

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

16.1. General

1.1. Scope – This Policy established procedures related to West Virginia Code §6C and §18B.

1.2. Authority – The Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201, et seq.; W. Va. Code §6C-2-1, et seq., §18B-1-6, §18B-2A-4, §18B-7-10; and §18B-9A-2.

1.3. Effective Date – August 15, 2018

1.4. Revision of Former Policy – Revises and replaces Title 131, Series 31 of the Board of Directors of the State College System, Glenville State College Board of Governors Policy 16 Classified Employees [2005], Glenville State College Board of Governors Policy 22 Personnel Administration [2005], Glenville State College Board of Governors Policy 25C Recruitment and Hiring [2010]. Modifies Sections 4.1 and 5.1.1 of Glenville State College Board of Governors Policy 19 Staff Development [2004] and section 3.2 of Glenville State College Board of Governors Policy 17 Annual Leave, Sick Leave, Military Leave and Other Leaves [2003].

16.2. Purpose and Applicability

2.1. Glenville State College (sometimes “GSC” or “College”) seeks to administer a fair and flexible compensation program for employees that allows the College to attract, retain, and motivate high performing employees.

2.2. The purpose of this policy is to set forth the guiding principles for establishing human resource practices for all GSC faculty and staff as defined herein and covers other employment practices required by state law. This policy applies to all GSC employees unless stated otherwise. Specific application to various job types may be limited by each section below.

16.3. Definitions

3.1. “Academic Administrator” means an exempt employee who performs administrative duties that typically support the academic mission of the institution. An academic administrator may assume the responsibilities of an academic administrator position in partial or in whole replacement of his or her teaching responsibilities. Academic administrators may also be outside hires. Academic administrator appointments include but are not limited to Academic Department Chairs, Deans and/or Directors of an academic program of study. Academic administrator appointments are non-classified, at-will appointments. Academic administrator compensation is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President or designee.

3.2. “Athletic Appointment Employee” means an exempt employee whose primary duties are instructing student athletes in the rules and fundamentals of their respective sports and/or strength and conditioning. Athletic appointments are non-classified, at-will positions and include Head Coaches,

Assistant Coaches, and/or any other title as determined by the President or designee. Compensation for athletic appointments is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President or designee.

3.3. “Essential Employee” means an employee in a position who may be required to remain at their work location or to report to work to protect, recover and continue operations when the college is faced with an institutional emergency.

3.4. “Executive Level Employee” typically means exempt employees employed in Vice-President and/or the Athletic Director positions, or above, but may include any position designated as executive level by the President or designee and not otherwise covered by the West Virginia Higher Education Compensation Management Program. Job titles, job duties, and compensation for executive level employees/positions are determined at the discretion of the President or designee. Employees holding executive level positions are non-classified, at-will employees. Executive level employees are expected to report to work during regular business hours Monday through Friday.

3.5. “Faculty Members.” Faculty members are appointed at the discretion of the President or designee to support the academic mission of the institution, via teaching, research, public service, and or academic administration. Faculty positions excepting academic administrator positions, are typically all classifications as defined by Glenville State College Board of Governors Policy 18 (“BOG Policy 18”) and West Virginia Higher Education Policy Commission Series 9 (“Series 9”).

3.6. “Faculty Senate” means an elected council of faculty employees that advises the President on matters pertaining to faculty employee concerns and is comprised of the officers and the elected constituency representatives.

3.7. “Full Time Equivalency” (FTE) means the percentage of time for which a position is established, with a full-time position working 1,950 hours per year being 1.00 FTE.

3.8. “Information Technology Related Employee” means an employee whose primary responsibility is supporting information technology functions, as determined by the President or his/her designee. Information Technology related employees are non-classified, at-will employees.

3.9. “Non-classified Employee.” West Virginia Code § 18B-9A-2(11) defines “non-classified employee” as an employee of an organization who meets one or more of the following criteria:

- 3.9.1. Holds a direct policy-making position at the department or organization level;
- 3.9.2. Reports directly to the president or chief executive officer of the organization;
- 3.9.3. Is in a position considered by the president or designee to be critical to the institution pursuant to policies or decisions adopted by the governing board;
- 3.9.4. Is in an information technology-related position;
- 3.9.5. Is hired after July 1, 2017, and meets the duties test for exempt status under the provisions of the Fair Labor Standards Act at the time of hire or anytime thereafter; or
- 3.9.6. Was in a non-classified position as of January 1, 2017.

GSC considers all employee positions to be critical to the institution. Therefore, all staff positions are non-classified. While critical to daily operations, a non-classified employee may or may not be deemed essential to report for duty in emergencies or other special situations as identified by the President or his/her designee.

3.10. "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. The employee category of "student employee" is for students who work at the institution in jobs or positions that are solely available to students enrolled at the institution, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

3.11. "Staff, Staff Member or Staff Employee" mean any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position. Staff are not eligible for salary increases until after six months of employment.

3.12. "Staff Council" means an elected council of staff employees that advises the President on matters pertaining to staff concerns, and is comprised of the officers of the staff, the staff Board of governors elected representative, the state advisory representative, and the elected constituency representatives.

This list is not exhaustive. Other relevant terms are defined in other sections of this policy.

16.4. Delegation of General Administration of Human Resources Practices to President

4.1. To enable GSC to function in a proper and expeditious manner and to advance GSC's mission and objectives, the GSC Board of Governors delegates to the President the following authority:

4.1.1. To administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.

4.1.2. To contract for supplemental health and welfare benefit and retirement plans for any or all employees in addition to the benefits the employees otherwise receive. Provided that if the supplemental employee benefit program incurs expense to GSC, the President shall first obtain approval from the GSC Board of Governors.

4.1.3. To adopt additional human resources internal procedures to effectuate the implementation of this policy or in the furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by the policy. Procedures implemented in accordance with this section will be made available to employees in the Human Resources Office and online.

4.2. All human resources practices and procedures shall be consistent with federal and state law and any policy adopted by the GSC Board of Governors.

4.3. The President may delegate the authority granted in this or any other section of this policy as appropriate.

16.5. Meetings on Human Resources Policies

5.1. The President or his/her designee shall meet at least quarterly with representatives of Staff Council and Faculty Senate to discuss the implementation and effectiveness of any human resources policies.

5.2. Where appropriate, the President or his/her designee shall make recommendations to the Board of Governors to address concerns or issues identified by Staff Council or Faculty Senate regarding the implementation and effectiveness of the human resources policies.

5.3. Where appropriate, the Chief Human Resources Officer is encouraged to seek input from all employees regarding the development and implementation of internal human resource procedures.

16.6. Part time and Temporary Employees.

6.1. Institutions are discouraged from hiring part-time employees solely to avoid the payment of benefits or in lieu of full-time employees.

16.7. Staff Job Classification and Compensation System

7.1. Attracting, retaining, and motivating a highly talented and committed workforce is vital to supporting GSC's unique missions and goals. Competitive pay is a key element in attracting, retaining, motivating and rewarding the type of employees needed to fulfill GSC's mission. The goal of GSC is to pay competitive salaries by using systems clearly communicated to employees and readily administered by managers. To further this goal, job classification and employee compensation for all staff employees/positions at Glenville State College will be determined using the West Virginia Higher Education Compensation Management Program ("WVHEPC Compensation Program") as approved and/or modified and/or amended by the West Virginia Higher Education Policy Commission ("WVHEPC"), its supporting component documents and any procedural or legislative rules promulgated by the Commission to implement the Compensation Program. The Compensation Program supporting component documents as created by the WVHEPC include the following:

- 7.1.1. The "West Virginia Higher Education Compensation Philosophy" which outlines the goals, objectives, and strategies of the compensation management system;
- 7.1.2. The "West Virginia Higher Education Job Classification Guidelines" which assist human resources officers with determining the appropriate classification for jobs;
- 7.1.3. The "West Virginia Higher Education Employee Salary Schedule" consists of pay grades with pay range spreads and indicates the minimum, midpoint and maximum salary levels for each pay grade; and
- 7.1.4. The "West Virginia Higher Education Salary Administration Guidelines" which assist human resources officers and institutional administrators in making appropriate pay decisions in a variety of employment situations.

16.8. Compensation Adjustments and Performance Based Merit Increases

8.1. Higher education organizations may grant merit increases or implement pay for performance programs which are in accordance with state law and the West Virginia Higher Education Compensation Management Program Salary Administration Guidelines.

8.2. The Chief Human Resources Officer in consultation with the Provost/Vice President for Academic Affairs and the Vice-President for Business and Finance is authorized to develop objective administrative procedures for making adjustments to all employee compensation and for performance-based merit increases that are consistent with the WVHEPC Compensation Program.

16.9. Job Descriptions

9.1. The Chief Human Resources Officer is responsible for developing and maintaining job titles, minimum base compensation per position, and alignment of job titles to respective pay for all staff in accordance with the WVHEPC Compensation Program; provided that supervisors most familiar with work performed in their respective units and the abilities of the employees who do the work may recommend pay to the Chief Human Resources Officer. Final approval of an employee's pay rests with the President.

9.2. In conjunction with supervisors, the Office of Human Resources shall develop and maintain a job description for all faculty and staff positions using the Position Description Form/Job Description Form (PDF/JDF) developed by the Commission.

9.3. Individual job descriptions must include a summary of the essential duties and the level of the work performed.

9.4. To maintain accurate job descriptions, supervisors shall review individual job descriptions at least every three years and will notify the Office of Human Resources if the content of a position undergoes a fundamental change.

9.5. For all new positions or vacated positions, the Office of Human Resources shall review a position's submitted duties, responsibilities, functions, skills, education, and experience required for the position, as provided by the respective supervisor, and then compare those factors to internal and external jobs to determine the job title and the corresponding minimum base compensation for the position using the Compensation Program.

16.10. Staff Reduction in Force

10.1. GSC seeks to provide a positive and stable work environment. However, conditions may arise that necessitate the elimination of filled staff positions, otherwise known as a Reduction in Force ("RIF"). This policy outlines the guiding principles for, and is applicable to, Reductions in Force for Staff employees of GSC unless otherwise exempted in this policy.

10.1.1. RIF Process and Review Committee

10.1.1.1. Reasons to implement a RIF may include, but are not limited to, budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination, or an emergency that curtails operations.

10.1.1.2. The President shall establish and appoint a review committee to review, propose and implement any RIF Plan upon the President's approval. The members of the review committee shall include but are not limited to the following individuals or his/her designee: Vice President for Business and Finance, Vice President for Academic Affairs/Provost, Faculty Senate Chair, Staff Council Chair, Chief Human Resources Officer, Vice President of Student Life and the Athletic Director.

10.1.1.3. Prior to undertaking any RIF the Chief Resources Officer shall at a

minimum: 10.1.1.3.1. Identify the reasons for the RIF

10.1.1.3.2. List reasonable alternative solutions to a RIF that were considered (*e.g.*, where applicable, reductions of operating expenses other than payroll, moratorium on further hiring, or voluntary separation);

- 10.1.1.3.3. Identify the positions recommended for elimination and the reasons for the elimination;
- 10.1.1.3.4. Describe any reorganization of the department or other changes that will occur as a result of the RIF;
- 10.1.1.3.5. Any other matters required by the review committee or the Chief Human Resources Officer.

10.1.1.4. A RIF is not intended to be a performance management tool.

10.1.1.5. In situations where some, but not all of the positions within the same department may be eliminated, the Chief Human Resources Officer shall evaluate the performance, skills and qualifications of the individual employees potentially subject to the RIF. The Chief Human Resources Officer will oversee the review process in consultation with appropriate supervisors and will evaluate performance criteria, and provide seniority validations. Consideration shall be given to the following:

10.1.1.5.1. Performance: each employee's documented quality of work performance over the previous twenty-four months as demonstrated in performance evaluations of record including, but not limited to, performance evaluations and disciplinary history;

10.1.1.5.2. Skills and qualifications: specific duties and responsibilities of each positions, the employee's knowledge and skills; and

10.1.1.5.3. Seniority, the length of service in the position as a GSC employee.

10.1.1.6. If the employee did not receive a written performance evaluation for any year within the last twenty-four months, for any such year that employee shall be deemed to have received a "valued performer" or an equivalent rating.

10.1.2. Equal Employment Opportunity and Affirmative Action

10.1.2.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

10.1.2.2. The Chief Human Resources Officer shall undertake an adverse impact analysis to determine that all RIF Plans under this Policy comply with this section.

10.1.2.3. GSC shall provide an employee at least ninety days written notice ("Notice Period") that his or her position will be eliminated as part of a RIF, unless the financial circumstances of GSC dictate a shorter notice period, as determined by the President.

10.1.3. Severance Agreement

10.1.3.1. GSC may but is not required to offer a severance package to an employee who is impacted by a RIF, if financially feasible.

10.1.3.2. All severance package agreements shall provide the employee forty-five days from the date of receipt to consider the terms and conditions of the agreement and to accept the severance package agreement. Additionally, after an employee executes

(signs) a severance package agreement, the employee may revoke acceptance of the agreement within seven working days after execution.

10.1.3.3. GSC is not required to pay any severance benefits until after the expiration of the seven-day revocation time period. No severance benefits will be paid to any employee who revokes execution of a severance package agreement.

10.1.3.4. Generally, the value of any severance package will not exceed the employee's annual base pay. Any severance shall be paid in installments.

10.1.3.5. GSC may also subsidize health insurance premiums for a predetermined period of time as appropriate.

10.1.3.6. Severance package agreements shall include a statement indicating the employee waives all claims against GSC, except for those claims that cannot be waived by law, and including any claims that could be raised in accordance with the West Virginia Public Employees Grievance Procedure set forth in W. Va. Code Section 6C-2-1, *et seq.*

10.1.3.7. Nothing in this section shall prevent GSC from implementing a RIF Plan if an employee declines to accept a severance package agreement.

10.1.4. Exclusions.

10.1.4.1. The rights, duties and responsibilities of the Reduction in Force section apply to staff positions held by Full-Time Regular employees. The Reduction in Force section does not apply to any position that is not a staff position and also does not apply to the following types of employees:

10.1.4.1.1. Temporary positions;

10.1.4.1.2. Part-Time positions;

10.1.4.1.3. Casual employees;

10.1.4.1.4. Grant funded positions hired on or after July 1, 2017;

10.1.4.1.5. A reduction of a position FTE by 20% or less that does not result in a loss of benefits eligibility;

10.1.4.1.6. Transfers from one position to another;

10.1.4.1.7. Student employees.

16.11. Recruitment and Hiring

11.1. The posting of all staff and faculty vacant or new positions will be conducted in accordance with the procedures set forth in the Glenville State College Staff Search Manual and the Glenville State College Faculty Search Manual, subject to the terms of this section.

11.2. The President will approve in writing the individuals to chair and serve on the Search Committee. The Search Committee will evaluate and interview applicants in accordance with the search manuals. The committee will narrow down the applicant pool and submit a summary of strengths and weaknesses of their finalists for review by applicable area Vice President and President. Once a hiring decision is made a conditional offer may be extended by the appropriate College official contingent upon the applicable results of the completed background check.

11.3. The Office of Human Resources will execute the applicable employment forms and initiate the background check process. The official offer will be made in writing by the President.

11.4. Academic Department Chair positions are at-will administrative appointments not subject to the posting provisions outlined in the Staff or Faculty Search Manuals.

16.12. Staff Employee Probationary Period

12.1. Full-time regular staff employees shall serve a six-month probationary period beginning at the original date of employment.

12.2. At the end of the six-month probationary period, the employee shall receive a written six-month evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. Supervisors are encouraged to provide frequent feedback to new employees during this initial phase of employment.

12.3. During or at the close of the probationary period, a probationary employee may be dismissed for any reason that is not arbitrary and capricious; progressive discipline is not required prior to the dismissal of a probationary employee.

12.4. As with all positions, continued employment of a probationary employee is based on adequate funding, satisfactory performance and adherence to institution rules and regulations.

12.5. Any probationary employee whose employment continues beyond the probationary period will receive an annual written performance review in accordance with the performance management section of this policy.

16.13. Performance Management

13.1. Strategic alignment of GSC's workforce with its mission, vision, and values is critical to the continued growth and success of GSC. Performance management will be used to ensure strategic alignment and also support employees as they work to achieve their fullest potential.

13.2. The Chief Human Resources Officer will develop a performance management plan for all non-classified employees that accomplishes the following objectives:

- 13.2.1. Provide a fair assessment of job performance;
- 13.2.2. Provide counseling regarding development opportunities or areas of needed improvement;
- 13.2.3. Provide a basis for compensation decisions;
- 13.2.4. Serve as a factor for reduction in force decisions; and
- 13.2.5. Support and provide documentation for personnel actions.

13.3. All faculty members, including but not limited to tenured faculty members, and executive administrators, will be evaluated annually by the Chairs of each department in accordance with GSC BOG Policy 18, Series 9 and/or any applicable promotion and/or tenure procedures. The Vice-President of Academic Affairs will develop an annual evaluation form for faculty members and academic administrators.

13.4. Supervisors shall undertake performance management in a manner that is consistent and objective, and should not reflect personal prejudice, bias, or favoritism. Any employee who supervises

one or more employees shall complete a training on performance management policies, procedures, and processes, as required by the Chief Human Resources Officer.

13.5. Each year the Chief Human Resources Officer shall offer training on performance management policies, procedures, and processes for newly appointed supervisors prior to completion of the performance evaluation process.

13.6. All supervisors shall be provided with refresher materials on performance management policies, procedures, and processes, minimally, every three years.

13.7. All non-classified employees shall receive an annual written performance review based on the performance standards or annual goals established by the supervisor for the position, during the time period determined by the department, and approved by the Chief Human Resources Officer. Supervisors should also provide regular, informal feedback throughout the year. Before a performance review is completed, a supervisor shall solicit feedback from the employee's prior GSC supervisor if the employee has changed supervisors within the current performance review period.

13.7.1. Rights of Employees - Once the annual written performance review is completed, the supervisor/Department Chair shall meet with the employee and explain the contents of the review. An employee who receives an evaluation or review of "development needed" or its equivalent designation shall be placed on a written performance improvement plan with defined objectives and timelines for improvement, as determined by the employee's supervisor. An employee who does not meet the objectives for improvement in accordance with the timeline specified in the improvement plan may be considered for additional personnel action, including termination of employment.

13.7.2. If an employee has a concern that does not involve protected class status, he/she is encouraged to first talk to his/her supervisor, next-level supervisor, or the Chief Human Resources Officer. However, GSC considers a performance review finalized 15 business days after the employee receives the evaluation. Protected class status concerns should be addressed using the procedure set forth in GSC BOG Policy 6A.

13.7.2.1. *Option One:* Within five days of receipt of the written performance review, employees may submit a written request for review to the supervisor's supervisor. The written request must include a copy of the evaluation, and must outline the specific areas of disagreement and set forth the reasons the employee disagrees with the supervisor's evaluation. The supervisor's supervisor will issue a written decision five days after receipt of the employee's request. The decision of the supervisor's supervisor will be the final decision on the evaluation. The employee's appeal, the written decision and the final evaluation will be placed in the employee's personnel file. The original evaluation, if different than the final evaluation, will also be kept in the personnel file for recordkeeping purposes but will not be relied upon to make any personnel decisions.

13.7.2.2. *Option Two:* Within five days of receipt, an employee who disagrees with the evaluation of his or her supervisor may submit a written rebuttal to the Chief Human Resources Officer. The employee will send a copy of the rebuttal to his/her supervisor. The employee's written rebuttal and performance evaluation will be placed in the employee's personnel file.

13.7.2.3. *Option Three (leave as is):* An employee shall be given 5 business days to respond in writing regarding the results of his/her performance review, if the employee would like to do so. The response shall be delivered to the employee's supervisor.

Upon receipt, the supervisor will review the employee's written response and determine if any changes should be made to the performance review.

Only one of the three options listed above for addressing the performance evaluation will be used.

13.8. Supervisors, including academic administrators, who fail to conduct evaluations of employees who report to them may be subject to disciplinary action.

13.9. Faculty employee performance management and merit salary increases will be conducted in accordance with established objective faculty employee performance management and merit increase BOG policies and administrative procedures as developed by the President or designee. Faculty members have the same annual evaluation/performance appraisal rebuttal/review request rights as non-classified employees.

16.14. Faculty

14.1. Faculty member compensation will be determined in accordance with Glenville State College Board of Governors Policy 24 and any other policies and procedures applicable to faculty members.

14.2. Academic rank, dismissal and promotion and tenure of faculty members will be determined in accordance with BOG Policy 18, Series 9 and any procedures enacted by the President and/or designee. Faculty employees are expected to maintain acceptable job performance and may be disciplined for unacceptable work performance. Faculty employees are also expected not to engage in acts of gross misconduct and/or any other conduct proscribed by BOG Policy 18 or Series 9.

14.3. Unacceptable conduct as set forth in this policy, any other Board of Governors policy or administrative procedure may serve as grounds for dismissal of a faculty member for cause in accordance with BOG Policy 18 and Series 9. This policy in no way supersedes BOG Policy 18 or Series 9 and does not impose upon the College an obligation to use progressive discipline when addressing faculty employee performance issues and/or misconduct of a faculty member unless otherwise required to do so by law.

16.15. Discipline and Misconduct

15.1. This section establishes a progressive disciplinary system which allows opportunities for correction of unacceptable workplace conduct and/or job performance.

15.2. All employees are required to adhere to certain standards of conduct designed to create a friendly, cooperative, safe and effective work atmosphere. Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of the College.

15.3. All employees are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public. All employees are expected to adhere to the general provisions of any standards of conduct established by this policy or any administrative procedures established by the President or designee.

15.4. All employees are expected to be present and working during normal office hours.

15.5. All employees are required to respect the rights and feelings of others as well as to ensure that each employee's personal conduct is not harmful to others or to the College. All employees are expected to act professionally during working hours, (including but not limited to lunch hours), when conducting College business, when performing their job duties, when conducting College business and/or when representing the College in their official capacity as a College employee. All employees are expected to perform their job duties effectively and to maintain satisfactory levels of job performance.

15.6. Off duty conduct may also be the source of disciplinary action if the conduct adversely affects the employee's ability to perform his/her job duties and/or bears a rational nexus to the employee's job and the reputation of the College.

15.7. All employees may be disciplined for unacceptable conduct and/or poor job performance and the discipline may include, but is not be limited to, verbal counseling, letters of warning, suspension with or without pay, performance improvement plans and/or termination of employment.

15.8. Employees subject to progressive discipline who are found responsible for gross misconduct as defined by policy or administrative procedures may be terminated immediately. Gross misconduct may include but is not limited to:

- 15.8.1. Stealing property of the College or of another person;
- 15.8.2. Threat of violence or physical harm to any individual;
- 15.8.3. Harassment or discrimination in any form;
- 15.8.4. Insubordination by refusal to abide by legitimate reasonable directions of administrators;
- 15.8.5. Intentionally damaging the property of the College or of another person;
- 15.8.6. Reporting to work while under the influence of alcohol or drugs or consuming, selling or distributing alcohol and/or drugs on College property or during College activities in violation of College policy;
- 15.8.7. Falsification of time records, including not reporting time off or using leave for purposes not covered under the leave definition used;
- 15.8.8. Falsification of timecard and/or leave time, including reporting hours worked that were not;
- 15.8.9. Dishonesty and/or lying;
- 15.8.10. Failure to report to work for three (3) consecutive scheduled work days without notice and/or without following proper calling off procedures
- 15.8.11. Gambling on College property or with College equipment or technology, either during or after work hours;
- 15.8.12. Unauthorized possession or use of a firearm and/or deadly weapon and/or destructive device on College property;
- 15.8.13. Falsification of employment application or official record;
- 15.8.14. Sexual harassment including but not limited to acts of sexual violence, discrimination or domestic violence, whether on or outside of work time;
- 15.8.15. Unauthorized and/or excessive absence from work, tardiness and/or excessive failure to hold classes;
- 15.8.16. Conviction of a crime (state of West Virginia, any other state and/or the federal government law);
- 15.8.17. Loss of driver's license where driving on public roads is an essential part of the duties of the position;

- 15.8.18. Failure to comply with the College's consensual relationship policy;
- 15.8.19. Substantial and manifest neglect of duty;
- 15.8.20. Failure to effectively secure hazardous, medical, drug or other materials/supplies;
- 15.8.21. Requesting that a College authority provide false information or testimony on one's behalf;
- 15.8.22. Conduct that could constitute a violation of state, local or federal law; and
- 15.8.23. Other serious infractions that may constitute gross misconduct will be handled on a case-by-case basis at the discretion of the College.

15.9. All disciplinary actions will be determined on a case-by-case basis. Factors that may be considered when determining the type of discipline include but are not limited to the seriousness of the performance/conduct issue(s), prior disciplinary/work performance history and/or the impact of the offense on the College's operations, credibility and reputation.

15.10. All executive level employees, employees who directly report to the President, athletic coaching positions, athletic department appointments, academic administrator appointments, temporary employees and student employees are at-will employees and serve at the will and pleasure of the President. At-will employees may be terminated for any reason in accordance with state at-will law and are not subject to progressive discipline. The College may but is not required to implement progressive discipline to remediate the misconduct and/or poor work performance of an at-will employee but GSC does not waive the employee's will and pleasure status by doing so. All other staff employees not mentioned above are subject to progressive discipline procedures as outlined in the employee handbook.

16.16. Grievance Procedure

16.1. The statutory grievance procedure set forth in W. Va. Code § 6C-2-1, *et seq.*, is available to eligible employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

16.17. Essential Employees

17.1. While critical to daily operations, an employee may or may not be deemed an essential employee for the purposes of reporting to work during institutional emergencies. Absent extraordinary circumstances, supervisors are required to notify an employee they have been identified as an essential employee in advance of institutional emergencies.

16.18. Board of Governors Membership

18.1. The membership of the Glenville State College Board of Governors is governed by W. Va. Code §18B-2A-1(c). In accordance with state law, in addition to the other members stated in the code section, the Glenville State College Board of Governors shall include a full-time member of the faculty with the rank of lecturer or above duly elected by the faculty of the respective institution and a member from the non-classified employees duly elected by the non-classified employees.

16.19. Equal Employment Opportunity and Affirmative Action

19.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

Approvals:

President

Chair of the Board