

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, February 24, 2026
9:00 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – September 23, 2025** **Tab 1**
- III. Board of Governors Policies**
(George Perich, VP of Human Resources & Organizational Development)
 - A. *Policy #PP-5011 Awarding of Undergraduate and Graduate Fee Waivers **Tab 2**
 - B. *Policy #PP-3036 Adjunct Faculty and #PP-3037 Adjunct Faculty Workloads **Tab 3**
 - C. *Policy #PP-2059 Furlough and Reduction in Employee Workforce -
30-day Comment Period **Tab 4**
- IV. Institutional Policies**
(George Perich, VP of Human Resources & Organizational Development)
- V. Human Resources Update**
(George Perich, VP of Human Resources & Organizational Development)
 - A. Employee Turnover **Tab 5**
 - B. Employee Survey Results
- VI. Adjournment**

Tab

1

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, September 23, 2025
10:00 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Human Resources, Policies, By-Laws Committee was held on September 23, 2025, beginning at 10:00 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Thomas Cole – Committee Chair, Joanne Seasholtz, and Nathan Weese

Committee Members Absent: Jeffrey Powell

Other Board Members Present: Vickie Findley, Anthony Hinton, Lisa Lang, and Christine Miller

Others Present: Members of the President's Cabinet, faculty, staff, and others

I. Call to Order

Thomas Cole called the meeting to order at 10:03 AM.

II. Approval of Minutes – May 13, 2025

Nathan Weese moved to approve the May 13, 2025 meeting minutes. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

III. Board of Governors Policies

A. Revised Board of Governors Bylaws

Nathan Weese moved to forward the revised Board of Governors Bylaws to the full Board for approval. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

B. Policy #PP-5011 Awarding of Undergraduate and Graduate Fee Waivers-
30-day Comment Period

Joanne Seasholtz moved to forward Policy #PP-5011 to the full Board for approval of a 30-day comment period. Nathan Weese seconded the motion. All agreed. Motion carried

C. *Policy #PP-3036 Adjunct Faculty and #PP-3037 Adjunct Faculty Workloads
Combine into one - 30-day Comment Period

Nathan Weese moved to forward Policy #PP-3036 and Policy #PP-3037 (combined) to the full Board for approval of a 30-day comment period. Joanne Seasholtz seconded the motion. All agreed. Motion carried

D. Policies that have been reviewed and need only minor or no changes:

- PP-5014 Travel
- PP-5031 Reduced Tuition and Fee Program for WV Residents Sixty-Five of Age or Older
- PP-5033 Disposition of Surplus Equipment, Supplies, or Materials
- PP-5056 Erosion and Sediment Control
- PP-5057 Illicit Discharge Inspection and Elimination
- PP-3013 Faculty Development
- PP-3015 Grade Point Average for Certificate and Associate Degrees
- PP-3052 Degree Definitions
- PP-3018 Student Academic Right

George Perich report that these policies have been reviewed and only need minor or no changes.

E. Policy #PP-3048 Research Involving Human Subjects - Still Under Review

George Perich reported that the policy was pulled back from the last meeting. Academic Affairs will review the policy and it will be brought back to the committee at a later date.

F. Policy #PP-2059 Furlough and reduction in Employee Workforce – On Hold

George Perich report that the policy is currently on hold and may be brought back to the committee at a later date.



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

IV. Institutional Policies (Information Only)

- A. Visitor Policy
- B. PPE Policy
- C. Housekeeping
- D. Hazardous Material Spill Policy
- E. Floors and Corridor Policy
- F. Fire Extinguisher Policy
- G. Delinquent Student Account Balance Collection

George Perich reported that the policies listed above are institutional policies and do not require Board approval. He explained the institutional policy process, noting that policies are reviewed by Cabinet and the President's Council, presented at Meet and Confer, and then sent to the campus community for a five-day comment period.

V. Human Resources Update

- A. Employee Turnover

George Perich presented and reviewed the Employee Turnover reports (Report provided in Agenda packet).

- B. Board of Governors Self-Evaluation

George Perich reported that the Board of Governors Self-Evaluation results are located in the Board of Governors Teams drive. Two documents are available: this year's evaluation and a comparison to last year's evaluation. Most areas of the evaluation showed improvement, while only a few areas decreased.

VI. Adjournment

There being no further business, Joanne Seasholtz moved to adjourn the meeting. Nathan Weese seconded the motion. All agreed. Meeting adjourned.

Respectfully submitted by Amanda N. Hawkinberry



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Tab

2

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of February 24, 2026

- ITEM:** Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers
- COMMITTEE:** Human Resources, Policies, By-Laws Committee
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the proposed amendment of Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers.
- STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.
- BACKGROUND:** The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Awarding of Undergraduate and Graduate Fee Waivers Policy was approved in July 2002 and does not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-2011

Short Title: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS

Effective Date: July 1, 2002

Amended: February 24, 2026

Repealed:

Reviewed:

SECTION 1. Purpose

- 1.1 Scope: This rule regards the awarding of undergraduate fee waivers.

SECTION 2. UNDERGRADUATE FEE WAIVERS

- 2.1 The term "Pierpont Community & Technical College Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to five percent (5%) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the fall semester of the immediately preceding fiscal year.
- 2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than four (4) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.
- 2.4 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.5 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of February 24, 2026

- ITEM:** Policies PP-3036 & 3037: Adjunct Faculty
- COMMITTEE:** Human Resources, Policies, By-Laws Committee
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the proposed amendment and combination of Policies PP-3036 and 3037: Adjunct Faculty.
- STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.
- BACKGROUND:** The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Policies were approved in July 2005 and do not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-3036

Short Title: ADJUNCT FACULTY
Effective Date: July 1, 2005
Amended: February 24, 2026
Repealed:

SECTION 1. PURPOSE

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

SECTION 2.

2.1 In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

OVERALL

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	35%	45%	55%

SINGLE, MULTI-SECTION COURSE

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	60%	70%	80%

It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

The total workload for an adjunct faculty member at Pierpont is, then, 9 credit hours per semester.

SECTION 3.

3.1 The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.

Tab

4

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of February 24, 2026

- ITEM:** Policy PP-2059: Furlough and Reduction in Employee Workforce
- COMMITTEE:** Human Resources, Policies, By-Laws Committee
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2059: Furlough and Reduction in Employee Workforce.
- STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.
- BACKGROUND:** The language in the existing policy requires language changes to reflect changes in operations and WV Statute.

The last revision of the Pierpont Community & Technical College's Employment Furlough and Reduction in Employee Workforce Policy was approved in April 2015 and does not reflect the institution's revised institutional guidelines.

PUBLIC COMMENT PERIOD: January 29, 2026 through February 28, 2026

All comments are to be made in writing to:

Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
bog@pierpont.edu

The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/policies/>

1 **PIERPONT COMMUNITY & TECHNICAL COLLEGE**
2 **Board of Governors Policies and Procedures**
3 **PP-2059**

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4
5 **Short Title: Furloughs and Reduction in ~~Employee~~-Workforce**

6 **Reference:** West Virginia Code §18B -7-3 and Title 133, West Virginia Council for
7 Community and Technical College Education, ~~Series 8, Personnel Administration,~~ and
8 Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

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11 **Effective Date: April 28, 2015**

12 **Amended: September 17, 2024**

13 **Repealed:**

14 **Reviewed:**

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15
16
17 **SECTION 1. PURPOSE**

18
19 1.1 The purpose of this policy is to establish uniform procedures that will provide a
20 means to address employee furloughs and reductions- in-force within the ranks of
21 regular full-time employees at Pierpont Community & Technical College
22 (Pierpont) in response to financial condition necessitating a reduction in the
23 institution's labor budget.

24
25 **SECTION 2. SCOPE AND APPLICABILITY**

26
27 2.1 This policy shall apply to all regular full-time (.53 FTE and above) employees and
28 positions, to include faculty, classified, non-classified and Faculty
29 Equivalent/Academic Professional (FEAP) employees.

30
31 2.2 This policy is intended to apply only to full-time regular employees, i.e., those at
32 .53 FTE and above. Employees at less than .53 FTE, i.e., part-time regular ("1039")
33 or temporary, casual or project employees are not included in this policy. ~~as they~~
34 ~~are considered "at will" employees whose positions may be abolished if deemed~~
35 ~~necessary.~~

36
37 **SECTION 3. DEFINITIONS OF EMPLOYEES (from Title 133, Series 8, 2.1)**

38
39 3.1 **Full-Time Regular Employee (FTR):** Any employee in a classified position
40 created to last a minimum of nine months of a twelve-month period and in
41 which period such employee is expected to work no less than 1,040 hours during
42 said period. The full-time equivalent (FTE) of such a position must be reported at
43 no less than .53 FTE. Personnel who fail to meet the work threshold for
44 designation as full-time classified personnel shall hold no seniority. ~~and will be~~
45 ~~considered "at will" employees.~~

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47 3.2 **Full-Time Faculty:** Employment as a faculty member for a full academic year (at
48 least a nine-month contract basis) for at least six (6) semester credit hours
49 teaching per semester or the equivalent in teaching, research, public service,
50 and/or administrative responsibilities. Faculty are not considered classified
51 employees or subject to the classification program.

52
53 3.3 **Non-Classified Employee:** ~~An employee, designated by the president, who is
54 responsible for policy formation at the department or institutional level or reports
55 directly to the president of the institution. Non classified employees are not
56 subject to the classification program but are eligible for benefits. Nonclassified
57 employees, unless otherwise established by action of the organization or
58 institution where employed, serves at the will and pleasure of the organization,
59 which authority may be delegated by act of the governing board or the
60 Commission. To be designated as nonclassified, the employee must meet one or
61 more of the following criteria: i. Employee holds a direct policy-making position
62 at the department or organization level; ii. organization; Employee reports
63 directly to the president or chief executive officer of the iii. Employee is in a
64 position considered by the chancellor, president or designee to be critical to the
65 organization pursuant to policies or decisions adopted by a governing board; iv.
66 Employee in an information technology-related position which may be defined
67 by policies or decisions adopted by a governing board; v. Employee hired after
68 July 1, 2017 in a position that meets the duties test for exempt status under the
69 provisions of the Fair Labor Standards Act when hired or anytime thereafter; or 3
70 133CSR55 vi. An employee in a nonclassified position as of January 1, 2017 who
71 may not meet criteria listed in subsections 5.1.c.1. through 5.1.c.5. of this rule.~~

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72
73 3.4 **Part-Time Regular Employee:** An employee in a position created to last less than
74 1,040 hours during a twelve-month period. An employee in a PTR position is not
75 eligible for benefits, but is covered under the classification program.

76
77 3.5 **Temporary Employee:** An employee hired into a position expected to last fewer
78 than nine months of a twelve-month period regardless of hours worked per
79 week. A temporary employee is not eligible for benefits, but is covered by the
80 classification program.

81
82 3.6 **Casual Employee:** Position created to meet specific operational needs at an
83 institution for no more than 225 hours in a 12-month period. Individuals in a casual
84 employee position are not eligible for benefits and are not covered by the
85 classification program.

86
87 3.7 **Furlough:** A furlough is mandatory time off work for no pay for an employee or
88 employees, a program typically implemented in lieu of reductions in force and
89 the permanent loss of jobs and positions.

90
91 3.8 **Reduction in Force (RIF):** The termination of employees and/or positions due to
92 lost funding or unmet revenues; or due to institutional or programmatic changes;
93 or due to the reorganization of business operations. Reduction in force for

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classified employees shall be in accordance with West Virginia Code §18-B-7-3

3.9 **Seniority (for classified employees):** For purposes of reduction in force, "seniority" means uninterrupted service in the higher education system. Uninterrupted service means the continuous period of time that an employee is in payroll status—i.e., being paid for time worked regardless of when the payment occurs. Therefore, persons on unpaid leaves of absence (regardless of the reason) do not accrue seniority service for purposes of reduction in force. An employee hired at Pierpont who previously worked at another institution under the jurisdiction of the Higher Education Policy Commission or Council for Community and Technical College Education must have no break in service between the two institutions in order to have the previous institutional service counted toward seniority calculations for reduction in force purposes at Pierpont.

3.9.1 For regular employees, this excludes adjunct teaching experience and part-time temporary and/or casual work experience. Temporary and casual employees do not earn or carry seniority.

3.10 **Seniority (for faculty employees):** For regular faculty employees, seniority may apply in some circumstances, as detailed in Section 5 following.

3.11 **Seniority (for non-classified and FEAP employees):** Seniority generally is not a mitigating factor or consideration for non-classified and FEAP employees, who are considered "at-will" employees.

3.12 **Full-time equivalency (FTE):** Full-time equivalency is the percentage of time for which a position is established; a 1.0 FTE is a position assigned to work 1950 hours per during the twelve (12) months of the fiscal year.

SECTION 4. FURLOUGH POLICY

4.1 After the decision that a financial condition necessitating a reduction in the institution's labor budget exists the President shall have the authority to determine and implement a feasible furlough plan, which shall be applied to all regular employees equitably and in a manner appropriate to their FTE's and employment type as described above in Section 3. Such a plan must be approved by the Board of Governors in a regular meeting or by another method of voting approved by the Board.

4.2 The furlough plan must be designed such that it minimizes the financial impact on employees.

4.3 Teaching faculty will be provided work-release with a corresponding reduction in salary as the method of their furlough.

4.4 Seniority is generally not a consideration in furloughing.

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141 **SECTION 5. REDUCTION IN FORCE POLICY - FACULTY**

142
143 5.1 It shall be the policy of the Board of Governors to undertake reductions in the
144 workforce or personnel in a consistent and equitable manner. Following the
145 decision that a financial condition necessitating a reduction in the institution's
146 labor budget exists, the President shall undertake program/curriculum reviews
147 to consider pertinent program/curriculum or administrative information. The President
148 may recommend to the Board of Governors the elimination or reduction of
149 programs/curricula deemed appropriate, given financial and enrollment
150 considerations, ~~and~~ ~~or~~ ~~what~~ ~~may~~ ~~be~~ in the best interest of the College in general.
151 The primary consideration in any resulting decision to eliminate positions and to
152 reassign or reduce the number affected faculty positions and personnel will be
153 the preservation of the quality and effectiveness of the College's programs and
154 overall mission.

155
156 5.2 **Basis for Elimination of Faculty Positions:** Recommendations by the President to
157 the Board of Governors concerning the elimination of any faculty position will
158 be made on the basis of need within each discipline, as ~~determined~~~~defined~~ by
159 the President after consultation with the Chief Academic Officer, the Deans, and
160 department chairs.

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161
162 5.2.1 **Elimination of Positions with Equal Rank in Same Discipline/Department:** In
163 the event all other factors are considered to be equal and a choice must
164 be made concerning the elimination of the position of one of two or more
165 faculty members holding the same rank and teaching the same discipline,
166 the faculty member with the greater seniority will be retained. Also, in the
167 event of a conflict between rank and seniority, such as when an assistant
168 professor has substantially more seniority than his or her equally qualified
169 counterpart who is an associate professor, the department chair, dean and
170 the chief academic officer will jointly review ~~the~~~~any~~ annual evaluations
171 of ~~both~~~~the~~ faculty members for the previous three years, as well as any
172 other relevant data, and make a recommendation to the President
173 concerning which of the positions better serves the vital interests of the
174 College.

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175
176 5.2.2 **Order for Elimination of Faculty Positions:** Non-tenured faculty members,
177 within the discipline to be reduced, ~~may~~~~will~~ be terminated prior to the
178 termination of the employment of tenured faculty members.
179 Employment terminations of faculty members will generally follow the
180 order specified below unless there is an identified need to retain faculty
181 members who are deemed to be of key importance to a particular
182 program:

183 **Non-Tenured:**

- 184 1. Adjunct Faculty
- 185 2. Lecturer and Temporary Faculty
- 186 3. Instructor

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- 188 4. Assistant Professor
- 189 5. Associate Professor
- 190 6. Associate Professor/Senior
- 191 7. Professor
- 192 8. Professor/Senior

Tenured:

- 194
- 195 9. Assistant Professor
- 196 10. Associate Professor
- 197 11. Associate Professor/Senior
- 198 12. Professor
- 199 13. Professor/Senior

201 **5.3 President's Recommendation:** In addition to recommendations made in
 202 response to a financial condition necessitating a reduction in the institution's
 203 labor budget, the President may recommend the termination of the
 204 employment of faculty members to the Board of Governors at any time for
 205 reason of lack of funds, lack of work, reduction in enrollment, or abolition of
 206 position. Recommendations of the President to the Board of governors relative to
 207 the termination of the employment of faculty members shall not be made until
 208 affected faculty members have been afforded a hearing as provided
 209 herein. Nothing in this policy shall be interpreted as restricting the right of
 210 the College to terminate the employment of any faculty member for reasons
 211 related to performance or conduct in accordance with College policy.

213 **5.3.1 Notice and Hearing for Tenured Faculty Members:** The President shall
 214 provide written notice to any full-time tenured faculty member of the intent
 215 to recommend termination of employment based upon a reduction-in-
 216 force. The notice shall contain a description of the reasons for the
 217 intended recommendation. The President must make every effort to give
 218 as much notice as is practical in light of a financial condition
 219 necessitating the reduction in the institution's labor budget exists to each
 220 affected faculty member in advance of the effective date of the layoff.
 221 Yet, the legislative appropriation process or the recognition of a
 222 reduction in revenues and the subsequent analysis needed before a
 223 decision that a financial condition necessitating a reduction in the
 224 institution's labor budget exists may allow little time for formal notice to the
 225 employees who are to be laid off. Upon receipt of such notice, the
 226 affected faculty member may request a hearing to be conducted by the
 227 President or his or her designee. A request for a hearing must be made
 228 within five (5) ~~calendar~~ (working) days of a notice of recommended
 229 termination. Among the issues to be considered by the President or
 230 designee are:

- 231
- 232 a. ~~Ensuring that~~ Providing that reductions-in-force do not arbitrarily
- 233 violate the principles of academic freedom or established law on
- 234 the basis of individual qualifications such as race, color, gender,

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235 sex, sexual orientation, gender identity, gender
236 expression/association, national origin, age, height, weight, religion,
237 creed, genetic information, disability, or veteran's status, as
238 identified and defined by relevant and appropriate employment
239 law.

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- 240 b. The burden of proof in position or employee termination
241 proceedings rests with the faculty member. The decision that a
242 financial condition necessitating a reduction in the institution's labor
243 budget rests solely within the President's authority and discretion
244 with the approval of the Board and is not subject to contest by any
245 faculty member.
- 246 c. The hearing shall be recorded by mechanical means and a written
247 transcript provided to all participating and appropriate parties to
248 be included with the final response as described in (e) below. The
249 strict rules of evidence shall not, however, be applied during the
250 hearing.
- 251 d. Following the hearing, the President or designee shall prepare a
252 written decision upon any matters raised by the faculty member
253 who requested the hearing. The decision shall contain a
254 description of the concerns raised by the faculty member and a
255 response to each thereto. A copy of the decision and transcript
256 shall accompany any subsequent recommendation made by the
257 President to the Board of Governors. These actions will all be
258 completed within ten (10) working days of the appeal meeting,
259 unless an extension is mutually agreed upon by the faculty
260 member and an approved designee of the College.
- 261 e. Use of the appeal procedure does not delay the effective date of
262 employment termination of the faculty member.

263
264 5.3.2 **Non-Tenured Faculty Members:** In most many instances, a reduction-in-
265 force of faculty members under fixed-term appointments will be
266 accomplished by non-reappointment rather than by layoff during the
267 term of employment. Non-renewal under these circumstances does not
268 entitle a faculty member to notice and hearing under the terms of this
269 policy. In the event a faculty member serving under a fixed-term
270 appointment is recommended for employment termination during the term
271 of employment because of a reduction-in-force resulting from a decision
272 that a financial condition necessitating a reduction in the institution's
273 labor budget, that faculty member shall be entitled to use the appeal
274 procedure described in Section 5.3.1.

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275
276 5.3.3 **Action by the Board of Governors:** Upon receipt of a recommendation by
277 the President, the Board of Governors may approve the termination of
278 employment of a faculty member. No separate hearing shall be
279 afforded to affected faculty members by the Board of Governors. The
280 affected faculty member shall be provided with written notice of the
281 action taken by the Board of Governors and shall also be provided with

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282 a copy of the instructions and form for filing an appeal with the West
283 Virginia Public Employees Grievance Board.

284 5.3.4 **Transfers/Refusals to Transfer:** In some cases, the President may decide-
285 ~~(as a result of the above described review process)~~, to abolish or
286 combine certain programs or curricula, or to close certain physical
287 campuses or locations, whether for purposes of a financial condition
288 necessitating a reduction in the institution's labor budget, ~~or for a~~
289 ~~reorganization, or a~~ reallocation of resources. In such a case, ~~an~~
290 ~~employee faculty member~~ may be reassigned to a new program, school
291 or physical location. If a faculty member refuses the reassignment to a
292 program, school or physical location, the President may then terminate
293 that faculty member's employment; ~~es~~ Since an equitable offer has
294 been made and refused, the College is under no further obligation to
295 maintain the employee's job or employment.
296

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297
298 5.3.5 **New Faculty Positions:** New positions will not be created while a financial
299 condition necessitating a reduction in the institution's labor budget is in
300 effect unless a serious disruption in the functioning of the College or a loss
301 of grant funds ~~or other program revenue~~ would otherwise result, as
302 determined within the sole discretion of the President. New academic
303 programs or faculty positions may be created only when it can be
304 demonstrated that these programs or positions will help the College
305 extricate itself from the financial conditions necessitating the reduction in the
306 institution's labor budget and/or program and curriculum performance. Priority
307 for filling these positions will be given to existing, qualified faculty whose
308 positions are slated for abolishment.
309

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310 5.3.6 **Re-employment Following Financially Based or Other Termination:**
311 Notwithstanding any other recall rights contained in the policy, in the case
312 of the termination of the employment of a tenured faculty member
313 occupying a permanent faculty position, the position concerned may
314 not be filled by replacement within a period of two (2) years from the
315 effective date of the termination of employment, unless the faculty
316 member has been offered a return to employment in that position and
317 has not accepted the offer within ~~1030~~ calendar days after the offer is
318 extended.
319

320 5.3.7 **Termination of Exigency:** The conclusion of a financial condition
321 necessitating a reduction in the institution's labor budget will not imply
322 that employment terminations that were made during that period are
323 automatically withdrawn, revoked or otherwise invalid.
324

325 5.3.8 **Process for Re-employment of Affected Personnel:** The following process
326 shall be observed for determination of recall and reassignment of
327 affected faculty members following their termination during a financial
328 condition necessitating a reduction in the institution's labor budget:

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329 When filling academic positions, the highest ranking qualified tenured
330 faculty member whose employment has been terminated as part of a
331 financial condition necessitating a reduction in the institution's labor
332 budget reduction-in-force, and who has not been employed in an
333 academic position elsewhere, shall be offered the position. If the position
334 is refused, it shall be offered to other similarly affected faculty members in
335 rank order. Any refusal of employment by a faculty member shall
336 extinguish any further rights to recall. However, a refusal to accept a
337 position shall not preclude a faculty member from making application for
338 other posted position openings. The Office of Human Resources shall
339 notify faculty members whose employment has been terminated of
340 position openings in accordance with the terms of this policy. The notice
341 shall be sent by certified mail, return receipt, to the last known address of
342 the employee. It is the responsibility of the employee on the recall list to
343 notify the Office of Human Resources of any change in address in order
344 to retain recall status. The Pierpont email system may be substituted for
345 the certified mail requirement provided that the faculty member has
346 provided a viable personal email address to Human Resources in writing
347 prior to the recall. The recalled employee shall have 10 calendar days
348 from the date of the notice to notify Human Resources that they accept
349 the recall assignment. Failure to notify Human Resources within the 10-
350 calendar period will forfeit any future right to employment with Pierpont.

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352
353 5.3.9 **Assumption of Responsibilities:** The duties of a faculty member terminated
354 under the provisions of this policy will be assumed by his/her remaining
355 colleagues in so far as is feasible.

356
357 5.3.10 **Rights of Returning Tenured Faculty Members:** A tenured faculty
358 member who has been terminated and who accepts re-employment
359 with the College under the terms of this policy will resume tenure and
360 the rank held at the time of employment termination, be paid a
361 salary commensurate with the rank and length of previous service, be
362 credited with any sick leave accrued as of the date of employment
363 termination and be credited with any annual leave accrued as of the date
364 of employment termination for which payment has not been made.
365 Annual increment service time will begin accruing upon reinstatement;
366 no annual increment or other service time accrues during the period of
367 reduction-in-force.
368

369 SECTION 6. REDUCTION IN FORCE POLICY—CLASSIFIED STAFF

370
371 6.1 It shall be the policy of the Board of Governors to undertake reductions in the
372 workforce or personnel in a consistent and equitable manner, in adherence to
373 the provisions of WV Code §18B -7-3. The President, however, following the
374 decision that a financial condition necessitating a reduction in the institution's
375 labor budget exists, shall undertake program, administrative, and service

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376 reviews ~~to consider pertinent program, administrative or service information.~~ The
377 President may recommend to the Board of Governors the elimination or
378 reduction of programs or services deemed appropriate, given financial,
379 enrollment, and other pertinent considerations, and what is in the best interest of
380 the College in general. The primary consideration in any resulting decision to
381 eliminate positions and to reassign or reduce the number affected staff
382 positions and personnel will be the preservation of the quality and
383 effectiveness of the College's programs and overall mission.

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384
385 6.2 **Basis for Elimination of Classified Staff Positions:** It shall be the policy of the
386 Board of Governors to undertake reductions in the workforce of classified
387 personnel in a consistent and fair manner, and in accordance with WV Code
388 §18B -7-3, insofar as the needs of the institution, its mission and its students are
389 met first. Following a reduction in workforce in the ranks of classified personnel,
390 the continuation of services and programs with appropriately trained and
391 qualified personnel shall be afforded primary consideration in all decisions related
392 to elimination of positions and the reassignment of affected classified personnel.

393
394 6.2.1 Part-time regular (1039), casual, project and/or temporary classified positions
395 and employees are not covered under the provisions of this policy.

396
397 6.2.2 A reasonable reduction in the number of hours an employee works
398 (FTE) is NOT considered a reduction in force; i.e., altering the FTE of a
399 position or employee's job by .20 or less does not trigger the provisions for
400 "bumping" as outlined in WV Code §18B -7-3.

401
402 6.3 **Calculation of Seniority:** Seniority accumulation for regular full-time employment
403 (i.e., .53 FTE and higher) begins on the date the employee enters regular full-time
404 employment duties and continues until such regular full-time employment is
405 severed with the College. Full-time service will be prorated by FTE. Part-time or
406 temporary service performed prior to becoming a full-time regular employee
407 will not be counted in the seniority calculation. Only full-time, benefit eligible
408 service will be counted. Additional seniority shall be given for full-time service in
409 the West Virginia system of higher education; however, an entitlement to credit
410 for service earned at another eligible institution of higher education
411 requires an uninterrupted transition to service at Pierpont. Such additional
412 seniority shall be applied to adjust the total months of service. Employees shall
413 accrue seniority while on paid sick leave or annual leave, while receiving
414 temporary total disability benefits under the workers' compensation system,
415 while on approved military leave, or on any authorized paid leave. Employees
416 shall not accrue seniority during periods of disciplinary suspension without pay,
417 leave without pay, or unauthorized absences. Any loss of seniority occasioned
418 by disciplinary suspension or unauthorized absences shall result in an adjustment
419 to an employee's total months of service for seniority purposes.

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420
421 6.3.1 An employee who voluntarily terminates service through resignation or
422 who is terminated for cause shall permanently lose all accumulated

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423 seniority. An employee who is subject to a reduction-in-force shall, upon
424 re-employment, receive credit for previously accumulated seniority, but
425 shall not accumulate seniority during the period of absence prior to
426 re-employment.

427
428 6.3.2 If two or more employees accumulate identical seniority, the priority shall
429 be determined by comparing the last four digits of each employee's
430 social security number, considered as a total number. The lower numbers
431 shall determine the priority ranking as to which employee shall be
432 terminated, a random selection established by the employees and
433 approved by the Office of Human Resources. Priority shall be
434 established anew in the context of each personnel decision where a
435 tie in seniority must be broken.

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437 6.4 **Correction of Erroneous Total Months of Seniority:** It shall be the responsibility of
438 all classified personnel to validate the correctness of their total months of service
439 and adjustments thereto. An employee who fails to correct erroneous total
440 months of service and who is subject to adverse personnel action by virtue of
441 erroneous seniority shall be prohibited from raising the error in the context of the
442 adverse personnel action. However, an employee's erroneous seniority shall be
443 corrected for all purposes other than the adverse personnel action in question.
444

445 6.5 ~~**Specific Qualifications or Training:** Any specific qualifications or training~~
446 ~~associated with a classified position shall be set forth in the Position Information~~
447 ~~Questionnaire (PIQ). If specific qualifications or training are set forth in the PIQ,~~
448 ~~such positions shall only be available to more senior employees whose~~
449 ~~positions have been eliminated if such more senior employees hold the~~
450 ~~specified required qualifications or have acquired such training. Specific~~
451 ~~qualifications and training shall be reviewed annually by the supervisor in the~~
452 ~~context of Position Information Questionnaire reviews during the performance~~
453 ~~appraisal process. Any significant changes recommended by supervisors or by~~
454 ~~the Office of Human Resources shall be submitted to the President for approval.~~
455 ~~The lack of qualifications or training by a more senior employee whose position~~
456 ~~has been eliminated shall be regarded as conclusive evidence that the more~~
457 ~~senior employee cannot perform the duties and responsibilities of a position~~
458 ~~where such specific qualifications or training is included in the PIQ.~~

459
460 6.5.1 ~~No pretextual PIQ's are to be submitted to, nor will they be reviewed by, Human~~
461 ~~Resources, if it is perceived or determined by the President or HR that such~~
462 ~~submission is intended solely or in the main to protect an individual's position or~~
463 ~~employment from abolishment. PIQ's to be used in the review process are~~
464 ~~those that were in effect 90 days or more before the announcement of a~~
465 ~~reduction in force.~~

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467 6.56 **President's Authority and/or Recommendation:** The President may eliminate
468 classified positions without prior recommendation to the Board of Governors for
469 reasons other than financial conditions necessitating a reduction in the

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470 institution's labor budget. These reasons may include, but are not limited to
471 lack of funds, expirations of special grants or revenue streams, lack of work,
472 material changes in duties, or changes in organization. In the event of a
473 decision that a financial condition necessitating a reduction in the institution's
474 labor budget exists, the President shall eliminate filled or vacant part-time (1039),
475 casual, project, or temporary and non-critical vacant positions prior to
476 recommending the elimination of positions held by regular full-time classified
477 personnel.

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479 ~~6.67~~ **Affected Personnel:** Personnel who are serving in positions that have been
480 designated for elimination shall be considered for reassignment based upon
481 their seniority, classification and any relevant specific qualifications or training
482 they may possess. Once positions have been designated for elimination, the
483 affected employees must update their record of credentials and specific
484 qualifications and training within ~~a reasonable timeframe as determined by~~
485 ~~the 10 working days with the~~ Office of Human Resources.

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487 ~~6.78~~ **Consideration of FTE Status:** – FTE status shall be considered in evaluating the
488 suitability of positions for reassignment. Notwithstanding the fact that
489 employees with FTE's between .53 and 1.0 are considered full-time, vacancies
490 and other potential positions for an employee's reassignment must not vary more
491 than .20 of the affected employees' FTE status to be considered suitable.
492 However, if there are no suitable vacancies or other available suitable positions
493 held by employees with less seniority, an employee may be reassigned to a
494 position that would otherwise be considered non-suitable for reason of FTE
495 disparity.

497 ~~6.89~~ **Process for Reassignment of Affected Personnel:** The following process shall be
498 observed for determination of reassignment of affected personnel. In all cases,
499 employees whose jobs have been identified for abolishment must meet the
500 stated qualifications for and be able to perform the duties ~~(as described in the~~
501 ~~PIQ)~~ of the position into which they would be slated on the basis of seniority to
502 move. Human Resources is to make such determinations.

504 ~~6.89.1~~ Priority One – Qualified affected employees will be transferred to current
505 vacant positions, without regard to seniority, in order to avoid a layoff
506 situation by the institution. Attempts will be made to transfer affected
507 employees to vacancies in the same classification. If a vacancy does
508 not exist in the same classification, attempts will be made to transfer
509 employees to vacant positions in lower classifications for which they are
510 qualified.

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512 ~~6.89.2~~ Priority Two – In the event that a layoff situation has not been avoided
513 through application and the terms of Priority One, qualified affected
514 employees will be transferred to other positions within the same
515 classification, displacing the least senior employees in that classification.

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6.89.3 Priority Three – After exhaustion of available positions in the same classification, qualified affected employees will be transferred to other positions in a lower classification, displacing the least senior employees in that classification.

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6.89.4 Priority Four – Transfer to a part-time vacancy within the same classification, if any are available.

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6.89.5 Priority Five – Transfer to a position held by a part-time employee within the same classification, if any are available.

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~~6.9.6~~ 6.86 Priority Six – Transfer to a position held by a part-time employee in a lower classification.

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6.910 **Application of Seniority in Reassignment Determinations:** If the employee holding ~~in~~ a position that has been identified for elimination has more seniority than other employee(s) within the employee's classification, the employee shall displace the least senior employee within the classification who holds a position for which the more senior employee qualifies, so long as the displaced employee has the same qualifications and can perform the same work ~~as delineated in the PIQ~~ for the position held by the less senior employee(s) within that classification. In the event a ~~PIQ for positions~~ held by less senior employees contain specific qualifications or training necessary to provide the services identified by the President as critical to the mission, operations and needs of students, the positions will only be available to more senior employees if the more senior employees hold such specific qualifications and are able to perform such duties. If an employee refuses reassignment to a position in an equivalent classification, the employee forfeits all rights of recall.

6.910.1 If there are no positions within the displaced employee's classification, lower classification (in descending rank order of pay grade) shall be considered as potential assignments in the same manner as described in the foregoing Sections; provided, however, that an employee may elect not to accept reassignment to a lower classification and to be placed on the recall list instead.

6.910.2 Employees who have been displaced by a more senior employee whose position has been eliminated shall have the same rights to reassignment as described in the foregoing Sections.

6.910.3 If more than one position in a particular classification is eliminated, reassignments shall be considered in order beginning with the most senior affected employee.

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563 6.10+ **Preferred Recall List:** All employees who lack sufficient seniority to retain
564 employment in a reduction in work force or who have been displaced as a
565 result of the elimination of their positions and who elect to refuse reassignments
566 to lower classifications shall be placed on a preferred recall list. Employees on
567 the preferred recall list shall be recalled to any position opening by the institution
568 within the classification in which the employee had previously been employed or
569 to any position in a lower classification for which the employee is qualified on
570 the basis of seniority and ability to perform the required duties of the job.
571

572 6.10+.1 An employee on the preferred recall list shall not forfeit the right
573 to recall if compelling reasons, as ~~defined~~determined, by the
574 President, require the employee to refuse an offer of re-employment.
575 The President and Human Resources, in consultation, will review an
576 employee's opined compelling reasons and decide on their merits
577 whether the employee should or should not forfeit the right to recall.
578

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579 6.10+.2 The Office of Human Resources shall notify all employees on the
580 preferred recall list of all position openings that exist from time to time.
581 The notice shall be sent by certified mail to the last known address of the
582 employee. It is the responsibility of the employee on the recall list to notify
583 the Office of Human Resources of any change in address in order to retain
584 recall status and to be contacted. The Pierpont email system may be
585 substituted for the certified mail requirement provided that the faculty
586 member has provided a viable personal email address to Human
587 Resources in writing prior to the recall. The recalled employee shall have
588 10 calendar days from the date of the notice to notify Human Resources
589 that they accept the recall assignment. Failure to notify Human
590 Resources within the 10-calendar period will forfeit any future right to
591 employment with Pierpont.
592

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593
594 6.10+.3 An employee's listing shall remain active for a period of one year.
595 However, employees ~~may~~must annually request in writing that their
596 listing be renewed for ~~one additional~~the succeeding year. An
597 employee who fails to renew listing on the recall list prior to the
598 anniversary date of placement on the list or last renewal shall be
599 removed from the list.
600

601 6.10+.4 No position openings shall be filled by the institution, whether
602 temporary or permanent, until all employees on the preferred recall list
603 who are qualified to perform the available work and who have been
604 properly notified of existing vacancies and have been given an
605 opportunity to accept re-employment.
606

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607 SECTION 7. REDUCTION IN FORCE POLICY - NON-CLASSIFIED AND FEAP STAFF

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608 7.1 Seniority of employees in non-classified or FEAP positions is neither a factor nor a
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610 consideration in determining reduction in force of such positions, in which
611 employees are considered "at-will." However, following the decision that a
612 financial condition necessitating a reduction in the institution's labor budget
613 exists, the President shall undertake program, administrative and service
614 reviews to consider pertinent program, administrative or service information. The
615 President may recommend to the Board of Governors the elimination or
616 reduction of programs or services deemed appropriate, given financial,
617 enrollment, and other pertinent considerations, ~~or is and in~~ the best interest of
618 the College in general. The primary consideration in any resulting decision to
619 eliminate positions and to reassign or reduce the number affected non-
620 classified or FEAP positions and personnel will be the preservation of the
621 quality and effectiveness of the College's programs and overall mission.
622 Consequently, those employees who are deemed to be of key importance to
623 a specific program or service ~~will~~ may be retained in preference to other staff
624 members, whatever their status or seniority.

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625 SECTION 8. RESPONSIBILITIES AND PROCEDURES

- 626
- 627
- 628 8.1 Faculty: The President and Chief Academic Officer shall have primary
629 responsibility for making recommendations to the Board of Governors regarding
630 elimination of faculty positions. ~~Human Resources will be guided in process and~~
631 ~~implementation by the decisions provided by the President and Chief Academic~~
632 ~~Officer.~~
- 633
- 634 8.2 Classified, Non-Classified and FEAP Employees: The Office of Human Resources
635 shall have primary responsibility for the implementation of the provisions of this
636 policy.

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01/21/2026 Employee Turnover



Dates
2025-01-01 - 2026-01-31

10.5% 19
Total Turnover Jan 2025 - Jan 2026

0.8% 1.5
Average Monthly Turnover

0% 0
Total Turnover - 30 days

