

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS
POLICY 24: TERMS AND OTHER DEFINITIONS

STATEMENT:

A uniform interpretation and application of individual policy bulletin statements contained within this manual depends to a large degree upon a clear and unambiguous understanding of certain terms and phrases used therein and in our day-to-day operations.

DEFINITION OF TERMS AS APPLICABLE TO ALL EMPLOYEES:

AFFIRMATIVE ACTION. A public policy which recognizes a commitment to assure equal employment opportunities for all persons. The commitment is evidenced through a program of fair employment practices, policies, and procedures formalized in an annually monitored written plan.

ANNUITY. A contract of investment with an insurance company that provides a regular income over a specified period in return for periodic contributions made by or on behalf of an employee. Employees are not typically taxed on annuity income until it is distributed.

BASE SALARY. The amount of salary paid to an employee, usually on an annual basis, excluding any annual increment earned pursuant to West Virginia Code §5-5-2. Base salary may be for periods of employment of less than 12 months. Total salary is base salary plus any increment earned.

BASE SALARY ADJUSTMENT. The amount that a base salary increases. Such adjustments may be to reward performance, to rectify inequities, or to accommodate competitive market conditions.

BENEFICIARY. An individual designated to receive pension or life insurance benefits in the event of the death of a benefit plan participant.

CHANCELLOR. The chancellor of the Higher Education Policy Commission (HEPC) or the Vice Chancellor of the Community College System

CHANGE-IN-STATUS. The President or his/her designee will review and make a final determination as to the status or change in status of any employee of the University. When the President or his/her designee determines that a part-time regular employee becomes a full-time regular employee, he/she shall credit that employee's previous service toward any calculation of length of service and benefit eligibility based upon a prorated comparison against a 1.00 FTE. Previous length of service as temporary, casual, and student employees shall not be credited toward seniority calculations.

CO-PAYMENTS. Where the cost of an eligible health service, device, or procedure is shared by the employee (plan participant) and the insurance company.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC). The federal agency charged with regulatory and enforcement responsibilities relating to equal employment opportunity and affirmative action.

EXEMPT. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime / compensatory time purposes.

FAIR LABORS STANDARD ACT (FLSA). The federal wage and hour law which established minimum wages, overtime pay, child labor standards, and record keeping requirements for non-exempt employees.

FTE. Full time equivalency is the percentage of time for which a position is established, with a position working 1950 hours per year being equal to 1.00 FTE.

GENERIC JOB DESCRIPTION. A summary of the essential functions of a job, including the general nature of the work performed, a characteristic listing of duties and responsibilities, and the specifications necessary to perform the work. Generic job descriptions shall be prepared for systems-wide and institution-specific titles occupied by more than ten employees. For a job occupied by fewer than ten employees, the position description becomes the job description.

GRIEVANCE. A formal complaint initiated by an employee who alleges some particular lack of justness, equity or fairness which has directly and adversely affected the employee's right or rights associated with his or her employment, and recognized under WV Code Section 29-6A-1 et. seq.

INSTITUTION. The following are each considered separate institutions West Virginia University, Potomac State College of West Virginia University, West Virginia University at Parkersburg, Marshall University, West Virginia Graduate College, West Virginia School of Osteopathic Medicine, Bluefield State College, Concord University, Fairmont State University, Glenville State College, Shepherd University, West Liberty University, West Virginia University Institute of Technology, West Virginia State University, Southern West Virginia Community College, West Virginia Northern Community College, Eastern West Virginia Community College, the offices of the chancellor, the Higher Education Policy Commission, and the West Virginia Network for Educational Telecomputing.

JOB TITLE. The label that uniquely identifies and generally describes a job. The same descriptive title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities, and which require substantially the same knowledge, skills and abilities performed under similar working conditions.

LONGEVITY. The total number of years employed at state institutions of higher education and other agencies of state government in West Virginia.

PERFORMANCE EVALUATION. A system of review under which a supervisor and/or other peer employees evaluate an employee's work performance, usually on an annual basis.

POLICY BULLETINS. Written statements of policies relating to specific subjects, issued by the Higher Education Policy Commission or adopted by the Board of Governors.

POSITION. A set of duties and responsibilities performed by a specific employee at a particular institution.

PRESIDENT. In addition to the sixteen (17) college and university Presidents, this term shall be used to refer to the senior administrator of the central office and the director of the West Virginia network for

educational telecomputing, and the chancellor for those individuals employed in the offices of the chancellor.

PROGRESSIVE DISCIPLINE. An approach to discipline for non-serious infractions which escalates the severity of the discipline each time a performance or conduct deficiency occurs, subsequent to the initial violation.

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

REASONABLE ACCOMMODATION. A modification in environment, schedule, or expectations necessitated by some disabling or limiting condition of a particular employee or applicant. In order for the accommodation to be reasonable, it cannot create an undue hardship, financial or otherwise, on the employer.

RECALL. Employment terminated under the provisions of §18B-7-1 and thereafter the employee is recalled to work at his/her previous institution under the same provisions.

REDUCTION IN FORCE (RIF). A plan of temporary or permanent lay-off when economic or service conditions warrant the elimination, , of certain jobs in a particular department or departments.

REHIRE. An employee who leaves the service of an institution by resignation and later applies for and accepts a position at the same institution. Salary for a rehired employee will be consistent with the entry rates described in applicable section(s) of WV State Code and/or policy bulletins.

SALARY SCHEDULE. A schedule consisting of a series of pay grades, ranges, or rates which has been, or may be, subsequently enacted by the Legislature or adopted by the governing boards.

UNDUE HARDSHIP. An accommodation which, if approved, would be unreasonably burdensome on an employer. An employer is not required to accept an undue hardship in making any requested job accommodation

VESTING. Entitlement to a benefit.

WORK-RELATED INJURY OR OCCUPATIONAL DISEASE. An injury or illness which has a substantial, causal connection to work, or the workplace.

DEFINITION OF TERMS APPLICABLE TO STAFF:

CLASSIFIED STAFF. An employee who is covered by the provisions of the classification program.

COMPENSATORY TIME. Overtime compensation paid a non-exempt employee in time-off at the appropriate rate, as opposed to direct earnings.

DEMOTION. Movement from a position requiring a certain level of skill, effort and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility.

DOWNGRADE. A reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade. Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation. When a downgrade occurs to an employee occupying a title held by more than one individual, the position's current title will be changed to a different title in the lower pay grade. When a downgrade occurs to an employee occupying a title exclusively assigned to that position the current title may or may not be revised depending upon how relevantly the current title describes the position.

FACTOR. One of the thirteen (13) items used to evaluate jobs. The items are knowledge, experience, complexity and problem solving, freedom of action, breadth of responsibility, scope and effect, intra-systems contacts, external contacts, direct supervision exercised, indirect supervision exercised, working conditions physical coordination, and physical demands.

INTERIM RESPONSIBILITIES. A significant change in duties and responsibilities of an employee on a temporary basis justifying an interim promotion or upgrade for salary purposes. Such a temporary reassignment shall normally be for no less than (4) consecutive weeks and no more than twelve (12) consecutive months and shall only occur when the responsibilities being undertaken by the employee are those of another position that is vacant because of the incumbent's illness or resignation or because of temporary sufficient change in the duties and responsibilities of a filled position. If the temporary reassignment of responsibilities meets the test for a temporary upgrade or promotion under applicable sections of policy and/or WV Code, the affected employee shall have his/her base salary adjusted upwards consistent with a promotion or upgrade. At the end of the temporary reassignment, the affected employee shall have his/her salary reduced to its original level including any salary increase which the employee would have received in his/her regular position.

JOB. A collection of duties and responsibilities performed by one or more employees at one or more institutions whose work is substantially of the same nature and which require the same skill and responsibility level. For jobs occupied by only one employee, the terms "position" and "job" shall be considered the same.

JOB FAMILY. A series of job titles in an occupational area or group.

NON-CLASSIFIED EMPLOYEE. An employee who is responsible for department or institutional policy formation, or reports directly to the President of the institution, or is in a position considered critical to the institution designated by the President.

Non-classified employees are not subject to the classification program but are eligible for benefits. Non-classified shall not exceed twenty percent of the total number of employees at the institution who are eligible for membership in any state retirement system.

NON-EXEMPT. An employee who is entitled to overtime/compensatory time-off benefits as outlined in federal and state law relating to the Fair Labor Standards Act (FLSA).

PAY GRADE. A range of compensation values for a job defined by a series of values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels, shall be classified within the same pay grade.

POINT FACTOR METHODOLOGY. The method used to assign weights to job factors. The total of the weights determines the pay grade to which a job title is assigned.

POSITION INFORMATION QUESTIONNAIRE. A document which contains descriptions of a positions actual duties and responsibilities and which is used to classify the position within the Mercer Classification System. Also called a "PIQ."

POSITION DESCRIPTION. A document which describes the set of essential and non-essential functions of a position at a particular institution or within the State College and University System.

TERMINAL LEAVE. Accrued, paid-leave taken in conjunction with termination of employment. An individual does not accrue leave credits during a terminal leave period.

TRANSFER. Movement from one position or job title to another position or job title requiring the same degree of skill, effort, and authority. Both positions are in the same pay grade.

UPGRADE. An advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities, as determined by job evaluation. When an upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade. When an upgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how accurately the current title describes the position.

DEFINITION OF TERMS APPLICABLE TO FACULTY:

FACULTY. Those individuals who hold full-time appointments at the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor (see full-time faculty).

FULL-TIME FACULTY. Employment as a faculty member for a full academic year (at least a nine-month contract basis) for at least twelve (12) semester credit hours teaching per semester or the equivalent in teaching, research, public service, and/or administrative responsibilities. Faculty are not considered classified employees nor are they subject to the classification program.

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