employee will be notified in writing regarding the reason for termination and a copy of the notice **MUST** be on file in the Department of Human Resources. See section on [Employee Relations](#) for termination procedures.
- Any employee has a right to file a grievance with the Public Employees Grievance Board. See [procedures](#) on how to file.

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Employment

Transfers and Promotions

Policy

It is the policy of Marshall University to promote from within whenever possible. To implement this policy, Classified Staff employees who make timely bids for recruiting vacancies and who meet the minimum qualifications are guaranteed an interview for either Fair Labor Standards Act (FLSA) non-exempt or exempt Classified Staff positions.

Eligibility

If you are currently serving an initial or extended probationary period, you will need written authorization from your supervisor before you will be permitted to apply for transfer or promotional opportunities within the University

Employee's Responsibility

If an employee is interested in transfer or promotion, it is the employee's responsibility to ensure that their information is accurate when applying for positions in the University's [applicant tracking system](#).

Salary

If a current employee is selected for a position in a higher pay grade and/or salary range, the new salary will be calculated using the process outlined in our Compensation Guidelines Section 3.5 Starting Salaries.

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Employment

Staff Personnel Files

Purpose

To maintain an official record of employment history, educational background and emergency contact information for all **classified and non-classified** employees at Marshall University.

Location – Personnel files for all **classified and non-classified** employees at Marshall University are maintained by Human Resource Services. (Faculty personnel files are maintained in the Academic Affairs Office and in the School of Medicine Dean's Office.)

Access by Employee

- An employee may have access to his/her personnel file during regular business hours by providing proper identification.
- An appointment needs to be made in advance with Human Resource Services.
- A representative of Human Resource Services shall be present with the employee during the review. The date, time and location of each review shall be recorded in the personnel file.
- A copy of any material in the personnel file shall be provided to an employee upon request. Reference checks are confidential and will not be released.

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Employment

Staff Personnel Files

Removal/Copy of Documents

- Documents may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents to his/her own personnel file.

Access by Other University Personnel

- Within the university, hiring officials may only review past performance appraisals and any disciplinary action documents when interviewing and selecting employees.

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Employment

Working Hours

Policy

- The hours per week a person will be required to work are established based on the needs and requirements of each department. Employees will be informed about details of their work schedules by their supervisors.

Work Week

The work week is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. on Saturday and ends on Friday at 12 midnight. A work schedule of thirty-seven and one-half (37.5) hours will be established within a work week.

- **Non-Exempt** employees in regular, full-time positions are normally required to work 37.5 hours per week, generally consisting of five 7.5 hour days. Typically, University offices are open Monday - Friday, 8:00 a.m. to 4:30 p.m.
- **Shift Work** may be required in some areas, such as Public Safety, Facilities & Operations, and Housing & Residence Life. These areas may require 24-hour coverage seven days a week and employees may work varied days and shifts.
- **Exempt** employees are excluded from the provisions of the Fair Labor Standards Act. Employees in this status are typically required to work 37.5 hours per week, but may be required to work additional and/or varied hours.

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Employment

Working Hours

Meal Periods

During the course of a workday of six (6) or more hours, all employees shall be given a 1-hour (non-paid) meal period reasonably designated by the department. However, departments may designate a 30-minute meal period based on their operational needs. The time and attendance system will automatically assign a meal period after the employee works six (6) hours.

Breaks

The 7.5-hour workday includes two (2) 15-minute breaks (paid) for non-exempt employees and taken during each half shift of work.

- The scheduling of these periods is arranged with the supervisor and he/she must be able to locate the employee if necessary.
- Time granted for paid breaks does not accrue nor can it be used to extend an employee's meal period by leaving early or returning later than the regularly scheduled time.
- Breaks must be taken separately and may not be combined.

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Employment

Overtime

Policy

- **Eligibility** - Any non-exempt employee.
- **Straight Time** - In accordance with federal and state law, the first forty (40) hours worked are compensated at straight time, hour for hour.

Overtime Calculation

- Overtime does not commence until forty (40) hours have actually been worked within one (1) work week.
- Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time, is not counted as working hours for purpose of overtime.
- Overtime pay is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate. Contact the **Payroll Office** for specific calculations.

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Employment

Overtime

Overtime Assignment

- When possible, overtime will be distributed equally among all full-time regular employees within a group or department. When work schedules require overtime for a given job classification, university practice states that overtime opportunities will be offered to those employees who are performing the same or similar work and who desire the overtime.
- Overtime must be approved by the employee's supervisor before it is worked.
- If a department finds it necessary to call employees in for overtime assignments, it will follow a seniority-based system. After every person who is asked to work refuses the assignment, the least senior person on the list will be required to accept the overtime.
- All non-exempt employees are expected to work overtime during emergencies unless they are excused for valid reasons.

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Employment

Compensatory & Holiday Premium Time

Purpose

To provide compensation for employees who are required to work beyond their regularly scheduled work hours or are required to work on any designated holidays as recognized by the Marshall University [holiday schedule](#).

Compensatory Time

- Time off shall be allowed only to the extent authorized by federal and state laws.
- A non-exempt employee required to work in excess of his/her regular weekly work schedule may be given compensatory time off as follows:
 - Up to 40 hours, he/she is eligible for compensation equal to the actual hours worked beyond the normal 37.5 work hours.
 - Beyond 40 hours, compensatory time off may be given at the rate of one and one-half times the number of hours actually worked.
- While the decision as to whether overtime must be worked is the supervisor's, the decision as to whether an employee will receive overtime pay or compensatory time off must be by mutual agreement, and decided **prior** to performance of the work.
- Use of compensatory time must be scheduled and approved by the employee's supervisor so as not to disrupt the operation of the institution or work unit. The compensatory time must be used within a 12-month period.
- If the employee is transferring to another position, the compensatory time earned must be used before the transfer or it is paid out on the employee's next check. Comp time does not transfer from one department to another.

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Employment

Compensatory & Holiday Premium Time

Holiday Premium Time

When a classified non-exempt employee is required to work on any university observed holiday, that employee, at their option, will receive regular pay for that holiday plus substitute time off or additional pay at the rate of one and one-half (1 1/2) times the number of hours actually worked. The time off must be used within a 12-month period following the holiday.

When an exempt employee is required to work on any university observed holiday, that employee will be given substitute time off on an hour-for-hour worked basis.

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Employment

Call-Back Procedures

Purpose

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities. The time is compensable.

Emergency Call-Back

- When a non-exempt employee is called back to work after completing a regular work schedule, "call-back" compensation guarantees a minimum of four hours of pay. The employee will receive compensatory time off or pay for the four hours.
- If an employee is called back more than once during a 24 - hour period, the four-hour minimum applies only to the first instance. Subsequent call-outs will be paid on an **actual hours worked** basis.

On-Call-Status

- If the employee must remain on the University's premises or is unable to use the time freely, the time is compensable.
- Employees can come and go freely, even though a telephone number must be available where they can be reached, the time is excluded from hours worked (Fair Labor Standards Act).

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Employment

Employment of Minors

Purpose

The Fair Labor Standards Act (FLSA) has child labor provisions that regulate the minimum age and maximum hours that govern the employment of minors in certain occupations. These regulations are meant to provide protection from employment which may be hazardous or detrimental to a minor's health and well-being. Federal and state law defines a minor as anyone who is under 18 years of age. Please see for additional information <https://www.dol.gov/agencies/whd/fact-sheets/43-child-labor-non-agriculture>.

Restrictions

Please consult Human Resource Services before offering employment to any candidate under the age of 18 (Outside federal work study or student approved jobs).

CLASSIFICATION & COMPENSATION



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Classification & Compensation

The classification and compensation system used by Marshall University is designed to provide flexibility to manage classification and compensation for all staff jobs as outlined in [Series 55](#). The University implemented and modified the WV HEPC [job classification guidelines](#) of September 1, 2017.

Purpose

- To establish and maintain a competitive pay structure based on comparisons to appropriate external labor markets while also considering relative internal work.
- To provide a framework for career progression and recognition of high performance.
- To reward employees on the basis of work performance.
- To establish principles and processes for regular review of market position and effectiveness of policies.

Philosophy

The Marshall University Compensation Philosophy was created in an effort to attract, retain, and reward a talented, valuable, and productive workforce. This administrative procedure outlines provisions to ensure that compensation decisions and practices are consistent, equitable, documented, and reviewed periodically based on objective criteria, and contribute to the effective salary administration of Marshall University. The details of these [guidelines](#) can be found on our website.

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Classification & Compensation

Job Description

A job description is prepared by the employing department/division and if applicable, the incumbent of the position. It should describe the official assigned duties, responsibilities, supervisory relationships, and all other pertinent information relative to a position and is used to assign position classifications.

Master Job Specifications

Master job specifications are available for every classified title in use by Marshall University. These specifications are not the same as the job description. However, they serve as the general descriptions of the collective type and kind of work performed by the majority of employees assigned to the same job title. They have three primary components:

- Job family or function
- Job level
- Qualifications

Master job specifications are not intended to be an exhaustive list of all duties and responsibilities of any position. These can be found on our website at

<https://www.marshall.edu/human-resources/new-classification-compensation-model/>

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Classification & Compensation

Position Review Request

A request for the review of a position can be made by completing the [Job Description Review Request Form](#) and the [Job Description Form](#) and submitting it to Human Resource Services (HR) through the normal approval process. These documents must contain the proper approval signatures before HR can begin their analysis.

Position reviews are triggered in one of the following ways:

- New position
- Vacant position (if it has not been updated within the last three years)
- Existing position – if a job has had significant changes
- HR Services review

Position reviews have a completion time of 45 working days. More information can be found in our [Compensation Guidelines](#).

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Classification & Compensation

Classification Appeals

If a classified employee disagrees with a classification decision made by HR and thinks that the resulting classification is inaccurate, the employee may appeal that decision in writing for review by the [Job Classification Committee](#) (JCC).

To initiate an appeal, an [appeals form](#) will need to be processed by the employee. More information about the appeals process can be found in the WV HEPC Job Classification Guidelines found on our [class and comp](#) website.

Job Classification Committee (JCC)

The JCC is governed by the WV Higher Education Policy Commission and consists of representatives from the following constituent groups

- The Vice Chancellor for Human Resources is the Chair of the committee
- Classified employees appointed by the Chancellor and Advisory Counsel Chairs
- HR professionals from various WV HEPC institutions.

They serve in staggered terms of three and four years. An institution may have no more than two members serving on the Committee at any time.



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Classification & Compensation

Working Titles

The use of functional working titles, beyond adding clarity or identifying the department serviced, should be avoided. Working titles cannot be the official job title of another position in the classification system. However, if a department wants to assign a functional working title that is different from the official classification title, the title should reasonably reflect the nature of the work performed and be distinct enough to differentiate the job and be consistent with other working titles where similar work is done in the job family or across the unit. For more information on working titles, please refer to our [Compensation Guidelines](#)

PAYROLL

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Payroll

Pay

Employees are paid on a bi-weekly cycle, every other Friday. Employees should immediately notify their supervisors or the Payroll Office if they believe there is a problem with their pay. The University's payroll and payments are processed through the State Treasurer and State Auditor's Office.

Deductions

The Payroll Office is responsible under federal, state, and local laws to take appropriate and required deductions from employees' paychecks. Deductions are withheld for federal and state income taxes, FICA (Social Security), and retirement. At the request of the employee, deductions are withheld for various other optional benefits.

Direct Deposit

Marshall employees are required by the State to have their payroll disbursements electronically deposited directly to their banking institution. Employees may review their statement of earnings each pay period via myMU. Employees should contact the Payroll Office for changes to their direct deposit.

W-2

W-2 Forms are mailed out no later than the end of January. Electronic W-2s are available on MyMU.

TimeClock Plus

All non-exempt employees must submit their time via Time Clock Plus, indicating all hours worked during the pay period. All hours entered must have the approval of the first-level supervisor.

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Employee Recognition

John Marshall Service Award

The John Marshall Service Award Programs are supported by the President’s Office to recognize outstanding performance by classified and non-classified staff at Marshall University. Any MU faculty, staff, or student may submit a nomination for the award to the Department of Human Resources. To obtain the form, go to the [HR forms page](#).

Staff Recognition and Years of Service Awards

Each year, a luncheon is held to honor the Marshall staff and award those for their [years of service](#). This recognition begins at year 10, and continues at every five year increment until retirement.

Emeritus Status

Emeritus status is potentially available to faculty, nonclassified, and classified who meet the requirements set forth in policy ([link](#)). Those holding Classified Emeritus status will be entitled to the following privileges: (a) title of Emeritus; (b) use of the University libraries; (c) use of the Memorial Student Center; (d) reduced rates for student-produced cultural activities; (e) a parking permit; and (f) a Classified Emeritus identification card (I.D. Card). Additionally, a person designated as Classified Emeritus may join the Marshall Recreation Center through payment from personal funds of the appropriate fee(s)

Emeritus status must be requested by your Dean, Director, or Vice President and approved by the President by completing the [Emeritus Request Form](#).



SHARED GOVERNANCE

A green banner with a white silhouette of a city skyline at the top. Below the skyline, the words "MARSHALL" and "UNIVERSITY" are printed in white, stacked vertically. The banner is positioned in the lower center of the slide, partially overlapping a diagonal white line that runs from the top right to the bottom left.

MARSHALL
UNIVERSITY

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Shared Governance

Definition of Shared Governance

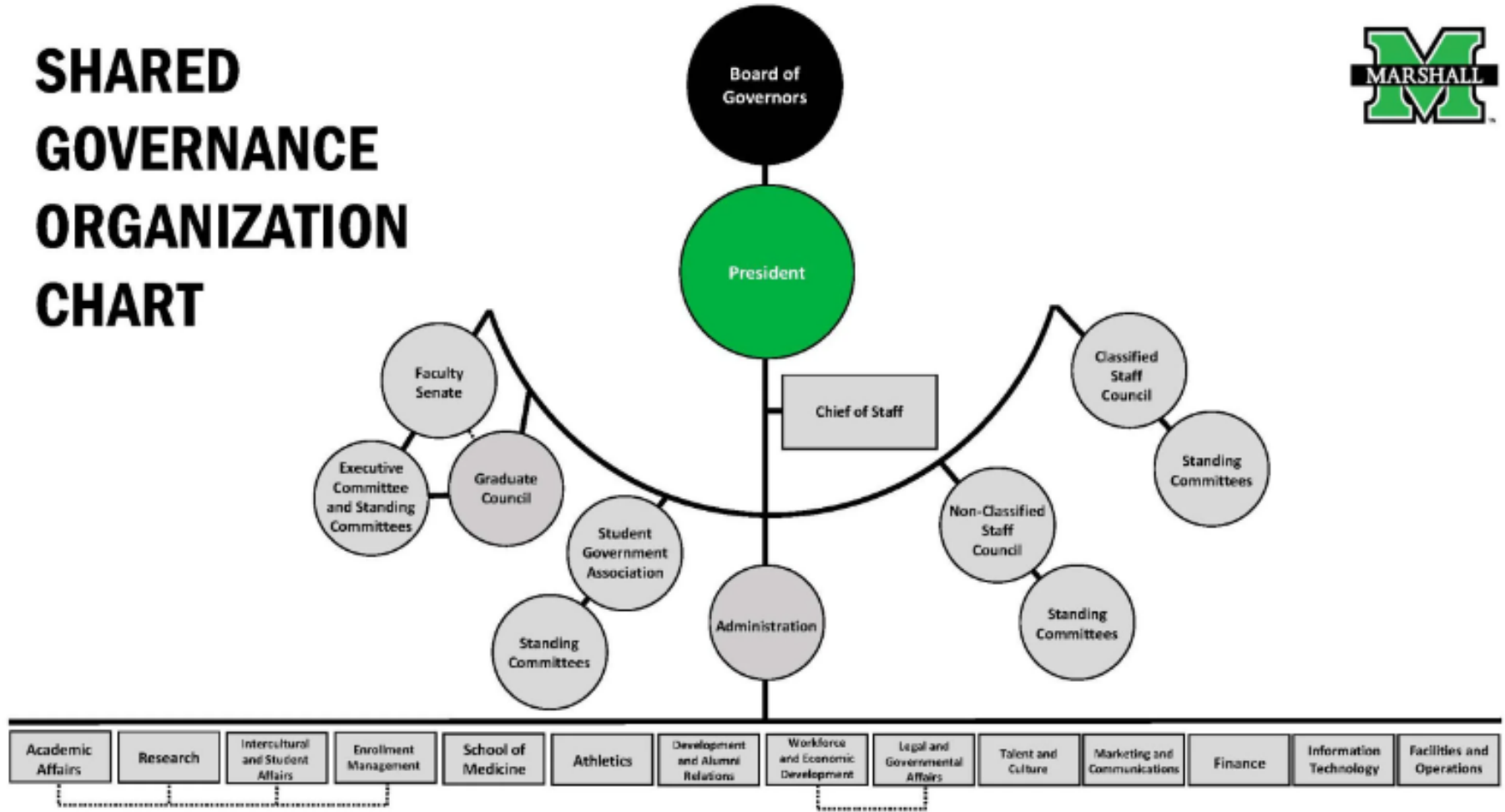
Shared governance is a systematized structure of transparent decision-making that reflects shared interests and shared responsibility of all constituency groups. Constituency groups—which include, but are not limited to, faculty, students, staff, the Board of Governors and administration—have assured, protected opportunities to influence decisions regarding the operation and direction of Marshall University and established organizational means by which they can carry these out. The role of constituency groups is not merely advisory; instead, decision-making is actively shared among all groups. Constituency groups thus contribute more than mere consultation before the implementation of a decision.

Shared governance relies on an atmosphere of mutual understanding, respect and trust that can foster honest communication and consideration in decision-making. Shared governance promotes transparency, accountability, inclusivity, collaboration, collegiality and interdependence among constituency groups.

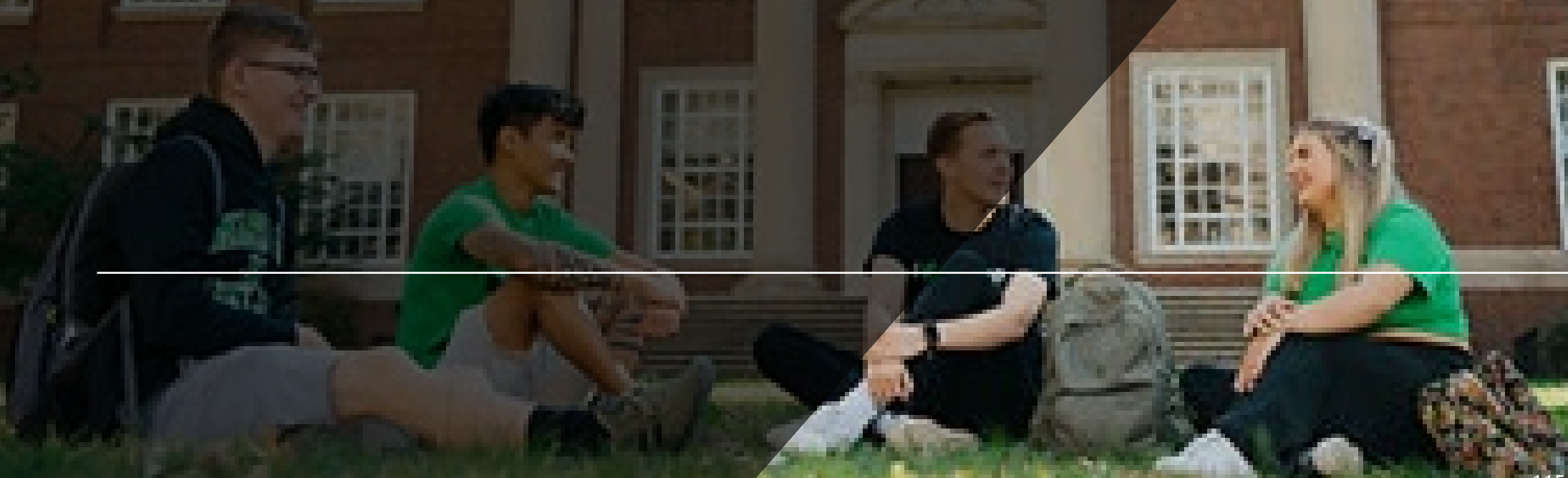
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Shared Governance

SHARED GOVERNANCE ORGANIZATION CHART



WV STATE SERVICE CREDIT



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Service Credit

Years of Service (Longevity) and State Agency Verifications

- Years of service is the term used for tracking an employee's years worked at Marshall University or other eligible state agency. An employee’s Years of Service is used to calculate longevity [annual increment pay](#), annual leave, service awards and retirement.
- Longevity pay is also referred to as Annual Increment Pay. This is calculated and based on the guidelines from the Annual Experience Increment (AEI)
- The [years of service verification form](#) would need to be completed by the employee and former state agency and forwarded to Human Resource Services.



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Definitions

- **Administrative** - Work activities relating to the planning, organizing, directing, controlling, the supervising and budgeting of institutional or unit operations, programs, and missions.
- **Administrative Support** – Work which supports or facilitates the service programs of the institution. This can also mean work assisting an administrator through office management, clerical supervision, data collection and reporting, workflow tracking, and other duties related in scope and complexity.
- **Affordable Care Act** - The ACA requires employers to offer health insurance to employees working at least 30 hours per week (or 130 hours per month) to avoid paying penalties.
- **Base Salary** - The amount of salary paid annually to an employee, excluding any annual increment earned. Total salary is base salary plus any increment earned.
- **Benefits** – Programs that an employer uses to supplement the cash compensation of employees, including but not limited to, health and welfare plans, retirement plans, pay for time not worked (i.e., sick leave, annual leave, holiday pay, etc.) and other employee perquisites.
- **Benefits Eligible** – Any employee working a minimum of 20 hours per week (.53 FTE) is eligible for benefits.
- **Career Ladder** – A structured sequence of related, upwardly progressing positions.
- **Classification** – One or more positions sufficiently similar in duties, training, experience, and responsibilities as determined by the specifications, that the same title, the same qualifications and the same pay grade and benefits may be equitably applied to each position in the class.

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Definitions

- **Classified Employee** – An employee who is covered by the provisions of the classification program.
- **Classified Temporary** - An employee hired into a position expected to last fewer than twelve (12) months. This employee is not eligible for benefits and should work less than 30 hours per week.
- **Compensation** – Earnings provided by an employer to an employee for services rendered.
- **Compensation Plan** – The official scale of pay rates, the compensation ranges assigned to each class of positions and the salary administration guidelines used in pay administration.
- **Demotion** - Movement from a 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.
- **Disciplinary Action** - Disciplinary action consists of progressive steps taken when an employee does not meet the required performance standards and/or violates University policies. This action should be reasonable and timely and must be related to the severity of the offense. Discipline must be reviewed with Human Resource Services prior to action.
- **Downgrade** - A reassignment of the employee's current position to a job title assigned to a lower pay grade.
- **Exempt Employee** - Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

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Definitions

- **External Candidates** – Individuals who apply for positions at the university who are not currently employed by Marshall University.
- **External Equity** - Compensation consistent with what other companies pay for similar work.
- **Fair Labor Standards Act (FLSA)** - The FLSA mandates minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State and local governments. More information on FLSA can be found at <https://www.dol.gov/agencies/whd/flsa>
- **Full Time Equivalency (FTE)** – The percentage of time for which a position is established, with a full-time position working 1,950 hours per year, 37.5 hours per week, being 1.00 FTE.
- **Incumbent** – An employee occupying a position.
- **Internal Candidate** - All current Marshall University full- and part-time regular employees are considered internal candidates when applying for positions and are guaranteed an interview if they meet the minimum requirements for the position. Casual, temporary and student employees are not considered "internal" candidates for purposes of hire, transfer or promotion.
- **Internal Equity** – Compensation consistent with what other employees in comparable positions are paid for similar work.

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Definitions

- **Labor Market** - The labor market for compensation is the geographic area, industry, organization size, or organization type from which an organization attracts employees. Market Value refers to how much a particular job would be worth for a specific talent market (industry, size, location, organization type) at a specific or target percentile.
- **Market Rate** – A rate established to approximate the market midpoint compensation levels as compared to other public and private organizations. For purposes of this compensation model, the midpoints of the pay ranges were established at the market rate as defined above.
- **Master Classification Specification** – General description of the collective type and kind of work performed by the majority of employees assigned the same job classification. Each master specification will contain a job title, nature of work performed, distinguishing characteristics of the job, and a general description of typical duties and responsibilities performed by positions assigned the title, regardless of the location of the position.
- **Nonclassified Employee** - Nonclassified employees serve at the will and pleasure of Marshall University, which authority may be delegated by act of the governing board or the Higher Education Policy Commission. See [Series 55](#) for details.
- **Nonexempt Employee** – An employee who is covered by the Fair Labor Standards Act (FLSA) and is entitled to overtime as outlined in federal and state law.

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Definitions

- **Pay Range** – The range of pay for a position assigned to a pay grade that provides the minimum, midpoint, and maximum levels of compensation. The range from minimum to maximum, expressed as a percentage, is the pay range spread.
- **Position** – An authorized and identified group of duties and responsibilities assigned by the proper authority requiring full-time or part-time employment of at least one person.
- **Position/Job Description Form** – The document prepared by the employing agency and, if applicable, the incumbent of the position, which describes the officially assigned duties, responsibilities, supervisory relationships, and all other pertinent information relative to a position and is used to assign position classifications.
- **Position Review** – A detailed examination/review of the duties and responsibilities assigned to a position to include reviewing current and previous position description forms, organizational charts, reporting relationships and organizational setting. The review may include an assessment where the human resources representative interviews the employee and the supervisor at the work site where the position is located.
- **Promotion** - Movement from a position requiring a certain level of skill, effort and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority.

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Definitions

- **Qualified** - An applicant with the appropriate education, experience and skills required to be hired, transferred, or promoted into a particular position.
- **Quartile** - The four divisions of a pay range. The point between the second and third quartile is the midpoint of the pay range.
- **Quartile Alignment** - The process of determining where an employee is located within their pay range and how much more room there is for the employee to move up in pay.
- **Student Employee** - An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits, is not covered by the classification program and is not considered to be an "internal" candidate for the purposes of hire, transfer or promotion.
- **Transfer**: 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 pay grade.
- **Underutilization**: An analysis conducted by the affirmative action officer to determine whether minorities or women are employed in a job group at a rate that is consistent with availability of qualified minorities or women in the job market.

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Definitions

- **Upgrade:** An advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities, as determined by job evaluation. When an upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade. When an upgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.

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