

WVU
CLASSIFIED
EMPLOYEE
HANDBOOK





PRESIDENT’S LETTER

Dear Colleagues:

Everyone working at West Virginia University helps cultivate a learning environment like none other. The vitality of this institution is engaging — and empowering.

Each day I see staff demonstrating our true Mountaineer spirit. From mentoring students to caring for our facilities, you dedicate yourselves to fulfilling the University’s mission.

Together we are developing creative solutions and innovations to move the state forward and position West Virginia University as a leader among land-grant institutions during this transitional time within higher education.

You are the University’s heart and soul. And because of your diligence and hard work, I know we will continue providing the quality teaching, research, and outreach West Virginia very much needs and deserves.

Thank you for all you do to make West Virginia University one of the finest universities in the country.

Sincerely,

E. Gordon Gee
President, West Virginia University



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IMPORTANT NOTICES

DISCLAIMER

The Division of Human Resources has prepared this handbook as an informational tool for classified employees. This handbook does not create any rights or benefits. This handbook is not a contract, nor is it an invitation to contract. This handbook supersedes all previous classified employee handbooks.

The rights or benefits of classified employees of the West Virginia University Board of Governors are governed by federal and state law, as well as West Virginia University policies and procedures. West Virginia University policies and procedures, some of which are discussed in this handbook, are subject to change at any time. In the event that a conflict occurs regarding the information contained in this handbook, federal and state law, as well as West Virginia University policies and procedures are controlling.

Classified employees who have questions or concerns regarding the information contained in this handbook are encouraged to contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu for further assistance.

NON-DISCRIMINATION STATEMENT

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University's non-discrimination statement may be directed to the Director, Affirmative Action/Equal Employment Opportunity, at West Virginia University.

If you ever have any questions or concerns, please do not hesitate to contact the Division of Diversity, Equity and Inclusion at (304) 293-5600 or at diversity@mail.wvu.edu.

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INTRODUCTION

ABOUT THIS HANDBOOK

The Division of Human Resources developed this handbook as an informational tool for classified employees. While the handbook can be printed, it is most useful and up to date when it is used as an on-line, interactive document. If you decide to print a copy of this handbook, please return to the on-line version of the handbook to ensure that you have the latest version before you rely on any of the information in your printed copy.

As you review the handbook, you will notice that some of the font is blue. Anything in this handbook that is in blue font is actually an active link to another section of the handbook; a Web page with more information on that specific topic; or an e-mail link that will put you in direct contact with someone who can provide more information.

Please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu if you have any trouble with the links in this handbook.

YOUR ROLE AS A WVU CLASSIFIED EMPLOYEE

As a representative of a highly respected educational institution, you have a significant role in public relations. In some instances, you will be the only contact that people will have with your department or WVU. It is important that you serve the public, other WVU employees, and students with courtesy and responsiveness, that the information you provide is accurate, and that you demonstrate the highest standards of integrity and honesty. Every interaction with people--whether in person, on the phone, or by mail or e-mail--is an opportunity to create a positive impression, provide effective service, and foster good public relations.

Your primary and most important responsibility is to do a good job on the tasks that you are assigned. Listen carefully to your supervisor's instructions and promptly carry them out to the best of your ability. Ask questions as necessary and offer constructive suggestions. Your supervisor is interested in your ideas and appreciative of your initiative and efforts to do a good job.

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THE MISSION AND VISION OF WVU

The tasks and responsibilities assigned to you by your supervisor are the individual steps of a collective effort to implement a larger strategy. To ensure that your efforts support this larger strategy, you should review the following information.

Mission

As a land-grant institution in the 21st century, West Virginia University will deliver high-quality education, excel in discovery and innovation, model a culture of diversity and inclusion, promote health and vitality, and build pathways for the exchange of knowledge and opportunity between the state, the nation, and the world.

Vision

By 2020, West Virginia University will attain national research prominence, thereby enhancing educational achievement, global engagement, diversity, and the vitality and well-being of the people of West Virginia.

WVU 2020 Strategic Plan

Current information on our collective efforts to implement the University's mission and vision can be found on the [WVU 2020 Strategic Plan](#) Web page.

GOVERNANCE

WVU is governed by the WVU Board of Governors (WVU BOG) and the West Virginia Higher Education Higher Education Policy Commission (HEPC). Administration of the University is managed by the President, who is assisted in this task by the Senior Leadership Team.

Additional Information

- [West Virginia University](#)
- [WVU Board of Governors \(WVU-BOG\)](#)
- [WV Higher Education Policy Commission \(HEPC\)](#)
- [WVU President's Office](#)
- [WVU Administration](#)

ADDITIONAL INFORMATION ABOUT WVU

If you would like further information about the University, we encourage you to visit the [About WVU](#) Web page.

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LAW POLICY & PROCEDURE

As a classified employee, you are also considered a public employee of the State of West Virginia, and public employment is often highly regulated. The following links will take you to the key law, policy and procedure websites that cover your employment at WVU.

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[WV Constitution](#)

[WV Code \(State Law\)](#)

[WV Code of State Rules \(State Regulations\)](#)

[WV Higher Education Policy Commission \(HEPC\)](#)

[WVU Board of Governors \(WVU BOG\)](#)

[WVU Division of Administration & Finance Policies](#)

[WVU Division of Human Resources Policies](#)

[WVU Division of Human Resources Procedures](#)

[WVU Environmental Health & Safety Procedures](#)

[WVU Office of Information Technology \(OIT\) Standards & Procedures](#)

[WVU Office of Sponsored Programs Policies & Regulations/Guidelines](#)

[WVU Division of Diversity, Equity & Inclusion](#)

[WVU Transportation & Parking Rules and Regulations](#)

[WVU University Relations Policies & Guidelines](#)

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EMPLOYMENT

TRANSFER AND PROMOTION OPPORTUNITIES

If you are interested in applying for a classified transfer or a promotion opportunity, you will need to complete an employment application and a position interest form. You should make sure to follow the directions on both forms to ensure that you have met all of the requirements of the application process. Detailed information, including the forms, can be found on the [Employment Services](#) Web page. Paper forms are also available in the Division of Human Resources lobby.

To view current job postings please click the WVU Jobs button.



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.

When accepting a transfer/promotion at WVU, you will be expected to provide your current supervisor with a minimum two (2) weeks notice. A shorter notice may be provided if authorized by your current supervisor.

For complete information regarding the employment process including, but not limited to, seniority for classified selection, please visit the [Employment Services](#) Web page, or feel free to contact Employment Services at (304) 293-5700 ext. 3 or at employment@mail.wvu.edu.

EMPLOYMENT OF RELATIVES

You should be aware that a supervisory employee may neither initiate nor participate in institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: hiring, retention, transfer, promotion, appointment to an interim or acting position, salary, and leave requests.

For more information, including the definition of "family member," please review [WVU-HRAP 1.2 – Employment of Relatives](#). If you have any questions or concerns, please contact Employment Services at (304) 293-5700 ext. 3 or at employment@mail.wvu.edu.

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IMMIGRATION REFORM AND CONTROL ACT OF 1986, AS AMENDED

All U.S. employers must complete and retain a Form I-9 for each individual hired. WVU employees must complete a Form I-9 prior to or on the first day of employment. This Federal law applies to both citizens and non-citizens of the United States.

All new employees, including newly hired classified employees, may not initiate any work related functions until they have completed the Form I-9 process. If you have any questions regarding the Form I-9 process please visit the [Payroll and Employee Processing](#) Web page.

EMPLOYMENT STATUS

As defined by [HEPC Series 39 - Classified Employees](#), a classified employee is “an employee who is covered by the provisions of the classification program.” [HEPC Series 8 – Personnel Administration](#) further defines classified positions by assigning them to one of two employment statuses:

“Full-Time Regular (FTR) - Any employee in a classified position created to last a minimum of nine (9) months of a twelve (12) month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such position must be reported at no less than .53 FTE. Such an employee is covered under the classification program set out by this rule and is eligible for all applicable benefits of a full-time classified employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.”

“Part-Time Regular (PTR) – An employee in a position created to last less than 1,040 hours during a twelve (12) month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.”

Your employment status is a key piece of information that you will need when determining whether or not your classified position is eligible for

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the various benefits or privileges outlined in this handbook. Please note that other qualifying conditions may also apply. If you have any question regarding your employment status, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

ORIENTATION

During the first days of your employment the orientation process will begin. Your supervisor should provide you with an introduction to policies, procedures, programs, performance standards, and conduct expectations. In addition, keep in mind that your supervisor is your best source for specific information, and that you should go to him/her if you have any questions, problems or concerns.

Training & Development periodically offers a new employee orientation program. This program can provide you with more information on the University's history, mission, and values, as well as provide you with other helpful resources. To learn more about new employee orientation, contact Training & Development at (304) 293-5700 ext. 7, or at TRAINDEV@mail.wvu.edu.

PROBATIONARY PERIOD

All full-time regular and part-time regular classified employees, whether newly hired or who have been transferred, promoted, demoted, or reassigned, must complete a six (6) month probationary period. During this six (6) month probationary period, your supervisor should complete a written evaluation of your performance after three (3) months of service, and then again prior to the completion of your six (6) month of service. Your probationary period may be extended to a maximum of twelve (12) months at the discretion of your supervisor, working with Employee Relations.

During the 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.

A classified employee may be separated from employment during the initial or extended probationary period if he/she fails to meet established position expectations, as outlined in University policy.

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For additional information regarding the probationary period please review [WVU-HRAP 4.2 – Probationary Period](#) or contact Employee Relations at (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

UNIVERSITY BUSINESS HOURS

The official business hours of the WVU main campus are 8:15 AM to 4:45 PM, Monday through Friday, unless otherwise noted. The business hours relate to the time period when University administrative offices are open to meet daily operational needs.

However, WVU operates on a 24/7 schedule to meet the needs of our students and other customers. Therefore, your supervisor will establish your standard work schedule based on the duties and responsibilities of your position, and the operational needs of the University. For more information on the methods used to establish work schedules, please see [WVU-BOG Policy 27 – Work Scheduling](#).

Please note that divisional campuses and other off-campus location may have slightly different business hours than the WVU main campus.

STANDARD WORKWEEK & WORK HOURS

The standard workweek 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 AM on Sunday and ends at 12:00 AM (midnight) the following Saturday.

The standard number of work hours for a 1.0 FTE, classified employee is 37.50 hours per standard workweek. The standard number of work hours will be prorated for less than 1.0 FTE positions.

FLEXIBLE WORK ARRANGEMENTS

Providing flexible work arrangements can improve customer service by either extending the length of business hours or by matching business hours to the needs of customers. In addition, providing the opportunity to have such flexibility can improve employee morale and provide an important non-monetary benefit to employees.

Your supervisor and your respective dean/director may permit a flexible work arrangement, depending upon operational needs. For more information, please visit the [Flexible Work Arrangement Information](#) Web page or contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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MEAL BREAKS & REST PERIODS

During the course of a workday of six (6) or more hours, your supervisor is required to allow you to take at least a twenty (20) minute meal break. This provision shall be required in all situations where you are not afforded necessary breaks and/or permitted to eat lunch while working. Additional rules regarding meal breaks, including applicable compensation standards, can be found in [WVU-BOG Policy 50 – Meal Breaks](#).

If you are a non-exempt employee you may be granted a rest period not to exceed ten (10) minutes during each half-shift of work. Rest periods are granted at the discretion of your supervisor. You may be required to work through your rest period, due to operational needs. Since a rest period is compensable time, you will not receive additional compensation if you are required to work through your rest period.

If you have questions regarding meal breaks or rest periods, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

TRANSPORTATION & PARKING

For information regarding employee transportation and parking please visit the [WVU Transportation & Parking Employee Site](#). This Web page will provide you with information regarding employee parking, WEGO alternative transportation, and other WVU transportation services. You may also contact the Department of Transportation & Parking at (304) 293-5502 or at transportation@mail.wvu.edu.

MOUNTAINEER CARD SERVICES

Your Mountaineer Card is more than just your photo identification – it is your key to the campus. For more information, please visit the [Mountaineer Card Services](#) Web page.

MyID

WVU MyID is a single set of login credentials that you can use with numerous WVU systems. For more information, visit the [MyID](#) Web page.

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ACCESS TO CENTRAL PERSONNEL FILES

You may review your central personnel file at the Division of Human Resources offices Monday through Friday, 8:15 AM to 4:30 PM. You will need to make an appointment with the Records unit and a photo ID will be required in order to access your file. The Records unit will need at least twenty-four (24) hours advance notice to pull your file. While the Records unit will make every attempt to schedule your appointment as soon as possible, other factors (e.g. previously scheduled appointments with other employees) may extend that time frame.

More details can be found in [WVU-HRAP-1.1 Access to Central Personnel Files](#). For additional information, please visit the [Records Management](#) Web page, or call (304) 293-5700 and ask for the Records unit.

RELIGIOUS ACCOMMODATION

WVU recognizes that some employees may observe religious holidays that are not included in the list of University recognized holidays.

Reasonable time off may be granted by your supervisor, if requested and approved in advance. However, please note that operational needs or hardships will be considered when your supervisor determines whether or not to grant your request.

Additional information, including how to account for your time off from work, can be reviewed in [WVU-HR-38 Religious Accommodation Policy](#). You may also contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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PAYROLL & EMPLOYEE PROCESSING

PAYROLL & EMPLOYEE PROCESSING SERVICES

Payroll & Employee Processing Services is a unit under the Division of Finance. You can find detailed information regarding all of their services at the [Payroll & Employee Processing](#) Web page, or you may contact them directly as follows:

Payroll and Employee Processing Services

One Waterfront Place
 3rd Floor
 P.O. Box 6005
 Morgantown, WV 26506-6005
 Payroll: (304) 293-3379, ext. 1; payroll@mail.wvu.edu
 EPS: (304) 293-3379, ext. 2; eps@mail.wvu.edu

PAY CHECKS

WVU pays employees on a semi-monthly basis. All newly hired employees are paid in arrears (e.g. one (1) pay cycle behind the actual work period.) Designated semi-monthly payday's are as follows:

15th and 30th - if there are thirty (30) days in the month;
 16th and 31st - if there are thirty-one (31) days in the month.

If the payday falls on the weekend, the payday is usually the preceding Friday.

DIRECT DEPOSIT

As a service to employees, WVU requires direct deposit into your checking or savings account. You can change your direct deposit information as often as you desire to do so, but you should not close out any existing bank accounts until the first transaction has occurred showing the change. You can view the current form and instructions at the [Payroll Direct Deposit Form & Instructions](#) Web page.

PAY STATEMENTS

You have the option to either receive a paper pay statement, or you can elect to receive your pay statement on-line. Payroll information is usually available on-line approximately three (3) to five (5) days prior to payday.

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In addition, an on-line account will allow you to retrieve previous pay statements, as well as your W-2.

If you would like to forego the paper statements, and have access to your information on-line, please create an account at the [myApps](#) website.

SUMMER DEFERRED PAYMENT PROGRAM (SDPP)

The Summer Deferred Payment Program is a deferred payment benefit program offered to all eligible WVU employees, including those employed at WVU Divisions or Regional Campuses. The Program is focused primarily on the needs of nine (9) month employees but is intended to assist those employees who are employed for eleven (11) or fewer months and wish to spread their pay over twelve (12) months.

For more information, please visit the [SDPP Information](#) Web page or you can contact Payroll and Employee Processing Services at (304) 293-3379 ext. 1 or at payroll@mail.wvu.edu.

MYTIME

MyTime is the University's time management system. It is composed of both web-based time clocks, as well as traditional card-swipe time clocks. MyTime can be accessed on the internet by going to the [MyAccess](#) Web page. There are three (3) separate parts to the MyTime system:

1. Web-Based Clocks & Card-Swipe Clocks (Non-Exempts)
2. Timecards (Non-Exempts)
3. Leave Requests (Exempts & Non-Exempts)

These three (3) parts work together in order to ensure that you are paid correctly and that your leave benefits, if applicable, are easy to view and use. If you have questions or concerns regarding MyTime, please speak to your supervisor or your Expert Business Office.

EMPLOYMENT VERIFICATIONS

Employment verifications are handled by the Payroll unit. Responses to verifications are restricted to the release of your name, employment dates, and job titles. Additional information, including salary data may be released with your written authorization or a valid court order. For more information please contact the Payroll unit at (304) 293-3379 ext. 1 or at payroll@mail.wvu.edu.

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BENEFITS

NEW EMPLOYEE BENEFIT SESSIONS

New Employee Benefit Sessions are mandatory for all new benefits-eligible employees. During your session you will gain information regarding University benefit options and make your enrollment selections.

Benefit Sessions are scheduled through Employee Processing Services (for new hires) or Benefits Administration (for employees transferring from non-benefits eligible to benefits eligible.) Employee Processing Services can be contacted at (304) 293-3379, ext. 2 or at eps@mail.wvu.edu. For more information, please visit the [New Employee Benefit Sessions](#) Web page, or contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

BENEFITS OPEN ENROLLMENT

Open Enrollment is an annual process that affords you the opportunity to review your benefits, enroll in benefit plans or make changes to your existing coverage. Open Enrollment is conducted in the spring of each year.

BENEFITS OF YOUR BENEFITS SESSIONS

Benefits of Your Benefits Sessions are offered in the spring every year in preparation for annual Open Enrollment. These sessions are beneficial to employees wanting to update and refresh themselves on their personal benefits, as well as other University benefit options. For more information, please visit the [Benefits of Your Benefits Sessions](#) Web page.

INSURANCE PLANS

West Virginia University provides an extremely competitive benefits package to its benefits-eligible employees. The benefits, programs, and services offered are a sizable amount of an employee's overall compensation and important factors in encouraging a healthy work-life balance at WVU.

If you have questions or concerns, please contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

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The following links will take you to Web pages with additional information:

[WV Public Employees Insurance Agency \(PEIA\)](#)

- [Health Insurance](#)
- [Life Insurance](#)

[Mountaineer Flexible Benefits \(FBMC\)](#)

- [Dental Insurance](#)
- [Vision Insurance](#)
- [Hearing Service Plan](#)
- [Flexible Spending Accounts](#)
- [Short-Term Disability](#)

[Long-Term Disability](#)

[Extended Long-Term Disability](#)

[Life/Qualifying Events](#)

[Beneficiaries](#)

[Benefits FAQs](#)

RETIREMENT

WVU strives to provide you with as many options as possible to maximize your retirement savings opportunities. To build even higher income for your retirement years, you can make additional contributions to the supplemental retirement plans. Retiree health insurance is also available to those who meet the minimum [retirement eligibility guidelines](#). For more information, please visit the [Retirement](#) Web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

BENEFITS FOR OTHER QUALIFIED ADULTS

In order to continue to recruit and retain high quality faculty and staff, West Virginia University is joining many of our higher education colleagues by expanding family-friendly benefit options to employees.

Benefits-eligible employees now have the opportunity to extend some WVU-administered benefits to other qualified adults (OQAs) and children in your household. For more information, please visit the [Benefits for Other Qualified Adults](#) Web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

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CHILD CARE FINANCIAL ASSISTANCE

WVU offers benefits-eligible employees a Child Care Financial Assistance Program designed to help offset the costs associated with child care. The program provides a mechanism for distributing the University's limited child care resources to employees on a sliding scale, thus providing financial assistance to a large number of employees. For more information, please visit the [Child Care Financial Assistance](#) Web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

ADDITIONAL PROGRAMS & BENEFITS

As a member of the WVU community, you may be eligible for a number of additional programs and benefits. Additional information can be found at the [Additional Programs and Benefits](#) Web page. Some of these programs and benefits may include, but are not limited to:

- Athletic and Cultural Events
- Center on Aging
- Craft Center
- Credit Union
- Lactation Network
- Library Privileges
- Lifetime Activities Program
- Mountain Line
- Osher Lifelong Learning Institute at WVU (OLLI)
- Outdoor Recreation Center (ORC)
- Personal Rapid Transit (PRT)
- Student Recreation Center
- Undergraduate Tuition Assistance & Graduate Tuition Waivers
- West Virginia Healthy Kids Club
- WVU Child Development Laboratory
- WVU Child Learning Center
- WVU Community Arts Program

Please note that the programs and benefits listed are subject to change or elimination at any time, and specific qualifying conditions may apply.

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EMPLOYEE LEAVE

Below, you will find basic information on employee leave. [WVU-BOG Policy 24 – Employee Leave](#) is the authority regarding the types of leave listed below. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at Leave@mail.wvu.edu for more information.

Eligibility for Annual Leave & Sick Leave

A classified employee in a position established to work on a regular and continuing basis for at least 1,040 hours over a minimum of nine (9) consecutive months within a twelve (12) month period is eligible to earn annual and sick leave.

A classified employee in a position established to work less than 1,040 hours, or less than a minimum of nine (9) consecutive months within a twelve (12) month period is not eligible to earn annual or sick leave.

Annual Leave

Classified employees in eligible positions established to work twelve (12) months, at 1.00 FTE are eligible to accrue annual leave as follows:

Years of Service	Hours Accrued Per Month	Days Accrued Per Month	Maximum Days Accrued Per Year
Less than 5	9.375	1.25	15.00
5 to less than 10	11.250	1.50	18.00
10 to less than 15	13.125	1.75	21.00
15 or more	15.00	2.00	24.00

Classified employees in eligible positions established to work less than twelve (12) months, and/or less than 1.00 FTE shall accrue annual leave on a pro-rated basis.

Use of annual leave must be approved in advance by your supervisor, and it cannot be used before it has been accrued and credited to your leave balance.

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Sick Leave

Classified employees in eligible positions established to work twelve (12) months, at 1.00 FTE are eligible to accrue sick leave as follows:

Hours Accrued Per Month	Days Accrued Per Month	Maximum Days Accrued Per Year
11.25	1.50	18.00

Classified employees in eligible positions established to work less than twelve (12) months, and/or less than 1.00 FTE shall accrue sick leave on a pro-rated basis.

Sick leave cannot be used before it has been accrued and credited to your leave balance.

Funeral Leave

If you are an employee eligible to earn sick leave, you may be able to charge up to five (5) days of sick leave as funeral leave. Funeral leave is intended to provide you with time to arrange for and attend the funeral and related services of an immediate family member, including travel time. Additional time necessary to meet the obligations outlined above shall be charged to annual leave.

Funeral leave is not provided for estate legal obligations and/or an extended bereavement period. Annual leave may be requested for these purposes.

Personal Leave of Absence without Pay

An employee, upon application in writing and upon written approval by the President or his/her designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months, provided all accrued annual leave has been exhausted.

Special Emergency Leave with Pay

Special emergency leave with pay may be granted by the president of the institution or his/her designee to full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury, serious

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illness or death in the immediate family) of a nature requiring emergency attention by the employee.

MILITARY LEAVE

Military Leave

An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades, field service or active service to the State ordered by proper authority, or for field training or active service for the maximum period as provided by state and/or federal law.

The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increases, credit for years of service, and experience with the institution. An employee shall be required to submit an order or statement from the appropriate military officer in support of the request for such military leave unless military necessity prevents giving of such notice.

For additional information regarding military leave please review [WVU-BOG Policy 24 – Employee Leave](#) and [WVU-HR-29 – Military Leave Policy](#) or contact Employee Relations at (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) weeks of Family Medical Leave Act (FMLA) entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

If you have questions or concerns regarding military family leave entitlements please review [WVU-HRAP 2.1 – Family Medical Leave Act \(FMLA\)](#) or contact Employee Relations at (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

WORK RELEASE

In addition to various types of leave, the University also offers a number of work release programs. Specific details regarding eligibility for each program can be found in the [WVU-HR Work Release Procedure](#). Here is a list of the various work release programs:

- Employee Education
- Blood Product Donation
- Disaster Services
- Grievance
- Attendance at the WV State Legislature
- Jury Duty/Witness
- Interviewing
- Training & Development Workshops
- New Employee Benefits Session
- Participation on University Committees
- Faculty & Staff Assistance Program (FSAP)

If you have questions regarding one of the work release programs, please contact Employee Relations at (304) 293-5700 ext.5 or at EmployeeRelations@mail.wvu.edu.

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HOLIDAYS

[WVU-BOG Policy 8 - Holidays](#) outlines the process used to determine the University's holiday schedule. Generally, the number of full holidays is twelve (12), plus additional days for any election day (primary or general) held throughout the State. For additional information, please review the following resources:

[Employee Holiday Schedule](#)

[Guidelines for Handling and Processing Compensation for Working on a Holiday](#)

INCLEMENT WEATHER & EMERGENCY CLOSURE

For full-time regular, classified employees work time lost during a declared inclement weather/emergency closure period will be considered regular work time for pay purposes and will not require time be charged to leave, nor will there be a requirement that the time be made up. The following resources provide additional information regarding inclement weather/emergency closures:

[WVU-BOG Policy 24 – Employee Leave](#)

[WVU-HR-19 – Inclement Weather & Emergency Closures Policy Inclement Weather/Emergency Closures](#)

FACILITY/UTILITY DISRUPTIONS

When extended facility/utility disruptions occur, your supervisor may make arrangements for you to work at alternate work locations or on different schedules in order to continue operations. You may also be temporarily reassigned to work in different units until normal operations can resume.

If it is determined that options for alternate work sites, schedules, or units are not available, you may be released from work duties and required to charge accumulated annual or compensatory/substitute leave for the duration of the facility/utility disruption. You will be required to report back to work as scheduled upon notification of reassignment or reopening of the facility/building.

For more information, please review [WVU-BOG Policy 24 – Employee Leave](#) and [WVU-HR-13 – Facility/Utility Disruption Policy](#) or you can contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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EMPLOYEE WELLNESS

The Division of Human Resources is committed to supporting your wellness efforts by making it easier for you to learn about and use the resources available to you. For more information, please visit the [Employee Wellness](#) Web page or you may contact Employee Wellness at (304) 293-5700 ext. 2 or at EmployeeWellness@mail.wvu.edu.

PAYMENT OF UNUSED SICK LEAVE

During the 2008 Legislative Session, regulations were passed permitting eligible employees to sell unused sick leave. Employees are eligible to sell unused sick leave if they are eligible to convert unused sick leave into extended retiree health insurance benefits. Generally speaking, employees hired prior to July 1, 2001, are eligible to convert unused sick leave into extended retiree health benefits.

For more information, please visit the [Payment of Unused Sick Leave](#) Web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

UNEMPLOYMENT COMPENSATION

Unemployment Compensation serves as wage replacement for employees if they experience a job loss. All employees have the right to file a claim for Unemployment Compensation benefits. They should apply for these benefits, or file a claim, at the [local unemployment office](#) as soon as they become unemployed. Usually individuals file during the first calendar week after losing a job. Weekly benefits are not paid retroactively (i.e. the sooner one files a claim, the sooner one may become eligible for benefits). Once the claim has been filed, it will be sent by the unemployment office to WVU Medical Management to complete the required WVU employment information.

YEARS OF SERVICE

There are a number of ways to calculate your years of service, and each calculation can have a different methodology. For more information regarding the various methods for calculating your years of service, please visit the [Years of Service](#) Web page. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

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AUTHORIZATION FOR RELEASE OF EMPLOYEE BENEFITS INFORMATION

Authorization for Release of Employee Benefits Information allows employees to designate who can discuss their benefits related information with the Benefits Administration staff. Employees can designate multiple people to discuss all their benefits related information or only specific areas.

For more information, please visit the [Authorization for Release of Employee Benefits Information](#) Web page. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

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MEDICAL MANAGEMENT

Below, you will find basic information regarding various medical management topics. For more information please follow the links provided, or contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

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MEDICAL LEAVES OF ABSENCE

There are several state and federal laws that may overlap and run concurrently with WVU medical leave policies. The Medical Management unit understands that medical leaves of absence can be a confusing process and will strive to make the process as seamless as possible.

If you are absent from work due to a medical reason for more than five (5) consecutive days, you are required to provide a completed [Medical Verification Form](#) to the Medical Management unit. For more information, please visit the [Medical Leaves of Absence](#) Web page or contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides qualified employees with up to twelve (12) weeks of unpaid, job-protected leave per year. At WVU, FMLA may be paid or unpaid, contingent upon available leave accruals.

You may use FMLA for the following reasons:

- for the birth and care of a newborn child;
- for placement of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when you are unable to work because of a serious health condition.

You will be eligible for FMLA if you have worked at WVU for at least twelve (12) months and at least 1,250 hours over the past twelve (12) months. For additional information on FMLA, or to review the specific information on FMLA for military families, please review [WVU-HRAP 2.1 – Family Medical Leave Act \(FMLA\)](#).

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For questions or concerns regarding FMLA, please contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

PARENTAL LEAVE

In order to meet eligibility requirements for Parental Leave, you must have been hired for permanent employment and worked at least twelve (12) consecutive weeks. Parental Leave provides qualified employees up to twelve (12) weeks of unpaid family leave during a twelve (12) month period following exhaustion of all their annual leave.

Parental Leave may be used for the following reasons:

- birth of a son or daughter;
- placement of a son or daughter for adoption; or
- to provide care of a son, daughter, spouse, parent or dependent (any person who is living with or dependent upon the income of an employee, whether related by blood or not) who has a serious health condition.

For additional information, please visit the [Parental Leave](#) Web page or contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

CATASTROPHIC LEAVE

The WVU Catastrophic Leave Program allows eligible employees who are approved for a medical leave and have exhausted all of their own available sick leave, annual leave and other paid time off, the opportunity to apply for participation to receive donations from WVU qualified employees. Once approved, this program makes it possible for an employee to continue receiving pay, if sufficient donations are received.

For additional information, please visit the [Catastrophic Leave](#) Web page or contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

MEDICAL MONITORING PROGRAM

In some cases, a position's specific responsibilities will require an employee to undertake medical examinations, at the University's expense, to determine if the employee is capable of performing the

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responsibilities of the position; and to monitor his/her medical status during the performance of the responsibilities of that position. The medical examinations are administered under the University's Medical Monitoring Program.

For more information, please review the [Medical Monitoring Program](#) Web page, or feel free to contact Environmental Health & Safety at (304) 293-3792 or at EHSSContact@mail.wvu.edu.

DRUG TESTING FOR FTA & FMCSA COVERED EMPLOYEES

West Virginia University complies with the [U.S. Department of Transportation](#) requirements relative to drug and alcohol testing for safety sensitive personnel as defined by the Federal Motor Carriers Safety Administration (FMCSA) and Federal Transit Administration (FTA).

For more information, please review the [DOT Drug and Alcohol Testing](#) Web page, or feel free to contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

AMERICANS WITH DISABILITIES ACT

West Virginia University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

For more information, please review the [ADA Employee Accommodation Process](#) Web page, or contact the ADA Coordinator at (304) 293-5496 or at MRBrandt@mail.wvu.edu.

WORKERS' COMPENSATION

Zurich North America manages Workers' Compensation insurance for West Virginia University. If you sustain job related injuries you may be covered by Workers' Compensation insurance for wage and/or health care needs. Timely and efficient completion of claims is necessary in order for WVU to assist qualified employees with receipt of their entitled Workers' Compensation benefits.

For additional information and requirements, please review the [Workers' Compensation](#) Web page or contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

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MODIFIED RETURN TO WORK PROGRAM

If you are able to return to work following a medical leave, but are unable to perform your full job duties due to your medical condition, you may be considered for the Modified Return to Work Program. This program is designed to allow employees the ability to transition to their full job duties, therefore, job modification are made on a temporary basis.

For more information, please review the [Modified Return to Work Program](#) Web page, or feel free to contact Medical Management at (304) 293-5700 ext. 8 or at MedicalManagement@mail.wvu.edu.

FACULTY & STAFF ASSISTANCE PROGRAM (FSAP)

The WVU Faculty and Staff Assistance Program is a free service offered to employees and their dependents. FSAP is a confidential resource that provides professional staff and a safe place to sort through problems and determine the best resources available to address them. Please visit the [Faculty and Staff Assistance Program](#) Web page or contact FSAP directly at (304) 293-5590.

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WORKPLACE STANDARDS

SEXUAL HARASSMENT POLICY

The West Virginia University Board of Governors (WVUBOG or Board) is committed to providing students, faculty, staff, and applicants for employment with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, toward WVUBOG students, faculty, staff, or applicants for employment is a violation of Board policy and is expressly prohibited. You can review the full policy, which includes details regarding how to file a complaint, at [WVU-BOG Policy 44 – Policy Regarding Sexual Misconduct](#).

If you are found in violation of this policy you may be subject to disciplinary action, up to and including termination of employment.

If you have any questions or concerns, please do not hesitate to contact the Division of Diversity, Equity and Inclusion at (304) 293-5600 or at diversity@mail.wvu.edu.

WORKPLACE VIOLENCE

West Virginia University is committed to preventing workplace violence and maintaining a safe work environment. In order to provide a safe and healthful work environment for its employees, customers, students and visitors the University expects employees to follow rules of conduct that will protect the interests and safety of all employees and the University. The rules of conduct are outlined in [WVU-HR Workplace Violence Procedure](#).

In emergency situations the University Police should be contacted at (304) 293-COPS (2677).

If you have questions or concerns regarding workplace violence that are not an emergency situation, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

DRUG-FREE SCHOOLS & COMMUNITIES

West Virginia University is concerned with the well-being of its employees in all aspects of University life. The abuse of alcohol and the use of illegal drugs by members of the University community are incompatible with the goals of an academic institution.

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Drug abuse and alcohol abuse on campus hinder the learning process, jeopardizing the University's mission to educate students and prepare them for responsible participation in society. With a combination of education and counseling, students, as well as employees, can become aware of the consequences of drug and alcohol abuse to themselves and to the University.

As directed by Federal law, the [Drug-Free Schools and Communities Act Booklet](#) explains West Virginia University's drug and alcohol prevention policies for students and employees. The unlawful possession, use, or distribution of alcohol and illegal drugs on campus and at University functions is prohibited.

If you have questions, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

ALCOHOLIC BEVERAGES ON CAMPUSES

The University has established guidelines relating to the possession or sale of beer, wine or other alcoholic beverages on West Virginia University campuses. For more information please review [WVU-BOG Policy 18 – Alcoholic Beverages on the Campuses](#).

TOBACCO FREE CAMPUS

The use of tobacco products, in any form, by a member of the University community located on or visiting the WVU campus is prohibited. Please review [WVU BOG Policy 57 – Tobacco Free Campus](#). Violation of this policy by employees may subject them to disciplinary action, up to and including termination of employment.

If you have questions regarding these prohibitions, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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ETHICS

The West Virginia Governmental Ethics Act declares certain activities by public employees to be unlawful. As a WV public employee, you will be held responsible for adhering to the requirements of the Ethics Act. For more information, you should review the [WV Ethics Commission](#) Web page, as well as [WVU-BOG Policy 17 - Ethics](#).

If you need advice regarding the Ethics Act, feel free to contact the Office for the Vice President for Legal Affairs and General Counsel at (304) 293-5841 or at legalaffairs@mail.wvu.edu.

In addition to compliance with the WV Governmental Ethics Act, WVU holds itself to the highest ethical standards. For this reason, the University has joined with EthicsPoint to establish an anonymous system for reporting possible violations of the University's policies. You may file an anonymous report with West Virginia University through the [EthicsLine](#) Web page or toll-free at 866-413-1955.

You are encouraged, whenever possible, to discuss concerns with your supervisor or appropriate University personnel in such units as Internal Audit, Human Resources, or the General Counsel's Office. The University will not take retaliatory actions against an employee who makes good faith reports about potential misconduct.

REPORTING ABSENCES

Notification of an absence, prior to your scheduled start time, is of the utmost importance. If, for any reason, you are unable to report to work as scheduled, you must notify your supervisor, or his/her designee. Your supervisor will advise you on the proper departmental process for reporting an absence. Failure to notify your supervisor, as directed, can lead to disciplinary action up to and including termination of employment. **If you fail to properly report off from work for three (3) consecutive days it may be considered gross misconduct and grounds for termination.**

For more information, please review [WVU-HRAP 4.1 – Authorized Absences](#). If you feel you need to speak to someone other than your supervisor regarding the process for reporting absences, please contact Employee Relations at (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

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UNIVERSITY PROPERTY

University programs, personnel, time, titles and property; including equipment, systems, vehicles, information, supplies, and office space; are only to be used in conducting authorized business of the University. Use of University property for personal gain, pleasure, or benefit is prohibited.

Costs incurred by the University as the result of unauthorized or misuse of University property; such as, but not limited to, rekeying and personal phone calls; will be recovered from the responsible employee.

Unauthorized use, disclosure, alteration, or destruction of University resources is subject to disciplinary action, up to and including termination of employment and/or legal prosecution.

To be completely informed, you should review [WVU-HR-56 – University Property Policy](#). If you feel you need to speak to someone other than your supervisor regarding University property, please contact Employee Relations (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

DRESS & GROOMING

Considering the various duties and responsibilities of all WVU employees, it is impossible to create a universal dress and grooming code. Generally, you are expected to be suitably attired and groomed during working hours or when you are representing the interests of the University. Your supervisor will advise you on the appropriate dress and grooming requirements for your position.

If you feel you need to speak to someone other than your supervisor regarding dress and grooming requirements, please contact Employee Relations at (304) 293-5700 ext. 5 or EmployeeRelations@mail.wvu.edu.

SOLICITATION

Solicitation and the selling of products or articles on University property, owned or leased, are prohibited; except, by organizations and groups directly affiliated with and recognized by West Virginia University, and authorized by written approval of the institution's president/designee.

The WVU campus mail and e-mail system are services provided to faculty, staff, and students for official University business only; it is not to be used for personal gain, political, religious or special interest purposes.

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Except to solicit participation in official University programs and activities, no employee or other person shall solicit employee organizational membership during scheduled work time, in work areas of the University, when work tasks are to be performed. Employees who engage in the solicitation of membership to employee organizations must do so on non-work time and in non-work areas.

If you have questions or concerns regarding solicitation, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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CLASSIFICATION & COMPENSATION

CLASSIFICATION & COMPENSATION

Classification & Compensation Administration is responsible for the assignment of all WVU classified positions to appropriate job titles and paygrades within the Higher Education Classification System. The Position Information Questionnaire (PIQ) is used to record detailed information about the duties and responsibilities of each classified position.

If significant changes occur in the essential duties and responsibilities of your position, your supervisor is responsible for submitting a revised PIQ for review, using established University procedures.

For more information, please visit the [Classified Staff Compensation](#) Web page. You may also contact Classification & Compensation Administration directly at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

INTERIM PROMOTIONS/TEMPORARY UPGRADES

If significant changes in the duties and responsibilities of your position occur on a temporary basis, an interim promotion or temporary upgrade may be requested by your supervisor. Such a temporary reassignment shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months. Please review [WVU-HR-21 – Interim Promotion/Temporary Upgrade of a Classified Position Policy](#) for more detail. In addition, the specific forms used to process interim assignments can be found on the [Classification & Compensation Forms](#) Web page.

If you have questions or concerns regarding interim assignments, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

SECONDARY ASSIGNMENTS

You may hold a secondary assignment with the University on a seasonal, sporadic, project, casual, academic semester or temporary basis. However, your first responsibility is to your primary assignment.

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To ensure that you allocate your time properly between your primary assignment and any secondary assignment(s) and also for WVU to appropriately and accurately compensate you for all time worked; you must request permission from your primary-assignment supervisor to accept secondary assignment(s) **PRIOR TO** working in any secondary assignment(s).

For more information, please visit the [Secondary Assignments](#) Web page or contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

ANNUAL INCREMENT (LONGEVITY PAY)

Annual increment (also referred to as longevity pay) is an annual salary supplement based on cumulative years of service as an eligible employee with the State of West Virginia. Generally, if you have three (3) or more years of eligible total service you will qualify for an annual increment payment of \$60.00 for each total year of eligible service. The payment occurs annually during the month of July. Complete details regarding eligibility and the method for calculating annual increment years of service can be found in [WVU-BOG-32 – Rule on Annual Increment](#) or you may also contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

OVERTIME

Classified employees are either in exempt or non-exempt positions as determined by the Fair Labor Standards Act (FLSA) criteria.

Exempt Employees do not receive overtime compensation.

Non-Exempt Employees are entitled to overtime compensation at the rate of one and one-half (1½) times the actual hourly rate for all actual hours worked in excess of forty (40) during one work week.

Overtime hours are scheduled at the discretion of your supervisor, using operational need and seniority as the criteria for selection. You must have your supervisor's permission **PRIOR** to working overtime.

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For more information, please review the following policies:

[WVU-HR-31 – Overtime Policy](#)

[WVU-HR-32 – Overtime Pay Eligibility Requirements for Employees Hired by Other University Appointing Authorities on a Temporary or Casual Basis Policy](#)

[WVU-HR-43 – Seniority for Overtime Scheduling of Classified Employees Policy](#)

You may also contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

COMPENSATORY TIME-OFF (CTO)

In accordance with the FLSA, WVU may grant non-exempt employees compensatory time off (CTO) in lieu of compensation for certain hours worked with prior supervisory approval. Supervisors are not required to offer CTO in lieu of monetary compensation; nor may a supervisor force an employee to take CTO in lieu of monetary compensation.

Compensatory time may be earned only when the employee has worked forty (40) or more hours in the standard workweek. All hours during the workweek up to forty (40) are to be paid at the employee’s hourly rate, with no option for time off in lieu of monetary compensation. Only those employees in fulltime regular and part-time regular positions are eligible for CTO.

For more information, please visit the [Compensatory Time-Off \(CTO\)](#) Web page or contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

EMERGENCY CALL-IN

All regular, non-exempt employees who respond to a request for emergency call-in shall be guaranteed a minimum of two and one-half (2.5) hours of compensation, at the applicable rate of pay, for each occasion in which the employee responds in an emergency call-in situation, at the request of management.

For more details, please review [WVU-BOG Policy 53 – Emergency Call-In](#). If you have questions, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

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HOLIDAY WORKED PAY

If you are required by your supervisor to work on a University holiday, you may be eligible for premium compensation or substitute time off, depending on certain criteria such as your FLSA exemption status. For specific information, please review [Guidelines for Handling and Processing Compensation for Working on a Holiday](#).

You may also contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

INCLEMENT WEATHER/EMERGENCY CLOSURE WORKED PAY

If you are required by your supervisor to work during an inclement weather or emergency closure, you may be eligible for premium compensation or substitute time off, depending on certain criteria such as your FLSA exemption status. For specific information, please review the [Inclement Weather/Emergency Closures](#) Web page.

You may also contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at classcomp-hr@mail.wvu.edu.

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EMPLOYEE RELATIONS

REQUIRED POSTINGS

Various Federal and WV State laws require employers to post specific notices regarding employee rights and privileges. WVU adheres to these obligations by posting the required notices at various locations around campus. For your convenience, we have also posted these notices on-line at the [Required Postings](#) Web page.

PERFORMANCE REVIEW

The performance appraisal process is part of our ongoing employee development activity and serves as a management tool to formally document overall performance. The performance appraisal process provides an opportunity to communicate performance feedback, review the job description, plan upcoming goals and objectives and create an individual development plan. The program requires you and your supervisor to identify strengths and improvement opportunities from a performance and development point of view.

The goal of performance appraisals is to allow you the opportunity to progress to your full potential in order to meet organizational needs and your personal development goals. Through this process, true teamwork and maximum performance can be achieved. The foundation of the performance appraisal process is improved communications between you and your supervisor.

For more information, please visit the [Performance Review](#) Web page, or feel free to contact Employee Relation at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

DISCIPLINE

The purpose of disciplinary action is to correct, not punish. You are expected to behave appropriately, to maintain standards of performance and conduct as required by your position, and to comply with applicable policies, procedures, and laws. When this does not happen, disciplinary action may be taken. The Employee Relations unit is available to assist in this process, including working with you if you feel that you have been disciplined unfairly.

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For more information, please visit the [Discipline](#) Web page, or contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

CONFLICT RESOLUTION RESOURCES

Conflict is an inevitable and healthy component of relationships and environments. Conflict may arise from factors internal or external to the workplace. Fostering an atmosphere where conflict can be successfully addressed and managed is key to a productive workplace. There are a number of services and processes available at WVU to help you with proactive conflict management.

For more information, please visit the [Conflict Resolution Resources/Options](#) Web page or contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

GRIEVANCE PROCESS

All classified employees, including those in probationary status, can file a grievance. All grievances are processed under rules outlined in W, Va. Code §6C-2 *et seq.* You must send a copy of your grievance form to the following two (2) addresses:

WVU President’s Office
 P.O. Box 6201, Stewart Hall
 Morgantown, WV 26506-6201

AND

State Grievance Board
 1596 Kanawha Boulevard, East
 Charleston, WV 25311

For more information about this process, including grievance forms, go to the [West Virginia Public Employees Grievance Board](#) or the [WVU Grievance Procedure](#) websites. Employee Relations is also available to answer your questions and they can be reached at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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LAYOFF AND RECALL

[W. Va. Code §18B-7-3](#) establishes that a full-time regular, classified employee has certain rights regarding layoff and recall during a reduction in force. In addition to the law, you will find additional information in the HEPC document [Model Classified Employee Reduction in Force Seniority Calculation Research](#). If you have questions or concerns regarding layoff and recall, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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TRAINING & DEVELOPMENT

WVU is committed to the acquisition, retention, and development of a first-class workforce. To that end, Training and Development (T & D) offers cutting-edge, reflective workplace learning opportunities for classified staff members. This includes the delivery and evaluation of workshops designed to offer professional education opportunities and enhance the classified employee's expertise and appreciation for lifelong learning.

If you would like to learn more, please visit the [Training & Development](#) Web page or contact Training & Development at (304) 293-7217 or at TRAINDEV@mail.wvu.edu.

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END OF EMPLOYMENT

RESIGNATION

If you intend to resign from your position with a record in good standing with the University, you must:

- provide at least two (2) weeks advance written notice of your resignation;
- return all University property; and
- settle any monetary or other obligations with the University.

You are expected to work through your two (2) week notice, unless waived by your supervisor. If you do not leave the University with a record in good standing, you may be ineligible for reemployment with the University.

For more detail about resignations, please review [WVU-HRAP 4.3 - Resignation](#). If you have questions or concerns regarding the resignation process, please contact Employee Relations at (304) 293-5700 ext.5 or at EmployeeRelations@mail.wvu.edu.

EXIT INTERVIEWS

Classified employees who separate from the University will be contacted and asked to participate in an on-line employee exit interview. The exit interview is designed to ascertain data, suggestions, and recommendations to help the University improve the workplace environment. If you have any questions about the exit interview process, please contact Employee Relations at (304) 293-5700 ext. 5 or at EmployeeRelations@mail.wvu.edu.

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FINAL WAGES & ANNUAL LEAVE PAYMENTS

Final wages, including the value of any accrued and unused compensatory time off (CTO) or floating holidays (if applicable) will be paid as follows:

- If you quit/resign and give at least one (1) full pay period's notice you will receive your final wages on your last day of work.
- If you quit/resign without at least one (1) full pay period's notice you will receive your final wages on the next regular payday.
- If you are discharged/fired you will receive your final wages within seventy-two (72) hours from the time of your discharge.
- If you are laid-off due to economic conditions, you will receive your final wages on the next regular pay day.

If you have accrued and unused annual leave, [W. Va. Code §5-5-3](#) gives you the option to have the value of the annual leave paid as a lump sum, or to remain on University payroll in a terminal leave status until your accrued and unused annual leave is exhausted. If you elect the lump sum option, the value of your accrued and unused annual leave will be included with your final wages, as outlined above.

TERMINATION OF BENEFITS

At the end of your employment with the University, it is important that you contact Benefits Administration to discuss how to handle your benefits, including, but not limited to, any rights you may have to continue PEIA health insurance coverage under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

For more information please contact Benefits Administration at (304) 293-5700 ext. 4 or at Benefits@mail.wvu.edu.

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WVU STAFF COUNCIL

The West Virginia University Staff Council was created to provide the classified staff employees of West Virginia University a means of conveying their concerns on employee-employer relations. This council was formed with recognition that all matters at West Virginia University are governed by state law, by the West Virginia Higher Education Policy Commission, and West Virginia University policies and procedures.

During the month of April of each odd-numbered year, WVU holds an election, at the direction of and in accordance with the procedures of the Staff Council. Members are elected as follows:

1. Five (5) classified employees - administrative/managerial sector;
2. Five (5) classified employees - professional/non-teaching sector;
3. Five (5) classified employees - paraprofessional/technician sector;
4. Five (5) classified employees - clerical/secretarial sector;
5. Five (5) classified employees – physical plant/maintenance/service sector;
6. One (1) classified employee - ACCE Representative; and
7. One (1) classified employee - Staff Council Chair.

During the election process, one (1) classified employee is also elected to serve as the WVU-BOG classified staff representative.

For more information please visit the [WVU Staff Council](#) Web page. In addition please note the following contact information:

Staff Council Office

Room 1403, One Waterfront Place

P.O. Box 6850

Morgantown, WV 26506-6850

Phone: (304) 293-5965

E-mail: staffcouncil@mail.wvu.edu

Office Hours: Monday through Thursday; 9:00 AM to 12:00 PM & 1:30 PM to 3:30 PM

Please visit the following Web pages for more information regarding divisional/regional staff councils:

[WVU Institute of Technology Classified Staff Council](#)

[Potomac State College of WVU Classified Staff Council](#)

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SEARCH

If you would like to search for a word or a phrase within this handbook, use your keyboard and hold down the following two keys: **Ctrl + F**.

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QUICK REFERENCE

Below we have provided a listing of the phone numbers and webpages most commonly accessed by classified employees. If you do not find what you are looking for in this list, please visit the [WVU A-Z Site Index](#) or the [WVU On-line Directory Lookup](#).

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- 911 (9-911 from main campus phones)
- [Admissions](#); (304) 293-2121
- [Arts & Entertainment](#); (304) 293-SHOW
- [Athletics](#); 1-800-WVU-GAME
- [Campus Maps](#)
- Campus Operator - (304) 293-0111
- [Division of Diversity, Equity & Inclusion](#); (304) 293-5600
- [Division of Human Resources](#); (304) 293-5700
 - [Benefits Administration](#); (304) 293-5700 ext. 4
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 - [Employee Relations](#); (304) 293-5700 ext. 5
 - [Employment Services](#); (304) 293-5700 ext. 3
 - [Medical Management](#); (304) 293-5700 ext. 8
 - [Training & Development](#); (304) 293-7217
- [Emergency Information/WVU Alert](#); 1-800-988-0096
- [Environmental Health & Safety](#); (304) 293-3792
- [Ethics Line](#); 866-413-1955
- [Extension Service](#)
- [Faculty & Staff Assistance Program](#); (304) 293-5590
- [Health Sciences Center](#)
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- [MyAccess](#)
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- [Office 365 Outlook Web App](#)
- [Office of Information Technology](#); (304) 293-4444

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- [Payroll & Employee Processing Services](#); (304) 293-3379
- [Potomac State College of WVU](#)
- [President’s Office](#); (304) 293-5531
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- [Procurement, Contracting & Payment Services](#); (304) 293-5711
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- [Student Recreation Center](#); (304) 293-PLAY (7529)
- [Tax Services](#); (304) 293-3379 ext. 3
- [Transportation & Parking](#); (304) 293-5502
- [University Events](#); (304) 293-7132
- [University Libraries](#); (304) 293-4040
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