

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 22

PERSONNEL ADMINISTRATION

22.1. General

1.1. Scope - This rule establishes policy in a number of areas regarding personnel administration for Glenville State College employees.

1.2. Authority - West Virginia Code §18B-1-6, §18B-1-8, §18B-9-4, §18B-9-4(b), §18B-9-5(a)

1.3. Effective Date – April 20, 2005 (**POLICY WAS REPEALED ON JUNE 13, 2018**)

1.4. Repeal of former rule - Repeals and replaces Series 62 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective March 28, 1994.

22.2. Definitions

2.1. This subsection defines the different types of employment that institutions may use and the status under the classification program and for benefits.

2.1.1. Full-Time Regular Employee (FTR). Any employee in a classified position created to last a minimum of nine months of a twelve 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 a position must be reported at no less than .53 FTE. Such an employee is covered under the classification program set out by Series 8 of the Higher Education Policy Commission rules and is eligible for all applicable benefits of a full-time regular 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.

2.1.2. Part-Time Regular Employee (PTR). An employee in a position created to last less than 1,040 hours during a twelve-month period. An em665 0 TD.Tc.00037 p d i n d r e g a 2 1 d s t o f d r o temporary employee is not eligible program.

