

EMPLOYEE HANDBOOK

February 2022



Welcome to the *Eastern family*



FOREWORD

The information provided in the Eastern West Virginia Community and Technical College (Eastern) Employee Handbook is intended to be used as a reference and procedural guide for the purpose of covering general information regarding personnel administration and on the rights, privileges, benefits, opportunities and responsibilities of Eastern employees. It is not a comprehensive manual of all policies and procedures but is intended to answer many basic questions and to direct the reader to additional sources of information.

All Board Policies and Regulations may be viewed in their entirety on [Eastern's website at easternwv.edu](http://easternwv.edu). Please contact the Human Resources Office with any specific questions.

Eastern's Board of Governors policies, regulations and human resource processes are subject to change at any time. In that event, the newest version of the policy/procedure/process supersedes the information contained in this handbook.

No statement contained in this handbook may be construed or implied to be a contract of employment. Staff and Faculty members are bound by the terms and conditions of their individual appointment or contract and applicable to policies and regulations from the West Virginia Higher Education Policy Commission and Eastern West Virginia Community and Technical College and all human resources processes.

Eastern provides each new employee with an Employee Handbook on their first day of work. It is your responsibility to familiarize yourself with information contained in the Employee Handbook as well as the website and resources significant to the college, so you are aware of the policies, procedures and protocols that govern employment with Eastern. All new hires must sign an Employee Handbook Receipt and submit it to the Human Resources Office.

Eastern welcomes suggestions concerning the Employee Handbook. Please send any suggestions to the Human Resources Office.

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Message from the *President*



Dear Colleagues:

On behalf of faculty, staff and leadership, I am delighted to welcome you to our Eastern family! We proudly call ourselves a family for many reasons, but primarily because all faculty and staff members at Eastern West Virginia Community and Technical College share a commitment to a common set of core values: opportunity, quality teaching and lifelong learning, integrity and partnerships.

As President and a member of the Eastern family, I am proud to represent the college. Each day, our faculty and staff work diligently and show their dedication to our students and the institution. Together, we help to move our community forward. My vision for the institution is to be the leader in educational and workforce training opportunities within the Potomac Highlands region and beyond. I look forward to working with you all and continuing to exceed expectations and help students, employees and our community discover their full potential.

Best Regards,

A handwritten signature in black ink that reads "Thomas C. Striplin". The signature is written in a cursive, flowing style.

Dr. Thomas Striplin

President, Eastern West Virginia Community and Technical College

Important Notices

DIVERSITY

Eastern West Virginia Community and Technical College is committed to social justice, equity diversity and ultimately creating a community of belonging for all students, faculty, staff and visitors. We acknowledge that social justice is an ongoing process, not just a goal. By recognizing the dignity of each individual, we seek to build an educational environment void of violence, oppression, hatred, alienation and inequality. We seek to build a place where every individual feels welcome and respected.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/NON-DISCRIMINATION/SOCIAL JUSTICE

Board Policy 6.6: Equal Opportunity, Non-Discrimination, Affirmative Action and Social Justice

reaffirms that Eastern West Virginia Community and Technical College does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity or political affiliation.

Eastern does not discriminate in its policies, practices and activities related to recruitment, selection, employment, transfer, promotion, demotion, training and pay of all employees of the College as well as admissions, educational services and programming, student services and activities and financial aid by the authority of Title VI and VII of the Civil Rights Act of 1964; Title IX of The Education Amendments and Civil Rights Act of 1972; Equal Opportunity Commission interpretative guidelines Issued in March 1980; Executive Order 11246; Age Discrimination in Employments Act; Rehabilitation Act of 1973; Sections 503 and 504; Vietnam Era Veterans Readjustment Act of 1974; Americans with Disabilities Act; Disabled Veterans Act; Equal Pay Act; Immigration Reform and Control Act of 1986; West Virginia Human Rights Act of 1967 and West Virginia Code Sections 18B-1-6.

No student, employee, volunteer or visitor shall engage in discrimination, harassment or retaliation toward another college student, employee, volunteer or visitor. Persons violating this policy will face strict discipline up to and including suspension, expulsion, termination or be subject to legal proceedings. Any person believing that he or she has been subject to prohibited harassment, discrimination or retaliation as set forth in policies and/or regulations has the right to and should file a complaint utilizing the college's procedure.

DISCRIMINATION/HARASSMENT REPORTING

Eastern is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including sexual harassment. Therefore, Eastern expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. Any employee or applicant for employment at Eastern alleging discrimination, harassment of any kind including sexual, failure to reasonably accommodate a disability or any other treatment in violation of college policies are encouraged to file a complaint through established college policies and procedures and/or contact the Human Resources Office or Title IX Coordinator. Employees also have the right to file charges concerning harassment and/or discrimination with the U.S. Equal Employment Opportunity Commission and/or the West Virginia Civil Rights Division.

Office of Civil Rights
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
Fax: 215-656-8605
TDD: 877-521-2172
Email: OCR_Philadelphia@ed.gov
Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Title IX Coordinator
Jaennae Snyder
Eastern West Virginia Community and Technical College
316 Eastern Drive, Moorefield, WV 26836
Telephone: 304-434-8000 ext. 9275
Email: jaennae.snyder@easternwv.edu

United States Equal Employment Opportunity Commission
801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
Telephone: 866-408-8075
Fax: 215-440-2606
TTY: 800-669-6820
Website: <http://www.eeoc.gov>

Additional information about State anti-discrimination/harassment and retaliation laws and complaint procedures is available from The West Virginia Human Rights Commission.

1321 Plaza East-Room 108A
Charleston, WV 25301
Telephone: 304-558-2616
Toll Free: 888-676-5546
Fax: 304-558-0085
Website: <http://www.wvf.state.wv.us/wvhrc>

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Eastern West Virginia Community and Technical College will comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Eastern will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Staff Handbook Receipt

Eastern West Virginia Community and Technical College (Eastern) provides each new regular staff employee with an Employee Handbook at the initial employee orientation. This collection of information includes policy references, procedures, protocols and expectations. Some of the information and policy references may be covered during your orientation; others may not. It is your responsibility to familiarize yourself with information contained in this handbook as well as website and resources pertinent to the college, so you are aware of the policies, procedures and protocols that govern employment with Eastern. Any and all information contained within the Handbook is subject to change at any time with or without notice. Eastern makes a good faith effort to communicate changes to our employees.

This handbook is not an implied or expressed employment contract. The provisions of this handbook are guidelines rather than policies and Eastern reserves the right to depart from such guidelines where circumstances warrant. Existing policy and law will prevail over any inadvertent errors or outdated material in the handbook text. This includes the provisions of all rules of the West Virginia Higher Education Policy Commission and the Eastern Board of Governors. Guidelines outlined in the Handbook may be changed at any time at Eastern's discretion. This edition of the Employee Handbook supersedes and replaces all previous handbooks. If you are employed in an "at-will" status, the handbook does not alter the "at-will" status of your employment. "At-will" employees serve at the will and pleasure of the President.

Your signature below acknowledges your receipt of the Employee Handbook and your responsibility to familiarize yourself with its provisions. Please note that an absence of the employee's signature on this form does not exempt him/her from the responsibility to abide by the above requirements and provisions.

Employee Signature

Date

Employee Name Printed

Return this document to:
Human Resource Office
316 Eastern Drive
Moorefield, WV
Phone: 304-434-8000 Ext. 9275

Introduction

Nestled in the mountains of the Potomac Highlands, Eastern has been serving the educational needs of communities throughout Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker counties since March 21, 1999. Our locations include our main campus in Moorefield, the Technology Training Center in Petersburg, the New Biz Launchpad in Moorefield and various Discovery Centers in the region.

As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, developmental studies, workforce development and community education. Graduates receive an Associate in Applied Science, Associate in Arts, Associate in Science, Certificates and/or Skill Sets.

The success of Eastern in achieving its mission can only be assured if we all work together. Your role as a member of faculty/staff is very important to the success of this mission. Copies of procedures, policies and rules cited in the Employee Handbook are available on Eastern's website. Additional links to the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System (CTCS) rules, state and federal law and the college's procedures can be found on Eastern's website. If you have any questions or comments about the contents of the Employee Handbook, you should discuss them with your supervisor or the Human Resources Office.

Employees of Eastern West Virginia Community and Technical College represent the college both on and off campus. Every employee is expected to be willing and able to represent the college in the most positive manner with prospective, former and current students, colleagues, clients, suppliers, visitors and the communities served.

Courtesy and cooperation are essential to the successful operation of our college. Since an employee's conduct influences the general public's opinion of the college, Eastern asks that all employees serve as proud and positive ambassadors for Eastern and the services we provide our communities. Community relations are everyone's responsibility and we thank employees for doing their part!

Eastern West Virginia Community and Technical College is accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools.



The Higher Learning Commission
A Commission of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Phone: 312.263.0456 or 800.621.7440
FAX: 312.263.7462
www.hlcommission.org
info@hlcommission.org

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Comprised of a ten-member board, the Commission works with four-year and two-year institutions on accomplishing their missions and carrying out state procedures. The Commission is a source of support for institutions and students and their work includes academic affairs, administrative services, finance and facilities, financial aid, health sciences, human resources, legal services, policy and planning, science and research and student affairs.

For additional information, please refer to www.wvhepc.edu.

WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE SYSTEM

The West Virginia Community and Technical College System (CTCS) coordinates community and technical colleges statewide, partnering with businesses to meet workforce needs and ensuring a meaningful education for our students. Nine community and technical colleges located across the Mountain State represent the West Virginia Community and Technical College System.

West Virginia Community and Technical Colleges:

Blue Ridge Community and Technical College
BridgeValley Community and Technical College
Eastern West Virginia Community and Technical College
Mountwest Community and Technical College
New River Community and Technical College
Pierpont Community and Technical College
Southern West Virginia Community and Technical College
West Virginia Northern Community College
West Virginia University at Parkersburg

For additional information, please refer to wvctcs.org/about-ctcs.



Philosophy, Mission, Vision and Values

PHILOSOPHY

Eastern is a comprehensive community college committed to serving the residents of the Potomac Highlands with higher education and life-long learning opportunities. We—the faculty, staff and Board—seek to provide leadership in education while responding to the identified needs of areas residents by providing high quality educational programs and support services that are accessible to all who can benefit from them.

In fulfilling our role and mission, we subscribe to the following philosophy:

- Belief in the inherent right of every person to an opportunity for education commensurate with the individual's potential and interest. We offer a comprehensive program which includes academic and technical courses as well as general education for transfer to a baccalaureate-granting institution or preparation for entry to the job market.
- Responsibility for providing an environment that offers opportunities for developing quality in academic, technical and vocational disciplines. We are committed to helping students clarify goals by improving skills and providing guidance, encouragement and assistance in a positive atmosphere fostering personal growth and social responsibility.
- Commitment to lifelong learning. We provide area businesses and industry with vocational training for skilled employment which encompasses in-service/pre-service training in addition to basic skills, continuing education and avocational interests.
- Awareness of the changing role of education. We are prepared to make adjustments to the curriculum and services to meet the diverse, unique needs of students.

MISSION

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

To achieve this mission, Eastern:

- provides programs and courses of instruction, through the associate-degree level, that encompass occupational-technical education, transfer education, general education, literacy and developmental education and continuing education;
- implements workforce development and customized training programs that advance individual career development while meeting employers' needs for a highly skilled workforce;
- serves as a vital link between secondary education and four-year colleges and universities; provides appropriate post-secondary courses to students in partner secondary schools;
- provides innovative student support services that promote holistic development and student success;
- provides a broad range of instructional technologies, methods, materials, facilities and instructional support services that promote learning;
- maintains an educational environment that broadens perspectives, promotes global awareness and leads to responsible citizenship;
- enriches local communities by making available resources in people, facilities and programming;
- serves as a catalyst in helping shape the direction of communities in the college's region of responsibility;
- enhance economic, cultural and education development through partnerships between the college and local communities; and ensures a healthy and safe environment at each of the college's instructional locations.

VISION

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

VALUES

Eastern is committed to **opportunity, quality teaching and lifelong learning, integrity, partnerships** and **continous improvement** through institutional policies, practices and activities.

Opportunity

- We ensure education is accessible (by geographic location or delivery through technology) and affordable to residents throughout our region.
- We maintain an open-door admissions policy.
- All learners are accepted and valued; diverse students are sought, welcomed and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Our academic offerings meet the needs of students for learning skills, career-related education and training and personal growth.
- We celebrate and promote lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development and ensure that teaching and learning is relevant and of high quality.

Integrity

- We are open and honest in our relations with students, employees and partners.
- The community college mission is our central purpose.
- We affirm that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- We reward initiative, creativity and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.
- We model our commitment to diversity in all areas of its institutional life – students, employees, governance and supportive entities and relationships.
- In its operations and activities, the college demonstrates financial responsibility and accountability.

Partnerships

- We promote a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- We collaborates and partners with public schools, other educational providers, business and industry, labor, government and arts and cultural organizations to serve students, support economic and community development and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the college recognizes and promotes student awareness and knowledge of regional, national and global interdependence.

Continuous Improvement

- We continuously assess our policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- Eastern encourages and supports employees' efforts to improve job skills, to maintain technological currency and to develop professionally.
- We procure and effectively apply technology to our operations and processes.

Governance

BOARD OF GOVERNORS

[Board Policy 2.1](#): Prime Policy states that “the Board of Governors is the governing entity of Eastern West Virginia Community and Technical College. In this role, the Board of Governors has statutory to adopt, amend or repeal all policies governing the college.” This policy further explains the process for formulation and review of official policy statements governing Eastern.

[Board Policy 2.2](#): Board of Governors Organization and Meetings establishes the organization of the Eastern West Virginia Community and Technical College Board of Governors and conduct of its meetings.

To review Eastern’s Governance Overview including the college’s organizational chart, [see Eastern West Virginia Community and Technical College Governance Overview](#).

DELEGATION TO THE PRESIDENT

The Eastern Board of Governors has the ultimate authority over all personnel matters. However, the Board of Governors has the authority to delegate duties and responsibilities to the President of the college that represent the day-to-day operation of the institution and reflect the implementation of policy. These duties and responsibilities delegated to the President by the Board of Governors can be found in Eastern’s [Governance Manual](#), Section 1.4.

Federal and State Regulations

CODE OF ETHICS

According to [Board Policy 5.8: Ethics](#) ... “the Eastern West Virginia Community and Technical College Board of Governors will comply with all provisions of the West Virginia Governmental Ethics Act for public employees, including higher education employees. The Board reaffirms its delegation to the President the responsibility to develop administrative regulations which implements this policy for Eastern employees. Further, the Board directs that the President develop and disseminate a position statement concerning ethical requirements and responsibilities covering all Eastern internal and outside actions and activities, including its relationships with partners, vendors and other third parties.” Before a new employee begins his or her employment, he or she is required to sign and date Eastern’s Ethics Policy. West Virginia Code § 18B-1-6, 6B-2-5(L) can be found at www.lawserver.com/law/state/west-virginia/wv-code/west_virginia_code_6b-2-5.

JEANNE CLERY ACT

Eastern is obligated under the Higher Education Opportunity Act and the Clery Act to record and report Clery Act Crimes, to disclose crime and fire statistics, to provide campus safety and security policy statements and to notify the campus community regarding Clery Act Crimes and other serious incidents.

It is every employee’s responsibility to report any suspicious activity to a supervisor, the Human Resource Office or the Executive Dean of Administrative Services. If an actual crime is observed, the police should be notified immediately along with the Executive Dean of Administrative Services. The College has promulgated procedures to ensure compliance with its policy and with federal, state and local laws. For Eastern’s Campus Safety and Crime Statistics, go to <https://www.easternwv.edu/about-eastern/consumer-information/campus-safety-information>.

Information about Eastern’s Safety Program and Procedures can be found in [Board Policy 6.8: Safety and Loss Control Prevention](#) and [Administrative Regulation 6.4: Safety Program](#) (Safety Attachments: [1](#) [2](#) [3](#) [4](#)). For information on Eastern’s Firearms, Weapons and Explosives Policy, see [Board Policy 6.11](#).

JOB ACCOMMODATION DURING EMPLOYMENT

Eastern will reasonably accommodate an employee who has or acquires, a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Eastern. Contact the Human Resources Office with any questions or requests for accommodation.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Department of Homeland Security requires that employees complete their portion of the USCIS Employment Eligibility form (Form I-9) in person on or before the first day of work. Work cannot commence until this form is completed. Employees are required to present acceptable documentation of identity and employment authorization at that time. In addition, the State of West Virginia requires verification of a Social Security card for payroll purposes. Eastern retains copies of the completed Form I-9 for a period of 3 years from the date of hire or one year after the employee terminates employment from Eastern, whichever is later.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students are guaranteed the rights to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974 (FERPA). All Eastern staff will complete annual trainings. Before a new employee begins his or her employment, he or she is required to sign a confidentiality agreement before their first day of employment. See [Board Policy 4.5: Student Privacy](#).

FREEDOM OF INFORMATION ACT

As defined in [Board Policy 6.7: Freedom of Information](#) Public records maintained by the College in the course of regular business, unless otherwise expressly provided by law, "are subject to the public policy that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees." "Every person has a right to inspect or copy any public record of a public body in the State of West Virginia," except as otherwise expressly provided by law.

Exemptions from disclosure under documents under the provisions of the Freedom of Information Act (FOIA) are set forth in Federal and State laws. The FOIA request for information must be submitted in writing and addressed to the official college custodian of the public records.

TOBACCO, ALCOHOL AND OTHER DRUGS

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, (the "Act") requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education ("IHE"), state educational agency ("SEA") or local educational agency ("LEA") must certify that it has adopted and implemented a policy to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

In compliance with the federal Drug Free Schools and Communities Act, Eastern prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount. These prohibitions cover any individual's actions that are part of any college activities, including those occurring while on college property or in the conduct of college business away from the campus.

Complete information may be found in [Board Policy 6.14: Tobacco, Alcohol and Other Drugs Policy](#). All new employees must sign and submit a copy of policy before their first day of employment.

For more information about Eastern's tobacco-free campus policy, see [Board Policy 6.10](#).

Compensation and Salaries

Eastern has implemented a consistent and appropriate practice that is instrumental to the college's ability to attract, motivate and retain qualified employees and to ensure compliance with appropriate rules, regulations and laws set forth by the West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education Council.

The college's compensation structure includes:

- successfully recruiting, developing and retaining quality employees
- recognizing and rewarding individual performance
- assuring that all decisions regarding merit are determined through an annual performance review
- maintaining a total compensation plan which balances external market conditions and internal equity

Each position will be described and documented in a job description which provides organizational unit, reporting relationship, duties, responsibilities and qualifications. All salary increases and adjustments shall be approved by the departmental head in consultation with the college President. For additional information, see [Administrative Regulation 5.21: Compensation Standards and Practices](#). The Human Resources Office is responsible for managing the campus-wide processes for Eastern's hiring and compensation practices, performance management, review of promotional opportunities and for providing assistance to non-faculty staff. The Dean of Teaching and Learning is responsible for all faculty hiring, performance assessment and compensation decisions. Examples include, but are not limited to:

Initial Salary Placement

Starting salaries will be determined by applicable experience and education (as indicated by the job description) and with consideration to salaries currently paid to staff (internal equity) in the same pay range.

Interim Appointments

The rate of pay for an individual or employee performing an interim appointment will be determined by the initial salary placement guidelines.

Salary Increases

Salary increases are not automatic and are based on individual job performance. Each year the college will determine a pay budget based upon the Board's allocation for administrative compensation. To be eligible for a salary increase, an employee must be evaluated as Very Good or Outstanding by the department supervisor following an annual performance evaluation. All salary increases must be approved by the President. See [Board Policy 5.6: Human Resource Administration, Section 16](#).

Promotion Increases/Demotion Decreases

A promotion is an advancement to a higher-level position. Promotional increases will be granted according to established standards and budgetary restrictions. A demotion is movement to a job in a lower pay grade and can be both involuntary and voluntary. Demotions generally warrant a pay decrease which is determined by a multitude of factors and established standards.

FACULTY WORKLOAD AND OVERLOAD

Eastern Board Policy 3.16: Instructional Workload Policy establishes the guidelines for determining instructional load for full-time and part-time faculty at Eastern while Administrative Regulation 3.12: Full-Time Faculty Instructional Workload Regulation defines the implementation criteria based on instructional load, class size and defined work week for full-time faculty.

ADMINISTRATIVE/PROFESSIONAL/SUPPORT STAFF OVERLOAD

Eastern staff may be given a teaching assignment over and above their normal full-time assignment, not to exceed six credit hours in any one semester. At the discretion of the Dean of Teaching and Learning or President, staff may be given an overload teaching assignment only when it has been determined that a faculty member is not available to teach the course. Additional pay will not be provided for a teaching assignment which occurs during the normal work schedule of an employee unless the supervisor has approved taking annual leave or adjusting his/her work schedule. Additional pay will be provided for an overload teaching assignment which occurs outside the normal work schedule of the administrator employee. The rate of additional pay shall be established based upon the part-time instructor salary schedule.

Human Resources Administration

OPEN DOOR PHILOSOPHY

Eastern believes that employees should be an organization's most important resource. We believe that open communication within an atmosphere of mutual trust is of prime importance to our employees. Realizing that effective communication is always a two-way street, the college values employees' constructive opinions and suggestions. Eastern believes in team effort and an open atmosphere, it encourages an employee to meet and discuss suggestions, problems, concerns, fraud or scams with management.

In most cases, talking with one's supervisor is the most effective way to deal with a problem or suggestion. However, an employee may discuss problems or suggestions with the Human Resources Office. This open-door policy is not a substitute for the grievance procedure process.

HUMAN RESOURCES OFFICE

The Human Resources Office's responsibilities include, but are not limited to the following:

- Ensuring that employees of the college are accorded fair and equal treatment in accordance with Equal Opportunity and Affirmative Action Guidelines and other pertinent laws or regulations;
- Informing employees of their rights and responsibilities as employees of West Virginia State;
- Operating an effective program of recruiting and screening employees for the college;
- Maintaining a complete and accurate personnel file on each staff employee;
- Arranging internal trainings for employees of the college;
- Recording professional development hours for all employees;
- Assisting in the writing, review, evaluation and initiation of personnel policies, procedures and practices;
- Facilitating position evaluations;
- Counseling and providing assistance and technical support to staff and administration; and
- Performing other personnel-related duties as assigned by the President.

RECORDS MANAGEMENT AND ACCESS TO PERSONNEL FILES

As per [Administrative Regulation 6.9: Records Retention](#), the Human Resources Office will serve as the college resource for records management practices for all personnel records at the college. All official human resources records shall be kept permanently and shall be housed in an assigned area by the Human Resources Office. Human resources records shall be held in confidence, with access limited to the individual employee, the college President and the Human Resource Assistant III. Requests by other persons or agencies for information, other than open record information contained in an employee's human resources file will not be honored unless the employee has signed a release specifying what is to be released and to whom or if the information is required through a court ordered subpoena.

The human resources record for each employee shall consist of, but not be limited to, the following (where applicable):

Annual performance evaluations	Application for advancement
Application for employment	Application and New Hire Documents
Background check authorization form and information	Benefit or insurance forms
Disciplinary Action	Employment Eligibility Verification (I-9 Form)
Letter of Appointment	Official transcript(s)
Other correspondence, as appropriate	Personal and OASIS data forms
Professional Development Forms	Proofs of Identification
Records	Verification of work experience
W-4 IRS Form and State Tax Withholding Form	

Comprehensive personnel file audits will be conducted on the following cyclical schedule:

- Educational/Academic Personnel - Even Years
- Student Services/Business Office/Management - Odd Years

The Human Resources Office will make every effort to notify employees of other types of documents being placed in their human resources file. Upon examination of the file, an employee may place a written rebuttal to any file item for inclusion in the human resources record or may petition to have an item removed. Authority to remove any information from an employee's file rests with the college President.

CLASSIFICATION OF EMPLOYEES

Administrative Regulation 5.19 identifies employee classifications and "...mandates the Eastern President and the Human Resources Office to create a recruitment and selection process that adheres to Federal, State and accreditation agencies' laws and/or regulations."

Exempt Status

Under federal law, status between exempt and non-exempt is determined by the Fair Labor Standards Act (FLSA) for determining eligibility for overtime. Factors that are considered when determining if an employee should be classified as exempt or non-exempt include:

- Salary must be more than \$35,568 per year
- The specific responsibilities and duties of the position
- The type of work being performed

Non-Exempt Hourly Employees: Non-exempt employees are paid by the hour and must be paid minimum wage plus overtime pay if they work more than 40 hours in a workweek. Overtime must be paid at 1.5 times the regular pay rate.

Exempt Salaried Employees: Exempt employees are paid by the set hours in their schedule and not eligible for overtime.

Staff

- **Full-Time Regular Employee:** An employee in a 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 eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE.
- **Classified Employee:** Any regular full-time or regular part-time employee of the College who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act and is not otherwise a non-classified employee. Employees who were categorized as Exempt Classified prior to July 23, 2020, will be considered grandfathered-in to Exempt Classified status.
- **Part-Time Regular Employee:** An employee in a position created to last year after year, but with less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits.
- **Temporary Employee:** 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 employee is not eligible for benefits. Service in this capacity does not apply to any seniority or years of experience.
- **Casual Employee:** A casual employee position is created to meet specific operational needs for no more than 225 hours in a twelve-month period. Individuals in a casual employee position are not eligible for benefits. Service in this capacity does not apply to any seniority or years of experience.
- **Student Employee:** An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits. Service in this capacity does not apply to any seniority or years of experience.
- **Non-Classified:** An employee who is responsible for policy formation at the department or institutional level, reports directly to the President of the institution or is in a position considered critical to the institution by the President. Non-classified employees serve "at the will and pleasure of the President."
- **Faculty:** All instructional personnel, including, but not limited to, full-time and adjunct members, division chairs, program coordinators and workforce education facilitators.
- **Term:** A faculty classification pertaining to those faculty members who have been appointed for a specified term as defined by the College. The appointment may be full-time (1.00 FTE or the equivalent, as determined by the College) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. [Board Policy 3.16: Instructional Workload](#) states that a "full-time faculty refers to employment as a faculty member for a full academic year (at least a nine-month contract basis) for fifteen credit hours instructional load per semester or at least thirty credit hours instructional load per academic year or the equivalent of teaching and/or administrative responsibilities". Faculty, in this designated classification, shall be compensated with salary and benefits as per the negotiated contract. See [Board Policy 5.14: Salary Schedule for Full-Time Faculty](#) for more information.

- **Instructional Specialist:** A term faculty classification pertaining to those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
 - [Board Policy 5.13: Academic Rank for Full-Time Faculty](#) defines the guidelines to assign rank and determine promotion for full-time faculty at Eastern. This policy assures that equitable rank and promotion practices are applied to full-time faculty regardless of discipline and/or department. Faculty eligible for advancement or appointment shall be advanced or appointed to one of the following ranks:
 - Instructor or Instructor Instructional Specialist
 - Assistant Professor or Assistant Professor Instructional Specialist
 - Associate Professor or Associate Professor Instructional Specialist
 - Professor or Professor Instructional Specialist

Yearly contracts will indicate a faculty member's specific rank as one of the ranks listed above. Years in rank will also be recorded on the same contract.

- **Adjunct Faculty:** A faculty classification pertaining to those faculty members who have been hired on a contractual, part-time basis, often teaching introductory undergraduate or preparatory courses semester-by-semester throughout an academic year. Eastern [Board Policy 5.15](#) states that faculty adjunct "are part-time, non-tenure track faculty who do not meet the definitions of full-time, temporary or term appointment faculty as defined in Title 133, Procedural Rule, WVCCTCE Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure or Eastern's [Board Policy 3.16, Instructional Workload](#). The term "adjunct" may be applied to either faculty who are remunerated part-time employees or those who hold a zero-based contract. Faculty, in this designated classification, shall be compensated with salary as per the negotiated contract.

During faculty orientation, all new faculty members will receive a Faculty Handbook. The purpose of this handbook is to further acclimate faculty members with important policies and procedures of the College and to highlight various sources of support available to enhance teaching, research and service and to present a general overview of the College. The Faculty Handbook can also be found on Eastern's website. For additional information, please contact the Dean of Teaching and Learning.

PROGRESSIVE DISCIPLINE

Every employee has a duty and the responsibility to be aware of and abide by federal and state laws, Eastern Board Policies, Eastern Administrative Regulations and all College processes and practices. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. If an employee does not observe these standards, his/her supervisor will counsel him/her to try to resolve the problem. The supervisor may use a Performance Improvement Plan (PIP) to set goals and objectives in a set timeframe to improve employee efficiency and/or productivity. Another option includes implementing a coaching strategy. If a Performance Improvement Plan (PIP) and/or counseling is not effective, a progressive disciplinary action plan should be implemented.

It's important to remember that non-classified employees serve at the will and pleasure of the President and can be terminated from employment for just cause. Eastern supports the use of a progressive disciplinary action plan to address issues such as poor work performance, negative behavior or misconduct. The progressive discipline practice is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

[Appendix B](#) of this handbook should be used by supervisors to correct performance-related issues, which can include non-egregious behavioral issues, exhibited by employees before proceeding with termination. Supervisors are responsible for collecting documentation to support any claims of negatively impactful behavior or performance issues. This progressive discipline practice has been designed consistent with Eastern's organizational values, HR best practices and employment laws.

When practical, the supervisor will give the employee notice of the unacceptable performance, an explanation of the supervisor's concerns and an opportunity of the employee to provide an explanation for the behavior in question before any form of disciplinary action occurs. A notice and an opportunity to explain will always precede major disciplinary actions.

Reasons for dismissal include, but are not limited to, the following circumstances:

reporting for work or being under the influence of alcohol or narcotics or partaking of these while on duty	malicious destruction or theft of property belonging to Eastern, its visitors, patrons or employees
refusing to comply with or violating College rules and regulations	disobedience
neglect of duty or failure to maintain performance standards	dishonesty
wrongful injury to an employee	insubordination
fraud	habitual absence from work

Dependent upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct. Minor misconduct is that which is generally deemed by the supervisor as correctable by counseling and/or instruction through progressive discipline. Gross misconduct is of substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law or standards of performance or conduct. Gross misconduct may result in any level of discipline up to and including immediate dismissal at the supervisor's discretion in conjunction with Human Resources Office and the President. Additional information regarding disciplinary action may be obtained by contacting the Human Resources Office.

GRIEVANCE PROCEDURE

By law, the statutory grievance procedure is available to all full-time and part-time regular employees through the West Virginia Public Employees Grievance Procedure, contained at W. Va. § 6C-2-1, et seq. found at: <https://pegb.wv.gov/Pages/default.aspx>. If you choose to file a grievance, you must do so on the WV PEGB Grievance Form for Levels 1, 2 and 3 within fifteen (15) working days of the effective date of the action.

You may access the form from the website or contact the Human Resource Office. As dismissals may be appealed directly to the Public Employees Grievance Board at Level 3, you may file with the Board at 1701 5th Avenue, Suite 2, Charleston, West Virginia, 25387. If you file directly to the Board, you must also provide copies of your grievance to the College's President including Eastern's address. If you wish to file a grievance at Level 1, you must file the form with the President, with a copy to the Grievance Board. Details regarding the grievance procedure, as well as grievance forms, are available at the Board's web site at www.pegb.wv.gov or you may telephone the Board at (304) 558-3361 or toll-free at (866) 747-6743.

ANNUAL PERFORMANCE EVALUATIONS

All employees will have their job performance evaluated annually by their supervisors. The evaluation interview with the employee is for the purpose of clarifying job understanding and expectations, improved performance, improved communications, performance counseling, goal setting and development. The performance evaluation results can be used as a factor to be considered in employee transfer, promotion, retention and demotion determinations as well as salary increase requests. See [Board Policy 5.6: Human Resource Administration](#), Section 16.

Recruitment and Hiring Processes

When a vacancy is identified, Eastern shall announce said vacancies with appropriate notifications utilizing the most appropriate media, including internal posting, college website, LinkedIn, Indeed and other identified posting venues, to solicit potential applicants in accordance with those anti-discrimination policies as set forth by the college. The President shall require that the supervisor provide a job description and require that all rules, regulations and laws be adhered to in the recruitment process.

CRITERIA FOR SELECTION

The Board requires that the college shall fill all vacancies with the most suitably qualified candidates after a full and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall include, but not be limited to, the work history, attendance record, educational background and aptitudes of the candidates. The Board mandates the college President to ensure that procedures are created and utilized to comply with all Federal, state and accreditation agencies' rules, regulations, standards and laws.

MINIMUM AGE FOR EMPLOYMENT

Eastern has an established minimum employment eligibility age of 18 years of age. This minimum age requirement applies to all types and classes of employee within the college, with one exception: student employees (student hourly employees and work study student employees) who are under the age of 18 will be allowed to hold these positions provided they are at least 17 years of age.

- **Student Hourly Employee:** A student who is eligible for student employment with the college and who may or may not qualify for federal and/or state financial aid.
- **Work Study Student Employee:** A student who is eligible for employment under federal and/or state financial aid. To meet the student eligibility criteria, a student must:
 - be a high school graduate or have the recognized equivalent of a high school diploma, (i.e., GED certificate of completion of home-schooling program at a secondary level) and
 - be enrolled as at least a part-time student in both the fall and spring semesters with at least 6 credit hours per term.

MINIMUM QUALIFICATIONS FOR ADMINISTRATIVE/ PROFESSIONAL AND SUPPORT STAFF

The minimum qualifications vary by position and are contained in the job description or classification specifications. Specific education and experience requirements are listed in position vacancy announcements when positions are advertised.

MINIMUM QUALIFICATIONS FOR FACULTY

In the minimum qualifications outlined below, whenever a qualification includes a requirement that a faculty member has earned a particular degree, the degree must be from an accredited institution of higher learning. Official transcripts must be provided to the Human Resources Office to be included in the personnel file. An accredited institution of higher learning shall mean an institution that is fully accredited by one of the six regional accrediting associations.

- **Regular Faculty: University/College (Transfer Course(s))**
 - Minimum Qualifications for Credentialing:
 - Faculty must hold a master's degree, including at least eighteen graduate-level semester hours in the program area to be taught.
 - Classroom teaching experience is desired.
 - Tested experience may be applied for the candidate to meet the minimum qualifications. The Department Chair may request approval to utilize tested experience for individuals who have special expertise, knowledge and ability, but who may not meet specific criteria. Such individuals may include recognized experts in a specific field or visiting faculty from other institutions who will bring unique expertise to the College. (The Tested Experience Form may be found in the appendices.)
- **Regular Faculty: Career and Technical Education (CTE) Course(s)**
 - Minimum Qualifications for Credentialing:
 - Faculty must hold a bachelor's degree in the field in which they will teach or a combination of education, training and experience. They must have industry experience in the subject matter taught and be familiar with the equipment used in the program.
 - Tested experience may be applied for the candidate to meet the minimum qualifications. The Department Chair may request approval to utilize tested experience for individuals who have special expertise, knowledge and ability, but who may not meet specific criteria. Such individuals may include recognized experts in a specific field or visiting faculty from other institutions who will bring unique expertise to the College. (The Tested Experience Form may be found in the appendices.)

Secondary instructors who currently possess a current regular teaching or administrative certificate from the West Virginia Department of Education are not required to have a postsecondary teaching permit to teach dual credit courses.

- **Additional Criteria: Career and Technical Education (CTE) Course(s)**
 - Faculty who teach Career and Technical Education (CTE) courses that are intended to transfer shall meet the same qualifications as university/college parallel (transfer) faculty (e.g., accounting, business, marketing, etc.).
 - In cases where articulation agreements allow transfer of technical/CTE prefix courses, an exception to the above qualifications can be made with agreement between Eastern and the institution accepting the credit transfer.
 - Classroom teaching experience is desired.
 - Departmental hiring requirements may include additional criteria. Certain CTE areas may have additional standards to meet accreditation licensing or certification requirements.

- **Regular Faculty: Developmental Studies Courses**
 - Instructional personnel in developmental studies shall present appropriate evidence or certification of specialized skill for teaching as set forth below:
 - Faculty shall have a bachelor's degree in a related discipline
 - Classroom teaching experience is desired.
 - Tested experience may be applied for the candidate to meet the minimum qualifications. The Department Chair may request approval to utilize tested experience for individuals who have special expertise, knowledge and ability, but who may not meet specific criteria. Such individuals may include recognized experts in a specific field or visiting faculty from other institutions who will bring unique expertise to the College. (The Tested Experience Form may be found in the appendices.)
- **Instructors: All Disciplines**
 - Instructors shall meet the same minimum qualifications as full-time faculty in the assigned area.

For all matters related to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment or dismissal of faculty and grievance procedures for matters pertaining to faculty, see [WV Higher Education Policy Commission's Title 133, Series 9: Academic Freedom, Professional Responsibility, Promotion and Tenure](#).

SELECTION PROCESS

Eastern believes that hiring qualified individuals to fill positions contributes to the overall success of the college. In hiring the most qualified candidates for positions, the following process will be followed:

Personnel Job Description

Position job descriptions must be completed to fill Eastern positions. These job descriptions must be initiated by the department supervisor, approved by the President and then forwarded to the Human Resource Office. Position job descriptions should indicate the following:

Position title and overview	Location/Reporting Supervisor
Exempt or nonexempt status of the position	Benefit eligibility
Essential job duties and responsibilities	Minimum qualification requirements such as education and experience
Other requirements (i.e., specific skill sets, writing and communication skills, proficient computer skills)	

Intake Meetings

The Human Resources Office will arrange a meeting with the department supervisor to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy with any special recruitment advertising instructions will be set during this meeting and expectations established with all the key stakeholders.

Job Postings

The Human Resources Office will create job postings that briefly describe the job opening and communicate Eastern's brand. All job openings will be posted concurrently on Eastern's website and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled. The Human Resources Office will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal Applicants

Current employees with a satisfactory employment status may apply for internal job openings. The consent of the employee's supervisor and the Human Resources Office may be necessary for employees with less than one year of service with the college. All applicants, internal and external, for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. All candidates who are not selected will be notified by the Human Resources Office.

Interview Process

An interview committee consisting of internal faculty and staff as well as external community members will be determined by the department supervisor or Chair or based on the role, the President. The Human Resources Office will screen applications and resumes based on education, experience and skills requirements and forward to the department supervisor who will serve as Chair of the interview committee. The interview committee chair will then select top candidates and forward to the Human Resources Office who will then schedule the interviews through communication with interview committee members and selected candidates. Initial interviews generally are formatted using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

Multiple Interview Process

Executive management positions, depending on the role itself, may require multiple interviews. If a job is highly specialized or particularly critical for overall operations, then more than one interview may be needed. For this process, a preliminary interview will be scheduled with selected applicants which may include the President. After the preliminary interview for these positions have been completed, interview committee members will determine top candidates and the Human Resources Office will schedule a second round of interviews with the structured interview process and evaluation forms (see above Interview Process). After the second round of interviews are completed, the interview committee will select the top candidates and the Human Resources Office will schedule a final round of interviews that ask more in-depth questions and may include an on-campus visit. Candidates who reside out-of-state will be provided lodging and travel reimbursements based on budget allocations and approved by the Executive Dean of Administrative Services. The Human Resources Office will notify applicants who are not selected for positions at Eastern.

Reference Checks

The Human Resources Office will conduct professional reference checks on the top candidate based on the results for the final selection provided by the interviewers. A minimum of three professional references are required.

Job Offers

After a decision has been made to hire a candidate, an offer will be made contingent upon satisfactory completion of required reference checks. Some positions may require background checks. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job. Internal applicants must complete required background checks not previously completed if one is required. Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist on the basis of race, color, religion, national origin, sex, age, disability, marital status or military/veteran status, as prescribed by state and federal laws, regulations and executive orders.

Once the Human Resources Office receives satisfactory results from all reference checks and/or background checks, candidates will be provided with a final job offer letter. This job offer letter will include, but not limited to, the start date, annual base salary, FLSA status, department and reporting supervisor and type of employment. If candidate fails to accept an offer letter of employment within ten days from the date which appears below the president's signature on his or her job offer letter, the offer may be rescinded by the College.

REHIRE

Former employees who left Eastern in good standing and were classified as eligible for rehire may be considered for reemployment. An Eastern employment application must be submitted to the Human Resources Office in response to the vacant position and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Employment Information and Resources

OPERATIONAL HOURS

The official business hours of Eastern are 8 a.m. to 4 p.m. ET, Monday through Friday. The business hours relate to the time period when college administrative offices are open to meet daily operational needs. Each office must maintain college business hours. The respective Cabinet-level departmental head may implement flex time schedules and establish specific work schedules for each position subject to Presidential approval. Flex time may also apply to shifts other than day shift.

ONBOARDING PROCESS/NEW HIRE ORIENTATION

Once an employee has submitted a signed and dated appointment letter to the Human Resource Office, the onboarding process begins. The Payroll Representative will schedule a meeting with the employee and provide all required paperwork to set the employee up in the wvOASIS HRM and Payroll system. All documentation must be submitted and processed prior to the employee's first day of work. Payroll documentation includes, but not limited to, employee data sheets, federal and state tax forms, Form I-9 and direct deposit or WV Pay Card forms. During this time, all benefit information will be discussed with the employee and the appropriate booklets and forms will be distributed for the employee to review.

Newly hired employees are to report to their supervisor on the first day of work. The orientation process will begin on the first day of employment. Employees will be provided with an orientation schedule which includes an introduction to departments, programs, processes, performance and expectations of the position. It may be scheduled for another day(s) depending on availability of departments. The supervisor is the primary authority and best source for specific information regarding position responsibilities and performance expectations. The supervisor is the first person to contact concerning any questions, problems or complaints pertaining to duties and responsibilities or workplace conditions.

PROBATIONARY PERIODS

In [Board Policy 5.6: Human Resource Administration](#), Section 13 states that full-time regular non-faculty employees shall serve a six-month probationary period beginning at the original date of employment. The probationary period in no way guarantees continued employment; the institution reserves the right to terminate employment during the probationary period at discretion of the President.

Once a six-month probationary period has been completed, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to college policies and the applicable law and rules of the Council for Community and Technical College Education.

EMPLOYEE IDENTIFICATION CARD

New employees will be provided with a state employee identification card within their first week of employment. If an identification card is lost or misplaced, the employee may have to pay a potential replacement fee.

WORKING HOURS AND WORK WEEK EXPECTATIONS

The work week begins at 12 a.m. ET on Saturday and ends at 11:59 p.m. ET the following Friday. The standard number of work hours for all full-time staff employees is 37.5 hours during the work week. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Employees who work at least six (6) consecutive hours must take a meal break at least 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable. The President or president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law (i.e., summer schedule).

Based on operating need, supervisors have the authority to require employees to work more than their normal hours as well as assign employees to work different shifts on a temporary or permanent basis. When practical, employees must be given an advanced notice of any significant schedule change. However, employees have the responsibility of reporting as assigned by their supervisors, even if there has not been advanced notice of a significant schedule change given to the employee. It is the policy of Eastern not to routinely make temporary, non-emergency changes in an employee's work schedule.

LUNCH BREAKS

When an employee is scheduled to work six (6) or more hours per WV Code §21-3-10a, the employee must take a lunch break of thirty (30) minutes, at times reasonably designated by the employer. When an employee works a shift of less than six hours, it is at the supervisor's discretion whether to provide an unpaid meal break of 30 minutes, the exact timing of which is at the discretion of the supervisor. An employee is not allowed to take a lunch break at the beginning or end of the shift in order to arrive late or leave early.

FLEXIBLE WORK SCHEDULES/ARRANGEMENTS

Employees of Eastern are required to work from their designated location. There may be times that a flexible work arrangement is needed to meet the needs of the employee as well as the institution. Section 4 of [Administrative Regulation 5.13: Employment Innovation and Flexible Work Schedules/Arrangements](#) explains the appropriate reasons for implementing a flexible work arrangement.

An employee must submit a Flexible Work Arrangement Agreement Form (found in the Share Folder under Business Office > Payroll and HR > HR > HR Forms, or in the Human Resource Office) to his or her supervisor to be approved prior to the begin date.

EMPLOYMENT OF RELATIVES

In the hiring of Eastern employees, the college seeks those persons most qualified to fulfill the institution's teaching and service obligations. There is a conflict of interest when an employee makes an employment or evaluative decision concerning another individual with whom he/she has a familial or close relationship. Accordingly, all job applicants shall be required to disclose to the Human Resources Office all family members known to be employed at the college. Members of the same family may be appointed to college positions when it has been determined that they are the most qualified candidates for the positions. Please refer to [Board Policy 6.9: Hiring of Related Parties](#) for more information.

EMPLOYEE TRAVEL

Before any type of business-related travel, a Travel Request Form must be completed and submitted to the Accounting Clerk I/Cashier for processing. The form can be found on the Share Folder under Business Office > Travel. After it is processed, it will be sent to the Front Desk Receptionist for vehicle assignment. Keys will be picked up at the front desk after the employee has signed off on the vehicle. Keys must be brought back to the front desk upon returning. If it is after hours when the vehicle is returned, the keys must be deposited in the black lock box outside the doorway to the President's wing.

The [Board Policy 7.5: Travel Management](#) does permit employees, students and volunteers to incur certain expenses when authorized for travel to and from and participation in educational workshops, conferences, training programs, official functions, hearings, meetings or other College activities. Such authorization shall be to the extent authorized by law and the procedures set forth for travel and reimbursement of travel related expenses may be located in [Administrative Regulation 7.12: Travel](#). A Travel Expense Account Settlement Form must be completed and submitted to the Accounting Clerk I/Cashier for processing. The form can be found in the Share Folder under Business Office > Travel.

FLEET MANAGEMENT

The Agency Fleet Coordinator manages the overall maintenance and administration of all college vehicles and equipment. Within the first week of employment, an employee must fill out the required fleet forms provided by the Agency Fleet Coordinator and he or she must complete the Defensive Driving training assigned by the college's online training system.

Each employee will be provided a gas card pin # to use for all fuel purchases. Gas card pin #'s are not to be shared with anyone else! Employees will obtain gas receipts after each purchase and these receipts must be deposited into the black lock box outside the doorway to the President's wing with the name of the employee and the make and model of the vehicle printed on them.

Each vehicle has a binder with proof of insurance, registration card and gas card pin # instructions. Each vehicle binder will include a Monthly Log-In Sheet for every use. It is imperative that employees fill out the Monthly Log-In Sheet before each use with their name, the date, the destination, the purpose and the department.

PROFESSIONAL DEVELOPMENT

Eastern recognizes that people are our most important resource for sustaining excellent teaching, research and service. To enhance the ability of staff members to contribute to their departments and to provide career satisfaction for productive employees, we are committed to supporting ongoing staff development for any staff member to promote growth in leadership, knowledge, skill and personal effectiveness. Employees will be encouraged to attend various training programs and workshops, internally and externally. It is recommended that the employee and supervisor discuss training programs, workshops, webinars, conferences, etc. that would be of value to the employee, the position and/or the College. There are three forms available in the Share Folder (under Business Office > Payroll and HR > HR > HR Forms > Professional Development Forms) to document this process for professional development opportunities: Needs Assessment, Request for Professional Development and Evidence of Completion. The Human Resources Office will keep record of all professional development hours for each employee and each department and all forms and/or certifications will be added to personnel files.

CAMPUS MAIL

Interdepartmental mail is distributed in the mail room located on the first floor of Eastern's Main Campus. All full-time employees are assigned individual mail slots. The college's postage meter is to be used for official business and not for personal mailings. Outgoing mail must include a legible department code on the envelope or will not be processed.

OFFICE SUPPLIES

Employees have access to a variety of office supplies located in the supply closet through the downstairs break room. A Sign Out sheet is provided for employees to document the item(s) by date, name, department, item description, number of items and monetary amount. If signing out multiple items under the same department, an employee **MUST** use a separate line for each item. If signing out items for multiple departments, an employee **MUST** use a separate line for each department.

At the end of each month, the Front Desk Receptionist will evaluate the supplies to prepare an order for replacement purposes. Employees will be reminded via email. If an employee needs a specialty item that is not in the supply closet, then he or she must complete a Supply Requisition Form (found in the Share Folder under Business Office > Purchasing), submit it to his or her supervisor for approval and then submit it to the Front Desk Receptionist. The employee should provide a screenshot of the requested item for proper documentation. The order is generally placed within the first week of the following month.

All-purpose paper is located in the storage closet next to the Cashier's window. Reams of paper must be signed out by name, department, date, purpose and number of reams.

BREAK ROOMS

Staff break rooms are located on both floors of the Main Campus equipped with refrigerators and microwaves. Employees may bring in any necessary items such as beverages, food, utensils, napkins, etc., but employees are required to keep facilities clean at all times. Refrigerators will be cleaned out every other Friday.

BULLETIN BOARDS

There are three employee bulletin boards – one in the downstairs mail room, one in the downstairs break room and one in the Academic department. These bulletin boards are used to post federal and state regulations as well as important notices relevant to employment and insurance information. Employees may post work-related items such as upcoming events, workshops, etc. on these bulletin boards.

INCREMENT WEATHER/EMERGENCY CLOSURES

According to Constitutional and statutory provisions, all college employees are expected to report to work as scheduled during inclement weather, unless the Governor or the Governor's designee, issues a declaration closing all affected State owned or operated facilities. The President does have the authority to cancel classes as necessary in response to an emergency brought about by inclement weather, provided that the missed instructional time is made up in accordance with institutional academic policies.

The President should advise employees to use their best judgment in determining whether or not they are able to travel to work during severe inclement weather. If travel conditions prevent certain employees from reporting to work as scheduled, they must notify their supervisors and agree upon alternate work locations or work-from-home assignments. Supervisors may exercise their discretion to track work-from-home assignments and/or approve flexible schedules that allow time lost from work to be made up if such arrangement does not disrupt the operation of the work unit. However, if none of these options is viable, employees will have to use annual leave or accrued compensatory time for the time absent from work, just as they would for any other day off. Employees are not allowed to use sick leave in lieu of annual leave or compensatory time for purposes of inclement weather/emergency closures.

Institutional emergency plans should designate essential employees who are required to be on site during specifically delineated emergency situations (i.e., severe inclement weather, utility failures, burst pipes, failed HVAC systems, etc.). Such essential employees may include, but are not limited to, campus police officers, maintenance crews, groundskeepers, and key facility and/or information technology personnel whose presence is required to ensure the safety and protection of institutional facilities and critical equipment and systems. However, under appropriate circumstances, employees who have been designated as essential, but who are not required to respond to the emergency, may be given alternative work assignments by their supervisors if so directed by the president or the president's designee. In this context, essential employees are those employees who are designated as such by their employing institution. Under no circumstances shall comparable time off or pay calculated like holiday premium pay be provided to an employee who worked as scheduled during an inclement weather situation, whether that employee worked on campus or from home or another approved alternative location.

Workplace Expectations

PROFESSIONAL EXPECTATIONS

Employees must remember that attitude and conduct are significant factors in work performance. It is their duty to be courteous to co-workers and to every person who visits the campus, including students, parents, alumni, visitors and those who do business with the college. Employee conduct has a direct bearing on the general public opinion of Eastern; therefore, it is imperative that they respect the rights of others and conduct themselves in a professional and business-like manner. They are not to engage in any conduct or language that may be offensive to others.

MARKETING AND COMMUNICATIONS

All Eastern employees are required to follow the brand guidelines set forth by the Marketing and Communications Department. Consistency is important and necessary when promoting Eastern to all audiences. Please visit <https://easternwv.edu/marketing-communications> for all branding, public relations and marketing and communications resources and requests.

SOCIAL MEDIA

Board Policy 6.15: Social Media states the position that, “employees, interns, volunteers and board members of Eastern West Virginia Community and Technical College maintain a standard of behavior that is deemed safe, legal and ethical by the college and aligns with its mission and values in regards to the use of social media. This is done to protect user’s personal and professional reputations and Eastern’s reputation as a higher education institution.” For social media guidelines, refer to Administrative Regulation 6.17: Social Media Guidelines.

OZ PROBLEM TRACKING SYSTEM

Eastern utilizes the OZ Problem Tracking System through WVNET to assign and organize all tasks, projects and/or problems that need to be completed within all locations. The system creates tickets that describe, prioritize, assign and manage a specific work category from its first report to completion. All employees are expected to use the problem tracking system to ensure that all tasks, projects and/or problems are resolved and properly documented.

DRESS CODE

Administrative Regulation 6.15: Dress and Grooming states that employees are to be suitably attired and groomed during work hours OR when representing the interests of Eastern. Supervisors will determine the appropriate dress for their departments and may consult with the Human Resource Office if needed.

CHANGES IN NAME, ADDRESS, NUMBER OF DEPENDENTS AND RELATED MATTERS

It is the exclusive responsibility of each employee to notify all appropriate parties, including, but not limited to, the College’s Human Resources Office when record changes occur, including emergency information. Employees can submit a Change of Personal Information Form found in the Share folder under Business Office > Payroll and HR > HR > HR forms.

EXTERNAL EMPLOYMENT

All full-time and part-time regular employees must report on an annual basis all external employment and entrepreneurship during the course of their employment to ensure compliance with the West Virginia Governmental Ethics Act. See [Board Policy 5.11: External Employment and Entrepreneurship Reporting](#).

SAFETY POLICY

Providing a safe learning and working environment is of paramount importance to Eastern. Eastern encourages and supports programs which promote safety, good health and well-being of the college community. This policy endorses efforts which ensure the quality of occupational and community environments while participating in college sponsored and work-related activities. It shall be the responsibility of the President or his/her designee, to promulgate rules that will enhance the health and safety of employees, students and general public for activities that take place on college property, in accordance with state and federal laws and regulations. It shall be the responsibility of all employees, students and general public to follow all necessary health and safety rules and to report any health and safety hazards to the appropriate College authority. All personnel should refer to [Administration Regulation 6.4: Safety Program](#), (Attachments: [1](#) [2](#) [3](#) [4](#)).

FIREARMS, WEAPONS AND EXPLOSIVES

All members of the Eastern community, including faculty, staff and students as well as visitors to any campus/location are prohibited from possessing firearms, weapons or explosives on the premises of the college or in any building. Any person carrying or possessing a firearm or other deadly weapon in violation of [Board Policy 6.11: Firearms, Weapons and Explosives](#) who, upon being requested to do so, refuses to leave college premises or grounds, shall be charged with a misdemeanor.

USE OF CAMPUS TELEPHONES

The telephones at Eastern are important tools of the college's business. Office lines should not be tied up with personal calls. Employees are expressly prohibited from using state telephone trunk lines to make long distance personal calls except in an immediate emergency and then this needs communicated to the employee's supervisor as soon as possible so reimbursement to the college may occur. Misuse of personal calling time is prohibited. Abuse of telephone use is cause for reprimand and, if continued, may result in suspension and/or termination.

USE OF COLLEGE COMPUTER EQUIPMENT

Use of Eastern's computing resources is for the purposes related to the college's mission of education, research and public service. Only those software packages authorized by the college may be installed or downloaded on college computers. Computers must be used for purposes related to student studies, instruction, duties as employees for official business and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is prohibited. Refer to [Board Policy 6.5: Appropriate Computer Usage](#).

INVENTORY OF COLLEGE ASSETS

[Administrative Regulation 7.1: Inventory of College Assets](#) sets forth the procedures for inventory of all Eastern-owned property as well as the subsequent identification steps for inventory purposes. This regulation also states the process for off-campus usage and return of all property.

USE OF MOBILE DEVICES

Eastern is committed to and encourages an open and collaborative environment through the use of mobile devices to facilitate academic interaction among students, faculty and staff. Since there is an inherent risk in utilizing mobile devices for this purpose, [Administration Regulation 6.11: Mobile Devices](#), states the policy and user requirements necessary to mitigate this risk and to protect college or personal sensitive information stored on mobile devices.

SOLICITATION/FUNDRAISING

All solicitations and selling of products and articles upon property, owned or leased, under the jurisdiction of Eastern are prohibited except by organizations and groups directly connected with and recognized by Eastern and authorized by written approval of the President or the President's designee. No individual, firm, group organization or other agency may not use the name of Eastern West Virginia Community and Technical College, West Virginia Higher Education Policy Commission and/or West Virginia Community and Technical College System to secure funds for any purpose or through any means, without the written permission of the College's President or the President's designee. Employees may not participate in the solicitation of funds by sales or donation, stated or implied, using the name of the college or their title without the written permission of the college President or the President's designee.

Payroll Processes

PAYROLL AND TIME MANAGEMENT

Eastern uses the wvOasis HRM and payroll system which is part of a secure website hosted by the West Virginia State Auditor's Office. The wvOASIS HRM and Payroll implementation includes the following integrated business areas: Position Control, Personnel Management, Deductions, Payroll Administration and Employee Self-Service. Note: KRONOS®, an employee time monitoring software, is used for time and leave processing and is a separate application from wvOASIS HRM and Payroll. All employees (except 10-month faculty and adjuncts) will have a timecard for time and leave management and are required to set up a MyApps account. The Payroll Representative will assist with the set-up process.

EMPLOYEE SELF SERVICE (ESS)

The Employee Self Service (ESS) function allows employees to review their general employee information such as personal attributes, emergency contacts and home and mailing addresses as entered into the system and make changes or corrections. This function also allows employees to review deduction and benefit information and provides employees the ability to print pay stubs for current or past pays and W-2's.

EMPLOYEE LEAVE REQUESTS

Eligible employees should submit any leave requests at least two weeks prior to requested time off so supervisors can schedule departmental tasks/responsibilities accordingly. The work requirements of the college shall take priority over the scheduling of annual leave for any employee. Sick leave is intended to protect employees from loss of income during periods of illness or injuries, medical appointments and when death occurs in the immediate family and may not be used for any other purpose. Employees are to review their annual leave accruals found on timecard for accuracy and to confirm that they haven't exceeded their limit.

PAY SCHEDULE

Employees are paid bi-weekly according to the wvOASIS payroll schedule which may be accessed in the Share folder under Business Office, Payroll and HR, Payroll Forms, Pay Period Calendars or employees can contact the Payroll Representative. Pay per the wvOASIS payroll schedule occurs on a Friday (unless that Friday is a federal holiday). Each employee should examine the paycheck to assure that the correct compensation based upon deductions, overtime (if applicable), hours worked and rate of pay. Employees should immediately notify their supervisors or the Payroll Representative (Ext. 9275) if they have questions regarding their paycheck. New employees will have one paycheck held in arrears and the first paycheck will be issued on the second pay cycle following the hire date or approximately a month after hire date. Failure to adhere to established payroll deadlines may result in not receiving a paycheck until the next pay period.

DIRECT DEPOSIT OR WVPAY CARD

All employees are required to have their pay checks deposited directly into their bank accounts or deposited using the WVPay Card process. The WVPay Card process is a process in which the employee's net pay amount is credited on a pay card. Direct Deposit and WV Pay Card applications are available in the Payroll Office or in the Share Folder under Business Office > Payroll and HR > Payroll Forms. Deposits to checking, savings and credit union accounts are available.

Employee Leave

Employees occupying full-time positions and faculty with 12-month appointment positions shall be eligible for, but not limited to, annual, sick, medical and holiday leave. For all employee leave options, see [Board Policy 5.7: Employee Leave](#) in accordance with WVHEPC Series 38: Employee Leave.

ANNUAL LEAVE

- Full-time non-classified employees and faculty with twelve-month appointments shall be eligible for up to twenty-four (24) days leave per year calculated at the rate of 2.00 days per month from the date of employment.
- Employees occupying full-time classified positions shall be eligible for annual leave on the following basis:
 - Less than 5 years' service: 1.25 days per month;
 - 5 but less than 10 years' service: 1.50 days per month;
 - 10 but less than 15 years' service: 1.75 days per month;
 - 15 or more years' service: 2.00 days per month.
- Employees working less than 1,040 hours are not eligible for leave benefits.
- All employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during a twelve (12) consecutive month period shall accumulate leave on a pro rata basis.
- Faculty members on twelve-month appointments are defined as full-time employees and accrue leave according to the appropriate sections of this rule. The provisions of this rule related to annual leave, sick leave, catastrophic leave, special emergency leave and managing work time in areas affected by interruption to utility or similar situations do not apply to faculty members on annual appointments of less than twelve months.
- Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one (1) year by written approval of the President or her/his designee, but in no case shall it exceed twice the amount earned in any twelve-month period.
- Length of service shall be total years of service which includes experience with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. Annual appointment periods of nine (9) months or more shall be credited for one (1) year of service for annual leave calculation purposes.

[Administrative Regulation 5.3: Annual Leave Usage](#) details how and when an eligible employee can use annual leave for compliance and audit purposes.

SICK LEAVE

- All employees occupying full-time positions shall be eligible for sick leave at the rate of 1.5 days per month. All employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during a twelve (12) consecutive month period shall accumulate sick leave on a pro rata basis. Sick leave may be accumulated without limit.

- Sick leave may be used by the employee when ill or injured or when in need of medical attention. When an immediate family member is seriously ill or injured, employees may use accrued sick leave. Time charged to accrued sick leave is limited to time spent to arrange for and/or provide care or treatment for the seriously ill person. The use of sick leave for the care of immediate family members means those for whom the employee is the primary caregiver and/or live in the same household. Immediate family members, for this purpose, are defined as: children by blood or law; spouse; parents, regardless of their residence; or others considered to be part of the household and living under the same roof.

IMPORTANT: Annual and sick leave may not be taken before it is accrued. For example, accrued hours in May cannot be used until June first or later.

FUNERAL LEAVE

When a death occurs in the immediate family, a reasonable amount of time may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. For the purpose of administering this leave policy, the immediate family is defined as listed in [Board Policy 5.7: Employee Leave](#) and includes father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren or others considered to be members of the household and living under the same roof. A reasonable amount of time is determined at the discretion of the supervisor and is based upon geographic distance, workload and similar factors. Sick leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

HOLIDAY LEAVE

All full-time employees will observe six specified holidays which include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King's Birthday. Six additional days determined by the President shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

MEDICAL LEAVE WITHOUT PAY

A medical leave of absence without pay may be granted to eligible employees for medical reasons, personal need or in compliance with the Parental or the Family Medical Leave Act (FMLA). During this time the employee will not accrue sick or annual leave. To be eligible for FMLA, an employee must have worked for the College for 12 months or 52 weeks. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

A full-time employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave. The request must be due to birth or adoption by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent or dependent who has a serious health condition. The employee must provide her/his supervisor with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial. All annual leave must be taken before the parental leave is approved.

Any employee requesting any medical leave of absence without pay must provide the college President or designee, through established procedures, with satisfactory medical evidence (such as a statement from the attending physician) that they are unable to work. The appropriate forms that must be submitted shall include a diagnosis, prognosis and expected date that the employee can return to work. These forms can be found in the Human Resource Office. If the evidence is satisfactory, the President or designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician.

The employee shall be expected to report to work on the first workday following expiration of the disability period. Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment. An employee, prior to return to duty, shall obtain satisfactory medical clearance to help ensure adequate protection and which shall indicate the employee's ability to perform her/his duties. Such medical clearance shall be presented in writing.

A medical leave of absence without pay may be granted for no more than a twelve (12) consecutive month period. Employees who may need an extended medical leave beyond twelve (12) consecutive months may apply for an extension through college procedures or may consider other options, such as disability. An eligible employee who is a covered service member's spouse, child, parent or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

During any medical leave of absence by an employee, the institution shall continue group health insurance coverage provided that the employee pays the institution the full premium cost of such group health plan. For more information about medical leave of absences, contact the Human Resource Office.

Benefits Administration

SALARY DEDUCTIONS AND FRINGE BENEFITS

Mandatory Deductions

- Federal and State Tax Withholding – Federal and State taxes will be withheld based on the filing status that you indicate on your completed W-4 and state tax withholding forms.
- Social Security (FICA/Medicare) – All employees must contribute 7.65% of their gross salary to social security. The College on your behalf also contributes 7.65% to social security. Student employees are exempt from these deductions.
- Retirement – All full-time employees must participate in the TIAA/CREF retirement plan. You are required to contribute 6% of your gross salary and Eastern contributes 6% as well. Your contribution is sheltered from both federal and state taxes.

The following benefits are available to all employees working at least 20 hours per week and assigned to a regular budgeted position. These benefits are optional to the employee.

- **PEIA (Public Employees Insurance Agency) Health Insurance:** Each employee may choose between an indemnity (80/20) plan or an HMO plan. The employee's portion of the monthly premium is dependent upon the plan the employee selects and is also salary based. This premium is sheltered from federal, state and social security taxes. Changes in the plan may be made only during an open enrollment period for each plan year except for circumstances that are deemed a qualifying event. Insurance benefits to commence on the first of the month following the enrollment date.
- **PEIA (Public Employees Insurance Agency) Basic Life Insurance:** Term life insurance is provided in the amount of \$10,000. The premium is paid by Eastern on your behalf. Insurance benefits to commence on the first of the month following the enrollment date.
- **PEIA (Public Employees Insurance Agency) Optional Life Insurance:** Group term life insurance is available to all employees enrolled for health insurance and/or the basic life insurance plan. There is a wide range of coverage from which to choose. You alone are responsible for paying the entire monthly premium. The premium for up to \$40,000 coverage is sheltered from federal, state and social security taxes. Insurance benefits to commence on the first of the month following the enrollment date.
- **PEIA (Public Employees Insurance Agency) Dependent Life Insurance:** An employee may elect to enroll for dependent life insurance which insures a spouse and/or each eligible child. There are four levels of coverage; the employee alone is responsible for paying the entire monthly premium. Insurance benefits to commence on the first of the month following the enrollment date.
- **Mountaineer Flexible Benefits:** Dental, Optical and Disability insurances; flexible spending accounts; and a group legal plan are available to employees through the Mountaineer Flexible Benefits plan. Premiums for these plans, with the exception of the legal plan, are pretax dollars. Insurance benefits to commence on the first of the month following the enrollment date.
- **LegalShield:** For a monthly fee, LegalShield Legal Plan will provide services including advice, consultation and representation with a provider law firm; document preparation; motor vehicle services; IRS audit legal services; and family matters. Ask Payroll Representative for more information.

- **Group Supplemental Retirement Annuity:** If you choose, you may tax shelter additional money to a (403b) or a deferred annuity (457b) provided through TIAA/CREF. Eastern does not match these contributions. This allows you to enhance your retirement plan, save on taxes which must be paid while working and you have the ability to borrow against the money paid into any of these plans. Note: SEE [APPENDIX A](#) FOR EMPLOYEE RETIREMENT CHECKLIST
- **Eastern Foundation Contribution:** The Eastern West Virginia Community College Foundation is dedicated to supporting student scholarships, faculty development and capital projects and providing financial assistance that helps make college possible for future students and opens doors for career training. If an employee would like to be a donor, he or she may contact the Payroll Representative to complete the process. For more information about Eastern Foundation, visit Eastern's website.

OPEN ENROLLMENT

Enrollment information for medical/health/life insurances is provided during the employee's initial orientation. Enrollment plans are open during the first two months of initial employment. After initial employment, employees who wish to enroll in benefit plans must provide a statement of health and may be required by the Insurance Board to have a physical examination (at the employee's expense) unless there is a life changing event. Also, guidelines allow employees to enroll during the open enrollment period in the spring of each year, as well as change health care plans. Employees should review their benefits occasionally to see if changes should be made. Certain life changing events can require or warrant changes in the employee's benefit plan (i.e., marriage, divorce, birth, promotion, etc.). If a family status change occurs, employees have the calendar month of the event and the two following calendar months to change their plan coverage; otherwise, employees may make changes only during the open enrollment period. Change of Beneficiary forms are available through the Payroll Office.

ANNUAL INCREMENT

All eligible employees with three or more full years of state of WV service shall receive an annual increment. Amount is equal to \$60 multiplied by years of service. Annual increment pay is awarded after each fiscal year.

YEARS OF SERVICE REINSTATED

When an employee is rehired at Eastern or from another state agency after a break in state service, the Human Resources Office will complete a Years of Service Verification Form for purposes of annual leave accrual rate determination, calculation of longevity/annual increment pay and/or sick leave balances

Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered cancelled as of the last working day with the institution and no reimbursement shall be provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to insurance coverage or for provisions lawfully allowed at that time. Employees who resign in good standing and are later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of reemployment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

WORKERS' COMPENSATION

Workers' Compensation state laws provide replacement income and medical benefits if an employee becomes ill or injured as a result of the employees' job and the illness or injury qualifies for benefits based on West Virginia State law. If the accident or illness disables an employee temporarily or permanently, that employee will be entitled to receive an income substitute in the form of disability payments. Coverage begins on the first day of employment and Eastern pays this contribution; there is no cost to you.

On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability or absence from work shall not be charged against the employee's accumulated sick leave as long as they are the next three (3) consecutive working days after injury or illness occurred. If such illness/injury requires a leave beyond the three- day period, the employee may have the option of either of the following:

- Use earned and accumulated sick and annual leave until both are exhausted and then, receive any additional benefits from WV Workers' Compensation;
- Request leave of absence without pay, reserving for future use any earned and accumulated sick and annual leave and receive only Workers' Compensation benefits for which he/she is determined eligible.

It is never appropriate for an employee to receive both Eastern pay and Workers Comp pay for the same workday. Any questions regarding these two options should be directed to the Human Resources Office. An employee is responsible for his or her portion of the health insurance premium when s/he is off of the payroll due to collecting Workers' Compensation benefits.

It is the responsibility of the employee and his or her supervisor to report any on-the-job injury or accident, no matter how minor, in writing, immediately to the Human Resources Office. This written report must be submitted no later than 24 hours after the injury/accident occurs regardless of whether it results in a Workers' Compensation claim. The Human Resources Office will speak with the employee and complete an Accident/Incident Report.

For employee/employer responsibilities, alternate work assignments/job positions due to injury and Eastern's Return to Work program, see [Administrative Regulation 5.16: Return to Work Regulation](#).

UNEMPLOYMENT COMPENSATION

Under the West Virginia Unemployment Compensation Law, effective January 1, 1972, all employing units (an individual, partnership, association or corporation having in its employ one or more individuals performing services within West Virginia) are required to participate in Unemployment Compensation. This law permits an unemployed individual, if the eligibility requirements are met, to collect unemployment.

Separation of Employment

TYPES OF SEPARATION OF EMPLOYMENT

A listing of the different types of separation from employment within Eastern includes:

- **Early Release from Employment Contract:** Any faculty member seeking to be released from his/her contract shall immediately advise the President, in writing, of the reason or reasons when and why he/she wishes to be released from his/her contract. The President shall review the request and determine the impact on the institution and the impact on the interruption of the educational process by allowing the faculty member to be released during his/her faculty contract and shall advise the Board as to his/her recommendation. The Board shall make the final determination as to whether said faculty member shall be released from his/her faculty contract. The Board reserves the right to seek damages against any faculty member as a result of breach of contract.
- **Resignation:** Resigning employees are encouraged to provide two weeks' notice in writing, to facilitate a smooth transition out of the college. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees wishing to retire are encouraged to notify their supervisor and the Human Resource Office as soon as it is determined or at least two weeks' notice in writing.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Office at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Grant Expiration:** Voluntary and/or involuntary employment termination caused as a result of the expiration of a grant or loss of funds in a grant.
- **Reduction in Force:** Should Eastern determine that some positions must be reduced for a lack of funding, lack of work or reorganization this may require a reduction in the workforce.
- **Termination:** Non-classified staff employees of Eastern are employed on an at-will basis and the President retains the right to terminate such employees at any time. In that instance, [Board Policy 5.6: Human Resources Administration](#) should be adhered to. Classified employees who do not meet satisfactory results under a progressive discipline plan will be recommended for termination of employment. ([See Appendix B](#))
- **Medical Reason:** Voluntary and/or involuntary employment termination because it is medically, psychologically or psychiatrically determined that an employee can no longer perform the essential duties of the position and reasonable accommodation cannot be made. The employee should investigate what benefit entitlement is applicable. Existing laws and policies will guide the college in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws.

EXIT INTERVIEW AND RETURN OF COLLEGE PROPERTY

Whatever the type of separation, the separating employee must contact the Human Resources Office as soon as notice is given to schedule an exit interview. This interview is for the employer to go over final payout including paid leave, benefit information and the return of college property that the separating employee has at the time of separation, including access key cards, keys, laptops and any other equipment. Accrued annual leave for employees shall be paid in accordance with college policies and procedures. **Health insurance terminates the last day of the month of employment.** Federal law entitles the employee and covered dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue medical coverage only in certain cases when coverage would otherwise terminate, provided the employee and/or dependent(s) pay the full group premiums.

A covered active employee who would lose eligibility for coverage because of voluntary or involuntary termination (except for gross misconduct) or reduction in work hours to part-time status may elect to continue medical coverage for self and dependents at the employee's own expense for up to 18 months from the date coverage would have terminated. It will be the responsibility of the employing agency to notify PEIA of termination or reductions in hours within 60 days of date coverage would ordinarily have terminated under the Plan. PEIA will then notify the employee within 14 days of the right to continue coverage. Coverage may be continued for up to 18 months but will end earlier if an employee becomes covered under another group health plan, fails to pay the required premium or becomes covered by Medicare. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

UNUSED SICK LEAVE UPON SEPARATION OF EMPLOYMENT

An employee is not entitled to payment for accumulated sick leave at termination of service unless, upon meeting certain requirements, the individual is retiring from Eastern and may be eligible to apply unused sick leave as credit toward the premiums for the WV Public Employees Insurance Plan. An employee may also transfer sick days to another West Virginia State agency, but the value of sick leave may not be paid to the employee's estate. For additional information, contact the Human Resources Office. If you have been covered by PEIA (or one of the managed care plans offered through PEIA) for health or life insurance continuously since **before July 1, 1988**, 100% of the premium will be paid for you. Your days convert as follows:

- 2 days of accrued leave = 100% of the premium for one month of single coverage
- 3 days of accrued leave = 100% of the premium for one month of family coverage

If you were hired between July 1, 1988 and June 30, 2001 or if you had a lapse in coverage after July 1, 1988, then 50% of the premium will be paid for you. Your additional coverage is calculated as follows:

- 2 days of accrued leave = 50% of the premium for one month of single coverage
- 3 days of accrued leave = 50% of the premium for one month of family coverage

Full-time faculty members employed on an annual contract basis for a period other than 12 months may extend employer-paid insurance coverage based on years of teaching service as follows:

- 3 1/3 years of teaching service = 1 year of single coverage
- 5 years of teaching service = 1 year family coverage

Employees hired on or after July 1, 2001 or if you had a lapse in coverage during this period, are not eligible for extended employer-paid insurance upon retirement.

General Information

OFFICE AND FACILITY INFORMATION



MAIN CAMPUS

316 Eastern Drive Moorefield, WV 26836



Eastern's main campus in Moorefield serves as the academic and administrative headquarters for the college. The campus features state-of-the-art classrooms and lab spaces, computer labs, a student lounge, community classrooms, a solar canopy with solar charging stations, permeable pavers and a Little Free Library, where members of the community can borrow or donate books. Parking is free to all students, employees and guests at the main campus building. The designated employee parking lot is located adjacent to the building on the left-hand

side near the loading area. Several parking spots are reserved for college administrators. The campus also features two electric vehicle charging stations attached to the solar canopy.



TECHNOLOGY TRAINING CENTER

150 Providence Lane Petersburg, WV 26847



Eastern's 17,500 square-foot Technology Training Center offers hands-on training opportunities for technical careers. Currently housing Eastern's Wind Energy Turbine Technology, Automotive Technology, and Electromechanical Technology programs, the facility includes open lab space, a meeting/lecture area, and three spacious classrooms. An on-site, up-to-date computer lab gives students access to essential technical training equipment. Parking is free to all students, employees and guests in the gravel lot directly adjacent to the building.



The Institute of the Rural Entrepreneurship and Economic Development (IREED) New Biz Launchpad supports Eastern's culture of innovation and expand upon the capabilities and services. The IREED New Biz Launchpad will house and provide services from the Agriculture Innovation, Potomac Highlands Creative Economy, and the Potomac Highlands Food Co-op. Parking is free to all students, employees and guests in the paved lot.

HOW TO REPORT FRAUD OR SCAMS IN WEST VIRGINIA

To report fraud or a scam in the state of West Virginia, start with the attorney general or the Better Business Bureau.

Office of the Attorney General

Attorney General: Darrell McGraw

<http://www.wvago.gov> [File a Complaint](#) | [Report Identity Theft](#)

Main Office

Administration

State Capitol Complex, Bldg. 1, Room E-26 Charleston, WV 25305

Phone: 304-558-2021

Fax: 304-558-0140

Consumer Protection

Anti-Trust Division

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Mailing: WV Division of Homeland Security and Emergency Management 1900 Kanawha Blvd., East, Bldg. 1 Room EB-80 Charleston, WV 2530

Appendix A

RETIREMENT CHECKLIST FOR FACULTY AND STAFF

The following is some information assembled by the Human Resources Office that may assist you in your retirement planning.

WHAT TO DO SEVERAL YEARS PRIOR TO RETIREMENT

- ❑ Attend retirement counseling seminars to learn more about the retirement process and its impact on your income.
- ❑ Contact your TIAA representative, especially if you have a retirement date determined. They can help you decide if adjustments in plans or investments should be made in the years immediately preceding retirement.
- ❑ Prepare a will and a living will. Consider the issue of medical power of attorney for legal, business, financial and medical purposes.
- ❑ Review your Social Security statement received in the mail in order to estimate your future benefits. To request a statement, go to www.socialsecurity.gov/statement or call 800-772-1213.

WHAT TO DO ONE YEAR PRIOR TO RETIREMENT

- ❑ Contact your TIAA representative and discuss your income options. This will help you to determine when you can afford to retire.
 - TIAA: 800-842-2776 or www.tiaa.org/public/tcm/vvhepc
 - Eastern's Representative:
Jason Junkin, Financial Consultant | TIAA Financial Solutions
1399 Stewartstown Road, Suite 100
Morgantown, WV 26505
Office 681-285-6212
jason.junkin@tiaa.org
- ❑ Contact the Social Security Administration to check on eligibility for benefits for yourself and (as applicable) your spouse. The age at which you may receive full benefits depends on your date of birth.

If you are a participant in the TIAA retirement program, there is no minimum age or years of service required in order to retire. However, in most cases you are not eligible to withdraw from your retirement plan without penalty until age 59 ½. You would need to discuss all options with your retirement carrier.

Note: In order to be eligible to continue your PEIA health insurance coverage as a retiree, you must satisfy the State Teacher's Retirement age and years of service formula.

- Age 60 with 5 or more years of service
- Age 55 with 30 or more years of service
- Any age with 35 or more years of service

WHAT TO DO THREE MONTHS PRIOR TO BECOMING ELIGIBLE FOR SOCIAL SECURITY

- Contact the Social Security Administration to sign up for Medicare (www.medicare.gov) according to the following age criterion: Initial enrollment period starts three months before you turn age 65 and lasts for seven months. If you do not sign up for Medicare Part B when you first become eligible, then you may be able to sign up during the general enrollment period, which runs from January 1 through March 31 of each year.

Upon retirement and when you become Medicare eligible, Medicare will be your primary insurance and your secondary coverage will be provided through PEIA health insurance if you elect the continued coverage. **If you are age 65 and retired, then you must be in Medicare Parts A and B. Part A is free;** there will be a fee assessed for Part B. If you continue your PEIA health insurance coverage as a retiree, you will not have to enroll for the Medicare Part D for prescription drugs. You may enroll in Social Security and Medicare at one time or enroll in these programs separately.

- Contact TIAA and request a retirement application packet. The company representatives will work with you to explain your financial options as a retiree and assist you in completing your paperwork.

WHAT TO DO AT LEAST ONE MONTH PRIOR TO RETIREMENT:

- Notify your supervisor in writing of the date that you plan to retire from Eastern.
- Complete and return your retirement application packet to TIAA.
- Re-enroll for all PEIA benefits.

Benefits do not automatically continue into retirement unless you complete the Retired Employee Enrollment Form. Contact the Human Resources Office to complete the form during the calendar month of your retirement or the two following calendar months. See PEIA's web site for the Medicare Retiree Benefit Booklet (<http://www.peia.wv.gov/customers/retireeswithmedicare/Pages/default.aspx>).

In certain circumstances, unused sick leave and years of service may be used to extend employer-paid health insurance coverage. **Employees hired on or after July 1st, 2001, are not eligible for this benefit.**

For staff and 12-month faculty who have had continuous coverage by PEIA since **before July 1, 1988**, additional health insurance coverage is calculated as follows:

- 2 days of accrued leave = 100% of the premium for one month of single coverage
- 3 days of accrued leave = 100% of the premium for one month of family coverage

For staff and 12-month faculty who were hired **after July 1, 1988, but prior to July 1, 2001** (or had a lapse in coverage after July 1, 1988), additional health insurance coverage is calculated as follows:

- 2 days of accrued leave = 50% of the premium for one month of single coverage
- 3 days of accrued leave = 50% of the premium for one month of family coverage

Full-time faculty members employed on an annual contract basis for a period other than 12 months may extend employer-paid health insurance coverage based on their years of service.

This calculation is as follows:

- 3-1/3 years of teaching service = 1 year of coverage
- 5 years of teaching service = 1 year of family coverage

Appendix B

The following process must be used by supervisors to correct performance-related issues, which can include non-egregious behavioral issues, exhibited by classified employees before proceeding with termination. Supervisors are responsible for collecting documentation to support any claims of negatively impactful behavior or performance issues.

- **Step 1 – Verbal Warning:** The supervisor issues the employee a verbal warning that clearly states the performance-related issue to be corrected as well as recommendations for improvement. The supervisor documents that the conversation took place.
- **Step 2 – Written Warning:** If the employee's performance fails to improve following the verbal warning, the supervisor delivers a written warning in letter format to the employee. This letter references the issues discussed in the verbal warning, outlines any new issues to be corrected and offers additional recommendations for improvement.
- **Step 3 – Final Written Warning (suspension optional):** If the employee's performance fails to improve following the written warning, the supervisor issues a final written warning in letter format and has the option to suspend the employee. This letter references the issues discussed in the previous written warning, outlines any new issues to be corrected and offers additional recommendations for improvement.
- **Step 4 – Delivery of Notice of Intent to Terminate Letter:** If the employee's performance fails to improve following the final written warning, the supervisor delivers a Notice of Intent to Terminate in letter format to the employee. The employee is suspended with pay until an Intent to Terminate Hearing can be scheduled. The supervisor provides documentation of poor performance to the Executive Dean of Administrative Services along with a copy of the Notice of Intent to Terminate.
- **Step 5 – Intent to Terminate Hearing:** The employee schedules an Intent to Terminate Hearing with the Executive Dean of Administrative Services or designee. The employee presents evidence as to why they should not be terminated during the hearing. The Executive Dean of Administrative Services or designee reviews the evidence along with the documentation of poor performance provided by the supervisor. After a comprehensive review of all evidence, the Executive Dean of Administrative Services or designee submits a recommendation to the president to either overturn or uphold the Intent to Terminate. If the recommendation is made to overturn the intent to terminate, the employee will remain employed with the college. In this case, if the supervisor continues to note poor performance, he/she must start the progressive disciplinary action plan at the beginning.
- **Step 6 – Termination:** If the Executive Dean of Administrative Services or designee recommends termination and if the President agrees with the recommendation, the President meets with the employee and delivers a termination letter.