

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #11

Title: Balance of Part-time/Full-time Classified Employees

Section 1. General

1.1 Scope: Policy regarding the balance of part-time and full-time classified employees.

1.2 Purpose: The West Virginia State University Board of Governors recognizes that significant contributions to the mission of West Virginia State can be made by highly qualified staff members who may fill part-time roles as classified employees.

1.3 Authority: West Virginia Codes §18B-1-6 and 18B-7-6, and Higher Education Policy Commission Series 4, 8, and 39.

1.4 Effective Date: December 4, 2003

Section 2. Limitations on the Hiring of Part-time Classified Employees

2.1 West Virginia State shall not hire part-time employees solely to avoid the payment of benefits, or specifically in lieu of full-time classified employees.

2.2 It is recognized that the use of reasonable numbers of part-time classified employees is required for the effective operation of the University.

2.3 Part-time classified employees can be the most efficient response to University needs for a specifically defined task, when the workload may only demand an additional 0.52 FTE or less, when a demand for continual overtime exists, or when periodic workload fluctuations exist within a department.

2.4 The number of full-time classified employees shall be maintained at a level that the intra-University shared governance activities continue to function properly.

2.5 Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in less than twelve-month positions, and who meet the minimum qualifications for a summer employment position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.