

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP 5.6**

TITLE: HUMAN RESOURCES ADMINISTRATION

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes policy in a number of areas regarding human resources administration for the employees of the Eastern West Virginia Community and Technical College (or “The College”). It also provides guidelines for the governing board relative to

- 2.1.6 Creating stable, self-regulating human resources policies capable of evolving to meet changing needs;
- 2.1.7 Providing for institutional flexibility with meaningful accountability;
- 2.1.8 Adhering to federal and state laws, rules, and regulations related to personnel and human resources

5.1.3.5 Employee was hired after July 1, 2017 in a position that meets the duties test for exempt status under the provisions of the Fair Labor Standards Act when hired or anytime thereafter; or

5.1.3.6 An employee in a non-classified position as of January 1, 2017 who may not meet criteria listed in subsections 5.1.3.1. through 5.1.3.5. of this rule.

5.1.4 Student Employee. An employee enrolled at the College as a student and whose primary purpose for being at the College is to obtain an education. The employee category of "student employee" is for students who work at the College in jobs or positions that are solely available to students enrolled at the College, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

SECTION 6. PART-TIME AND TEMPORARY EMPLOYEES

6.1 The College will not hire part-time employees solely to avoid the payment of benefits or in lieu of full-time employees and shall provide all classified employees with less than twelve-

- 11.1.a. Managers and supervisors shall make every effort to give advance notice to all affected employees when overtime work is necessary.
- 11.1.b. Any employee who refuses or is unwilling to work overtime when specifically directed to do so by his or her supervisor may be subject to disciplinary action.
- 11.2 At the discretion of the department head, the College may offer non-exempt employees compensatory time off in lieu of overtime pay. All hours worked beyond 37 1/2 hours and up to and including 40 hours are calculated at the employee's regular hourly rate. Pay for time worked beyond 40 hours in a work week are to be calculated at a rate of one and one-half (1 1/2) times the regular hourly rate. The method of compensation for overtime

13.1 Full-time regular non-

- 17.1.1 Analyzing and determining training needs of department employees and formulating and developing plans, procedures, and programs to meet specific training needs and problems.
- 17.1.2 Developing, constructing, maintaining, and revising training manuals and training aids or supervising development of these materials by outside suppliers.
- 17.1.3 Planning, conducting, and coordinating management inventories, appraisals, placement, counseling, and training.
- 17.1.4 Coordinating participation by all employees in training programs developed internally or provided by outside contractors.
- 17.1.5 Administering and analyzing an annual training and development needs survey. The survey may coincide with the completion of the annual performance review process.
- 17.3. Funds allocated or made available for employee continuing education and development may be used to compensate and pay expenses for employees pursuing additional academic study or training to better equip them for their duties.

SECTION 18 CLASSIFICATION REVIEW REQUEST OF EXISTING POSITION

- 18.1 An incumbent employee or the employee’s supervisor may request a classification review when significant changes occur in the principal duties and responsibilities of a position.
- 18.2 Classification review requests are not to be submitted based on a desire for a salary increase, to reward for job performance, seniority, equity, future tasks, additional duties of the same nature and level of the job held or because an employee’s pay is at or near the pay range maximum.
- 18.3 To initiate the classification review request, the employee and supervisor must complete the Position Description Form (PDF) and a formal Request for Classification Review Form. Both must be submitted to the Human Resources Office. The Request for Classification Review Form must include the date and detailed reasons for such request.
- 18.4 The responsibility for assigning tasks and duties to a position belongs to the supervisor.
- 18.5 Requests for position reviews also may be initiated by an employee with Human Resources after discussion with the immediate supervisor. The position review will determine whether or not an employee’s current pay grade is appropriate for her/his job duties.
- 18.6 The College’s Human Resources Officer or his/her designee may initiate classification reviews after discussion with the appropriate immediate supervisor, in order to ensure that all positions at the College are classified correctly in accordance with applicable rules and policies.

- 18.7 Within forty-five (45) working days from the date of the formal request for review of a job, the College's Human Resources Officer or his/her designee shall report to the requestor in writing the result of the classification review.
- 18.8 If the College fails to complete a review within the specified time, it shall provide the employee back pay from the date the request for review was received until a final determination is made, if the review, when completed, produces a reclassification of the position into a job in a higher pay grade.

SECTION 19 CLASSIFICATION APPEALS PROCESS

- 19.1. In the event that a classified employee disagrees with a classification decision made at the College level, he/she may appeal that decision in writing to the Council's Vice Chancellor for Human Resources for review by the Job Classification Committee (JCC). Filing a classification appeal, however, shall not abridge the rights of a classified employee to file a formal grievance using the statutory grievance process as set forth in West Virginia Code § 6C-2-1 *et seq.*; provided, that upon the simultaneous filing of a statutory grievance and a classification appeal to the Vice Chancellor for Human Resources by a classified employee, a request may be made, in writing, by the classified employee to hold the grievance in abeyance until the review by the JCC is completed and a classification decision is rendered by the JCC.
- 19.2. The Classification Appeal Process and timelines are outlined in the West Virginia Higher Education Compensation Management Program "Job Classification Guidelines" approved by the Council.
- 19.3. Time limits.
 - 19.3.1 The classified employee shall submit a completed "Classification Appeals Form" to the College's Human Resources office within ten (10) working days from the date of receipt of the notice of the College's classification decision.
 - 19.3.2 The College's Human Resources staff shall render a decision on the appeal within five (5) working days, determining whether the original decision shall be upheld.
 - 19.3.2 The classified employee shall have five (5) working days from the date of receipt of the notice upholding the original decision of the organization to appeal the action to the Vice Chancellor for Human Resources for submission to the JCC.
- 19.4. Upon receipt of the classified employee's appeal of the College's decision, the Vice Chancellor for Human Resources shall forward the appeal to the JCC.
 - 19.4.1 The JCC shall review the Classification Appeals Form, the original PDF, and all supporting documentation submitted by a classified employee to the Human Resources Office.
 - 19.4.2 The JCC may review comparable positions within the organizations.

19.4.3 The JCC shall notify the classified employee and the organization's Human Resources Office of its decision in writing, within twenty (20) working days from the date of receipt of the appeal to the Vice Chancellor for Human Resources. The notification shall specify the effective date should there be any change in



Job Documentation Classification and Compensation.

Definitions in this section are applicable to job documentation, classification and compensation management.

Base salary. The amount or a rate of compensation for a specified position of employment or activity excluding annual experience increment and any other payments or allowances for work or activity unrelated to that specified position of employment.

Benchmark Job. A job that is commonly found and defined, used to make pay comparisons to comparable jobs outside the organization.

Career Ladder. A structured sequence of related, upwardly progressing positions.

Classification System. An organized structure in which jobs, job descriptions, job titles, and job analyses are utilized to determine a hierarchy of jobs, career ladders, and pay grade assignments.

Compensation. Earnings provided by an employer to an employee for services rendered.

Mid-Point. Midpoint is the middle of a pay range; the midpoint typically aligns to the market value for the job. See “Range Midpoint”

Merit Increases. A discretionary salary increase given to an employee to reward demonstrated achievements in the performance of the duties and responsibilities of a position, as evaluated by criteria established by the organization.

Pay Grade. See Job Class/Pay Grade.

Position. A set of duties and responsibilities requiring employment of a single employee at a particular organization.

Position Description Form/Job Description Form (PDF/JDF). A tool used to collect a broad range of job information used in the creation and classification of a new or changed position. A position description form is not required for every employee or job. Formerly referred to as a position information questionnaire.

Promotion. Movement from a position requiring a certain level of skill, effort, and authority into a vacant or newly created classified position assigned to a different job title and a higher pay grade that requires a greater degree of skill, effort, and authority.

Salary Structure/Pay Structure/Salary Schedule. A graphical structure consisting of a series of pay grades and range of pay available for each grade.