



WEST LIBERTY UNIVERSITY

BOARD OF GOVERNORS RULE 3.1

HUMAN RESOURCES GOVERNANCE

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Revision History:

President's Signature: On File

SECTION 1: Purpose and Scope.

- 1.1 The Board of Governors ("Board") seeks to establish policies and practices in compliance with employment laws, regulations and WV State Code that provide fair and flexible human resource practices and promote effective talent management.
- 1.2 This Rule applies to all Staff, Faculty, and any other employee positions of the West Liberty University Board of Governors. Specific application to various job types may be limited by each section below.

SECTION 2: Delegation.

- 2.1 **Delegation.** The Board, in maintaining its governance role while supporting and facilitating appropriate, effective and efficient development and management of the human resource area, delegates to the President, or designee, the authority to act on the Board's behalf to:
 - 2.1.1 Administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.
 - 2.1.2 Administer a system for hearing eligible employee grievances and appeals. Provided that the grievance procedure established in WV State law is the exclusive mechanism for hearing eligible employee grievances and appeals.
 - 2.1.3 Establish the standard work week and work schedules for Staff. Any significant and material change to the hours of the standard work week shall be approved by the Board of Governors before implementation by the President.
 - 2.1.4 Adopt human resources internal policies and procedures. Any actions taken pursuant to this delegation must be consistent with Federal and State law and any Rule adopted by the Board of Governors.



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SECTION 3: Definition of Faculty and Staff.

- 3.1 **Faculty.** Faculty are appointed at the discretion of the President, or designee. Faculty may include all full-time and part-time positions with academic Letter of Appointments and such other positions as may be determined by the President. In general, employees in this category are primarily engaged in teaching, research, public service and/or administrative responsibilities.
- 3.2 **Staff.** All non-faculty employees are at will and meet the following criteria as stated in WV Code 18B-9A-2: Is designated by the President or designee to be critical to the accomplishment of the mission of the University.

West Liberty University considers all positions critical to the accomplishment of the mission of the institution. While critical to daily operations, a staff person may or may not be deemed essential for operation or completion of his/her duties and therefore not required to report for duty in emergencies or other special situations as identified by the President or designee. Supervisors are required to notify employees in advance of specific University situations if identified as essential.

SECTION 4: Engagement with Staff of Human Resources Rules, Policies, and Procedures.

- 4.1 Pursuant to W. Va. Code §18B-7-1, et seq., §18B-9A-1, et seq., and §18B-9B-1, the Chief Human Resources Officer (“CHRO”), or designee, shall meet at least quarterly with representatives of Staff Council to discuss the implementation and/or effectiveness of any Board of Governors Policies. Where appropriate, the CHRO shall make recommendations to the President or Board of Governors to address concerns or issues identified by Staff Council regarding the implementation and/or effectiveness of the Human Resources Policies.
- 4.2 Where appropriate, the Chief Human Resources Officer, or designee, is encouraged to seek input from the University community, including, but not limited to, Staff Council, regarding the development and implementation of internal human resource policies and procedures.

SECTION 5: Additional Employment Practices Regarding Staff and Faculty, Where Applicable.

- 5.1 **Change in Status.** The President, or designee, will review and make a final determination as to the change in status of any employee. Change in the terms of employment of any person is to be promptly coordinated through human



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resources prior to implementation. Determination of status or change in status means assignment to or change in type of employment or the category to which an employee is assigned. Additional examples of a change in status include, but are not limited to, change in hours or other periods of work; various types of leaves of absence; and resignations.

5.1.1 Intra/Inter-departmental Status Changes. No employee may be approached about an inter-departmental transfer without the interested Supervisor/Department Head first consulting with the employee's present Supervisor/Department Head and Human Resources.

5.2 Work Schedules for Staff Employees.

5.2.1 West Liberty University will maintain reasonable continuity in working schedules and conditions for employees.

5.2.2 Unit supervisors are discouraged from making temporary, non-emergency, or institutionally-imposed changes to a Staff Employee's work schedule. However, a Unit supervisor may temporarily change a Staff Employee's work schedule due to a Unit's operational needs.

5.2.3 Any change to a Staff Employee's work schedule due to a Unit's operational need must be communicated directly to the affected Staff Employee. When possible, the Unit supervisor shall provide a Staff Employee with reasonable notice regarding work schedule changes.

5.2.4 A Unit supervisor may approve a Flex-Time work schedule for a Staff Employee, consistent with the operational needs and practices of the Unit and any relevant internal policies and procedures on human resource practices. Any expectations associated with the granting of a Flex-Time. "Flex-Time" means work schedules which do not comply with the standard work schedule for the Unit. Flex-time may include, but is not limited to, flexible schedules, job sharing and four-day work weeks.

5.3 Part-Time Employees.

5.3.1 Part-time, Temporary or Casual Staff Employee positions will be based on the operational needs of a Unit, and part-time positions shall not be created solely to avoid the payment of benefits.



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- 5.3.1.1 Part-time Staff Employees means a position established to work less than .53 FTE, i.e. less than 1040 hours in a twelve-month period, not benefits eligible.
- 5.3.1.2 Temporary Staff Employees means a position established to work fewer than 9 months within a twelve-month period, not benefits eligible. No limitation to hours of work within the temporary period.
- 5.3.1.3 Casual Staff Employees means any position established to meet the business needs and work no more than 450 hours in any twelve-month period, not benefits eligible.

5.4 Administrators Teaching or Research.

- 5.4.1 Each administrator who holds faculty rank must teach at least one course during each eighteen-month employment period or to perform on-going research in lieu of teaching.

5.5 Performance Management.

- 5.5.1 Supervisors and Department Heads must promptly coordinate with human resources when employees do not notify the supervisor and fail to report to work; excessive absenteeism; do not perform work as directed; or violate policies, procedures, or professional standards.

SECTION 6: Continuing Education and Professional Development.

- 6.1 The Chief Human Resources Officer, or designee, shall establish and operate a continuing education and development program for Employees that encourages and supports continuing education and professional development.
- 6.2 Any University programs or practices shall require that Employees be selected on a nonpartisan basis using fair and meaningful criteria which afford all individuals opportunities to enhance their skills and productivity in the workforce.
- 6.3 Funds allocated or made available for continuing education and professional development may be used to compensate and pay expenses for any employees pursuing additional academic study or training to equip themselves better for their job duties.
- 6.4 The programs or practices may include reasonable provisions for the continuation or return of any Employee receiving the benefits of the education or



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training, or for reimbursement to the University for expenditures incurred on behalf of the individual.

SECTION 7: Authority.

- 7.1 W. Va. Code §§18B-1-6, 18B-2A-4, 18B-7-1, et seq., 18B-7-1, et seq., 18B-8-1, et seq., 18B-8-6, 18B-9A

SECTION 8: Superseding Provisions.

- 8.1 This Rule repeals and supersedes WLU BOG Policy 20 – Administrators Requiring Teaching or Research (adopted 06/22/05), WLU BOG Policy 22 – Employment Innovations (adopted 06/22/05, revised 10/14/17), WLU BOG Policy 25 - Definition of Faculty and Staff (adopted 12/11/06, revised 08/23/17), and any other University human resource policy or procedure which relates to the subject matter contained within this Rule.