

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
Policy 13**

RULE ON PART-TIME CLASSIFIED EMPLOYEES

SECTION 1. GENERAL.

- 1.1. The Board of Governors of West Virginia University (the "Board") recognizes the importance of an appropriate cadre of full-time classified and non-classified employees to fulfill the institution's mission.
- 1.2. The Board also recognizes that significant contributions to the mission of West Virginia University and its regional campuses can be made by highly qualified staff members who may fill part-time roles for a variety of reasons.
- 1.3. This policy defines the role of part-time, temporary and casual employees at all campuses of West Virginia University, and, when appropriate, the conditions of their employment.
- 1.4. AUTHORITY – W. Va. Code § 18B-1-6 and § 18B-7-6. Also, HEPC Series 39, Series 8 and Series 4.
- 1.5. Effective Date: October 3, 2003

SECTION 2. DEFINITIONS.

- 2.1 The following terms shall have the meanings ascribed to them herein:
 - 2.1.1. "Part-Time Employee" shall mean an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time position is not eligible for benefits, but is covered under the classification program as set out in HEPC Series 8.
 - 2.1.2. "Temporary Employee" or "Temp Employee" shall mean an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary or temp employee is not eligible for benefits, but is covered by the classification program as set out in HEPC Series 8.
 - 2.1.3. "Casual Employee" shall mean an employee in a position created to meet the specific operational needs at the institution for no more than 225 hours in a twelve-month period. Individuals in casual employee positions are not eligible for benefits and are not covered by the classification program as set out in HEPC Series 8.
 - 2.1.4. "Classified Employee" shall mean an employee who is covered by the classification program as set out in HEPC Series 8.

SECTION 3. LIMITATIONS ON THE HIRING OF PART-TIME EMPLOYEES.

- 3.1 West Virginia University and its regional campuses shall not hire part-time employees solely to avoid the payment of benefits, or in lieu of full-time employees.
- 3.2 Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in nine-month or ten-month positions and who meet the minimum qualifications of a position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.

SECTION 4. ACQUISITION OF TEMPORARY OR CASUAL EMPLOYEES.

- 4.1. In circumstances where operational need requires supplemental or substitute staff for short periods of time to accomplish specific tasks, requests for temporary or casual employees will be routed through the Mountaineer Temps Program (hereinafter "Mountaineer Temps") in the Department of Human Resources.
- 4.2. Attempts will be made to fill the staffing needs via Mountaineer Temps. If Mountaineer Temps is unable to fill the staffing need, then Mountaineer Temps will coordinate filling the position through an external vendor. No other department, division or unit may contact external vendors directly for such purpose.
- 4.3. Payment Services will audit invoices for services provided by external vendors pursuant to 4.2 above, and reject payment for invoices not bearing specific approval of the Mountaineer Temps Program.
- 4.4 The Assistant Vice President of the Department of Human Resources shall be responsible for developing procedures to implement the requirements of this Rule.

SECTION 5. REPORTING OF DATA.

- 5.1 West Virginia University will report to the Higher Education Policy Commission (the "Commission") by November 1, 2003, the number of part-time and temporary employees on each campus. Subsequent reports to the Commission will occur periodically, as requested.