



# **STAFF HANDBOOK**

**2022**

**Pierpont Community & Technical College**  
**STAFF HANDBOOK**

**Office of Human Resources**

**500 Galliher Drive**  
**Fairmont, WV 26554**  
**(304) 367-4692**  
**[www.pierpont.edu](http://www.pierpont.edu)**

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## **WELCOME**

When you walk on Pierpont Community & Technical College's campus, one of the first things you notice is the students, faculty, and staff's infectious spirit. A spirit that stimulates a student-centric teaching and learning environment - a transformative learning experience that delivers on the premise that knowledge is a powerful remedy during uncertain times.

Since the establishment of Pierpont as an independently accredited institution in 2008, charged by the West Virginia Council for Community and Technical Education and the Pierpont's Board of Governors to meet the community's growing workforce and educational needs, Pierpont has earned many constituents' trust. Each day, the colleges' incredible faculty and staff work together to reach the important goal of student success. Our job is to ensure every student who seeks an education is given ample opportunities to be successful.

In the 21st century, the world is changing more rapidly than ever before. All of us at Pierpont: faculty, staff, and administration, are here to serve you as our desire is to facilitate your human potential. Our focus expands not only to degree-seeking students who intend to transfer to a four-year university but also to students seeking job training, self-enrichment, and professional development. We are well-positioned to meet industry expectations and demands of a skilled workforce in North Central West Virginia.

With purpose and clarity, a collaborative learning culture, and a focus on results, the faculty, staff, and administration of Pierpont commit to our students' success. Our Mission and Vision demonstrate our commitment.

Our clear educational pathways empower students to complete certificates and degrees that have a positive generational impact on families, support the region's economic growth, and contribute to our students' economic mobility.

We are honored to serve the students and the community.

## **INTRODUCTION**

The success of Pierpont Community & Technical College in achieving its mission can only be assured if we all work together. Your role as a Pierpont Community & Technical College staff member is very important to the success of this mission.

This handbook includes information related to the employment of full-time and part-time classified and non-classified employees. It is not a comprehensive manual of all policies and procedures but is intended to answer many basic questions and to direct the reader to additional sources of information. Policies and procedures will change from time to time to accommodate changes in circumstances and applicable law. At any given time, existing policy and law will prevail over inadvertent errors or outdated material in the Staff Handbook.

The contents of this handbook are not a promise of employment, continued employment, or the terms of employment, nor do they constitute a contract, real or implied.

### **Pierpont Mission Statement**

*To provide accessible, responsive, comprehensive education that works.*

### **Pierpont's Vision**

*Empowering individuals to transform their lives through education.*



## **CHAPTER 1 PIERPONT EMPLOYMENT**

### **A. EEO and Affirmative Action**

Pierpont Community & Technical College is an Equal Opportunity/Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, gender, or sexual orientation as identified and defined by law. Pierpont Community & Technical College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, sexual orientation, or gender as defined by applicable laws and regulations. Further inquiries may be directed to Human Resources, located at room 200L ATC, 500 Galliher Drive, Fairmont, WV 26554, (304) 367-4692.

### **B. Immigration Reform and Control Act of 1986**

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

### **C. Medical Examination During Employment**

Under certain conditions such as health and safety concerns, requirements of federal or state law, or for independent medical leave verification, Pierpont Community & Technical College may require employees to undergo one or more medical examinations. Such required examinations will be performed at the College's expense. The result of medical examinations and any associated reports will be shared with the employee and may serve as a basis for making administrative decisions related to job retention, reassignment efforts, reasonable accommodations, job separation, and other personnel matters related to the affected employee(s). Any supervisor who wishes to require such an examination can do so only after approval of the appropriate cabinet member and Human Resources regarding the particular situation.

#### **D. Job Accommodation During Employment**

An employee in their present position, who is otherwise qualified and has, or acquires, a permanent medical impairment or impairments causing the employee to be unable to perform the essential functions of the position which can be reasonably accommodated, will, upon request, be granted such measures by Pierpont Community & Technical College provided that such a reasonable accommodation will allow the employee to perform the essential requirements of his or her particular job. For additional information, or to request such accommodation, contact the office of Human Resources.

#### **E. Probationary Period**

A three-month and six-month probation and evaluation period is provided for new classified employees. If an employee does not meet the standards of performance, the probationary period may be extended an additional three months. The supervisor will make this three-month extension recommendation. The supervisor must identify specific deficiencies and include a planned corrective program, outlining goals and objectives within a specific time frame for achieving the desired performance. The employee will be notified of the extension and the deficiencies and improvements required. If the initial probationary period is extended, the supervisor will be responsible for completing an additional three-month evaluation. At the discretion of the President, the probationary period may be extended to a maximum of six months.

Non-classified employees are “will and pleasure” and the aspects of probation do not apply to the terms of their employment.

#### **F. Employment Status**

Full-Time Regular Employee — an employee in a staff position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule for classified employees.

Part-Time Regular Employee — an employee in a position that is scheduled to work less than 1,040 hours during a twelve-month period. An employee in a part-time regular position is not eligible for most benefits, but may be covered under the classification program.

Casual Employee— a casual employee position is scheduled to work when needed for specific operational needs at an institution for no more than 225 hours in a twelve-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Student Employee — an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Non-Classified Employee — an employee who is responsible for policy formation at the department or institutional level, is in a critical retention position, or reports directly to the President of the institution. Non-classified employees are not subject to the classification program but are eligible for benefits, if at least .53 FTE. Non-classified employees serve at the “will and pleasure” of the president.

### **G. Hiring of Relatives**

While there is no stated or implied rule against the consideration of more than one member of the same family for employment within the same unit of Pierpont, faculty, administrators, and other staff cannot supervise, initiate, or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Immediate family members are defined as individuals who are related to the employee as father, mother, son, daughter, brother, sister, spouse, or cohabitating sexual partner.

### **H. Transfer and Promotion Opportunities**

For transfers and promotions, the employee must apply for a specific vacancy by completing an online application using Neogov or the current online employment application system. It is the employee’s obligation to provide information and complete an application for review for each transfer request. Questions concerning the transfer and promotion process should be directed to the office of Human Resources.

### **I. Access to Personnel Files**

A confidential personnel file containing pertinent employment information is maintained for each employee in the office of Human Resources. The employee is entitled to inspect or copy their personnel file in the presence of a Human Resources staff member. The employee shall not be entitled to inspect or copy any letter of reference, or other similar record that they have previously waived the right to inspect when the information was solicited by, or supplied to, Pierpont Community & Technical College based on such waiver. The employee shall not be entitled to inspect or copy any other record exempt by WV Code 29B-1-4 unless there is clear and convincing evidence of a legitimate reason sufficient to overcome the exception.

It is important to provide the Human Resources Department with any changes in personal information as it is used for benefit administration, continued insurance notices under COBRA, notification in case of emergency, or other necessary communication. Pierpont Community & Technical College respects each employee’s right to have the information in their records treated confidentially. Changes to the following personal information should be made in writing and sent to the Human Resources department:

- Home address

- Telephone number
- Marital status
- Number of dependents
- Military status
- Professional status

The employee is responsible for making sure that their updated personal information, including their most recent address, is in Pierpont's systems.

## **Chapter 2 HOURS OF WORK AND OVERTIME**

### **A. Overtime Status**

Classified and non-classified positions are either exempt or nonexempt positions as determined by the Federal Fair Labor Standards Act (FLSA). This determination is made based on FLSA criteria.

Non-Exempt Employees — are entitled to overtime compensation at the rate of 1.5 times the actual hourly rate for all hours worked in excess of 40 during the work week. Hours worked between 37.5 and 40 are compensated at the straight time hourly rate. Holidays and sick or annual leave hours are not considered hours worked for overtime purposes. Employees should not work overtime unless they receive their supervisor's approval. Requests for overtime must be approved by the appropriate Dean or Director before the overtime is worked.

Exempt Employees — do not receive overtime compensation. These employees meet the Fair Labor Standards Act criteria for executive, professional, or administrative positions.

Questions regarding overtime must be directed to the office of Human Resources.

### **B. Equalization of Overtime**

Overtime rosters will be posted by supervisors for any overtime assignments which are anticipated more than one workday in advance. Employees shall be placed on the roster based on seniority. Overtime will be offered to the most senior qualified employee. The next occasion for overtime will be offered to the next senior qualified employee. This process will continue until the list is exhausted. If the employee whose turn it is to be offered overtime refuses the overtime work, it will be offered to the next person on the list. If all employees decline, then overtime is assigned to the most junior employee whose name appears on the roster, and who is qualified to do the work.

### **C. Compensatory Time Off**

Compensatory time off shall be allowed only to the extent authorized by federal and state law. Non-exempt employees will be paid for overtime and holiday pay unless a compensatory time written agreement exists. Any comp time must be used no later than within the pay period following the holiday. When a classified or non-classified exempt

employee is required to work on any designated institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

#### **D. Flex Time**

An employee may request and work other than during Pierpont Community & Technical College normal business hours, to include flex time, provided that he/she works the required number of hours in the respective work week with the approval of the immediate supervisor. The supervisor, with the approval of the appropriate cabinet member, may approve or deny a request for flexible work hours. Based on operational need, the supervisor has the authority to require flex time. Flex time may be granted on a fixed schedule or on a short-term basis.

#### **E. Lunch Breaks**

When an employee is scheduled to work more than four (4) hours, the supervisor is required to give them a lunch break of 30 minutes. When an employee works a shift of less than four hours, it is at the supervisor's discretion whether they take an unpaid meal break of 30 minutes, the exact timing of which is at the discretion of the supervisor.

#### **F. Rest Breaks**

Employees may be granted rest periods not to exceed two 10-minute breaks per 7.5-hour day. Additional time away from the work site should be approved and credited against any appropriate leave accrual that exists. Break periods shall be granted at the discretion of the supervisor. Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, or extend lunch time, or to cover any other similar circumstances.

#### **G. Work Schedules**

The work week is defined as a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four-hour periods. Work begins at 12:00 am. on Sunday and ends at 11:59 p.m. the following Saturday. The standard number of work hours for a full-time classified or non-classified employee is 37.5 hours during the work week. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Based on operating need, supervisors have the authority to require employees to work more than their normal hours. Supervisors also have the authority to assign employees to work different shifts on a temporary or permanent basis. When practical, employees will be given 15 days' advanced notice of any significant schedule change. However, there may be occasions where a 15-day notice is not possible, but the employees still have the responsibility of reporting as assigned by their supervisors.

#### **H. College Business Operational Hours**

The official business hours of Pierpont Community & Technical College are 8:00 am. to 4:00 p.m., Monday through Friday. The business hours relate to the time when College administrative offices are normally open to meet daily operational needs.

## **CHAPTER 3 WORKPLACE STANDARDS**

### **A. General**

The orderly and efficient operation of Pierpont Community & Technical College requires that employees maintain proper standards of personal conduct.

While every situation cannot be anticipated, some acts of misconduct are specifically impermissible, and may result in disciplinary action, up to and including immediate discharge. In all instances, management will determine the appropriate discipline to be imposed. Any reference to College property will include the job sites in which employees are assigned to work. Discipline is administered in progressive steps, including one or more of the following:

- counseling session
- written warning
- suspension without pay, and
- discharge

The severity of any disciplinary action is determined by the nature of the offense and the past record of the employee. Serious offenses may require more severe action initially; the most serious offenses mandate immediate suspension pending termination. Human Resources is available to consult with supervisors regarding disciplinary actions of any kind, but supervisors are *required* to consult and review the discipline with their supervisor and with Human Resources prior to taking any action involving suspension or discharge. (See the *Personal Conduct Policy* in the Human Resources Policy Manual available on the Pierpont website for more information).

### **B. Solicitation**

Solicitation and selling of products and articles on Pierpont Community & Technical College property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by Pierpont Community & Technical College. The names of Pierpont Community & Technical College and the West Virginia Council for Community & Technical College Education may not be used to secure funds for any purpose or through any means without the written permission of the President, or the President's designee. Employees may not participate in the solicitation of funds by sales or donation, stated or implied, using the name of the institution or their title without the written permission of the College President or the President's designee.

### **C. College Property**

Pierpont Community & Technical College programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space are to be used in conducting authorized business of the College. Use of such for personal benefit or gain may be grounds for disciplinary action.

Private information protected under policy or law, such as certain financial, personnel, patient, donor, or student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization may result in disciplinary action and/or legal prosecution.

Employees are responsible for securing the College building, office, room, equipment, and other keys assigned to them for work-related reasons.

#### **D. Dress and Grooming Codes**

All employees are to be suitably attired and groomed during work hours or when representing the interests of Pierpont Community & Technical College. The supervisor will determine the appropriate dress and grooming codes for each department or work area, according to operational need.

#### **E. General Harassment Policy**

It is the policy of the Pierpont Community & Technical College to maintain a work and educational environment free from all forms of harassment and sex or gender discrimination of any employee, applicant for employment, student, guest, or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Pierpont Community & Technical College to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects and prevent its recurrence once the institution receives notice of any type of harassment, or sex or gender based discrimination. Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person and is done on the basis of race, national origin, ethnicity, age, veteran status, disability, religion, sexual orientation, gender, or association with persons different from oneself.

Employees or students who believe they have been harassed in violation of this policy should take the steps that are outlined in the *Board of Governor's Policy #9, Harassment*, or contact Human Resources at (304) 367-4692. The policy is available on the Pierpont website under "Governance".

#### **F. Drug-Free Workplace Policy and Procedures**

All employees of Pierpont Community & Technical College, including faculty, staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. seq.) and The Safe and Drug Free Schools and Communities Act of 1989.

#### Prohibitions –

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.

2. Reporting for work under the influence of a controlled substance or alcohol is prohibited.

Notice To Employees – As a condition of Pierpont employment, every employee shall abide by the terms of this policy and notify their supervisors and the office of Human Resources of any conviction of drug or alcohol related charges resulting from any activity occurring in the work place or otherwise on college premises no later than five days after such conviction.

Sanctions – Any employee found in violation of this provision shall be subject to disciplinary action, including termination, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

### **G. Smoking Policy**

Use of tobacco and tobacco related products such as e-cigarettes and vapor smoking products, are prohibited in all buildings and facilities of Pierpont Community & Technical College. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by the College. Tobacco products also includes snuff and similar substances.

### **H. Hazardous Materials**

A Material Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with the supervisor before handling the material. If the concern is not satisfied, the employee may contact the the Vice President of Finance and Administration.

### **I. Grievance Procedure**

The statutory grievance procedure is available to all state employees for resolution of most work-related concerns. Exceptions to this procedure include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

Grievances are filed with the President's office and must also be sent by the grievant to the Grievance Board in Charleston. Grievances must be filed within 15 days of the aggrieved incident. For additional information refer to W.Va. Code 6C-2-1 et seq., contact the office of Human Resources, or go to the Grievance Board's website: [pegb.wv.gov](http://pegb.wv.gov)

## **CHAPTER 4 PAYROLL**

### **A. Paychecks**

Employees are paid on Fridays on a bi-weekly basis. The College is required by law to make deductions from paychecks for federal and state income taxes, Social Security, Medicare, and other applicable government mandated payments. Certain benefits provided by Pierpont require an employee contribution that the employee authorizes to be deducted



from their pay. Employees should immediately notify their supervisors or the Payroll office if they believe there is a problem with their paycheck. The bi-weekly payments are two weeks in arrears.

### **B. Direct Deposit of Paychecks**

All employees are strongly encouraged to have their pay checks deposited directly into their bank accounts. New employees are required to sign up for Direct Deposit. Direct Deposit forms are in the information packet given to new employees. Current employees must log into their *My Apps* account and obtain the form to complete and submit to Payroll. Deposits to checking, savings, and credit union accounts are available. Contact the payroll office at (304) 367-4786 for information on signing up for direct deposit.

### **C. Non-exempt Employees**

Non-exempt salaried and hourly employees must punch a clock or use a time stamp on their computer to record their time in *Kronos*, our payroll system. Your supervisor will direct you to the proper method of time recording for your area.

## **Chapter 5 CLASSIFICATION AND COMPENSATION**

### **A. General**

Pierpont Community & Technical College's compensation program for Classified and Non-Classified Employees is designed to attract, retain, and motivate a highly talented and committed workforce to support the unique missions and goals of public higher education institutions. Competitive pay is a key element in attracting, retaining, motivating, and rewarding the type of employees needed to fulfill the Pierpont mission. The goal of Pierpont is to pay competitive salaries by using systems communicated to employees and readily administered by managers.

The Human Resources department is responsible for the assignment of all Pierpont Community & Technical College classified positions to appropriate job titles and pay grades within the Higher Education Classification System. If significant changes occur in the essential duties or responsibilities of a classified position, it is the responsibility of the supervisor, through established College procedures, to submit a modify/reclassify action.

Questions regarding position descriptions and online position reviews should be directed to Human Resources.

### **B. Performance Appraisals**

Staff members will have their job performance evaluated by their supervisors during the probationary period and at least once annually thereafter. New employees may be evaluated on a more frequent basis to better acclimate them to the College. Additional evaluation sessions may occur at 30, 60, and 90 days after the start date.

The appraisal with the employee will be accomplished for the purpose of clarifying job understanding and expectations, improved performance, improved communications, performance counseling, goal setting and development. The performance appraisal results may be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations.

The appraisals are expected to be a two-way communication process between the supervisor and the employee.

## **CHAPTER 6 BENEFITS**

### **A. Employee Benefits Plan**

Pierpont Community & Technical College provides full time employees an opportunity to participate in a comprehensive package of benefits that includes retirement, health, life, disability, dental, vision, spending accounts, and other benefits. Employees learn about each of the plans at the new employee benefits session.

To change benefit plan beneficiaries, contact the Benefits coordinator ([kbiddle@pierpont.edu](mailto:kbiddle@pierpont.edu)) for the necessary forms. All plans, programs, benefits, services, and other provisions are subject to review and change. All benefit plans are also subject to the terms of the particular benefit plan documents and contracts.

### **B. Retirement Programs**

The State of WV requires participation in a tax-sheltered 401(a) Defined Contribution Plan. Benefit eligible employees contribute six percent of their gross pay, which is matched at six percent by the College. The funds are fully vested from the date of enrollment in the plan.

In addition to the required plan, Pierpont offers tax-sheltered plans for those who wish to contribute more than six percent of their gross wages. Employees may voluntarily contribute to either or both the Supplemental Retirement Plan 403(b); or Deferred Compensation Plan 457(b).

### **C. Health Insurance Plans**

West Virginia Public Employees Insurance Agency (PEIA) offers plans that include hospital, surgical, major medical, prescription and other medical care coverage. The pre-tax employee contributions are based on salary levels. New employees who enroll the month of hire will have coverage effective the first of the month following their start date. (see [www.peia.wv.gov](http://www.peia.wv.gov))

### **D. PEIA Life Insurance**

The basic, no-cost health plan under PEIA includes \$10,000 term life insurance with an accidental death and dismemberment benefit. Employees not accepting coverage under the health plan may elect life insurance only. Life insurance coverages may vary depending upon age. Additional optional life insurance may be purchased by employees for a monthly

premium based on age and the principal sum selected — up to \$500,000. Dependent life insurance may also be purchased with an employee contribution. Enrollments under both options are subject to a statement of health after employees have been with the institution for three months or more. Health statements are normally not required of new employees.

#### **E. Mountaineer Flexible Benefit Plans**

During the annual open enrollment period, employees can enroll in pre-tax dental and vision, as well as medical or dependent care spending accounts. Also, employees enrolled in a high-deductible health plan may enroll in a Health Savings Account (HSA), and a Limited-Use Medical Expense account. A post-tax legal plan is also available. New benefits booklets are sent to the employee's home address during each open enrollment.

#### **F. Short Term Disability Insurance**

The plan provides an income benefit after seven consecutive days of illness or the end of sick leave, and up to 26 weeks of disability. New full-time faculty and staff are eligible to enroll within the first 31 days of hire; thereafter, enrollment requires a statement of health. The income benefit is 60% of basic salary up to a maximum benefit of \$1,000 per week. Income benefits for all faculty & staff are calculated on 52 weeks to allow summer benefit coverage for less than 12-month employees.

#### **G. Long Term Disability**

The plan provides a monthly income up to age 65 in the event of total disability. New hires have 31 days from their date of hire to enroll without a statement of health. The benefit begins after six full months of continuous disability and the end of sick leave. The basic monthly income benefit replaces 60% of your monthly wage base up to a maximum of \$10,000 per month, less benefits from other sources (such as Social Security or Workers Compensation). Rates are based on age and salary.

#### **H. Employee Assistance Program**

A program provided by the College for employees and their dependents. The program offers confidential and professional counseling services to help you and your family resolve job-related, personal, or family problems. The program is available 24 hours a day, 7 days a week by calling **1 (800) 950-3434**.

#### **I. Social Security**

All employees, except student employees (unless student works in the summer and is not enrolled in class), must contribute to Social Security. The employee's contributions are matched by Pierpont Community & Technical College.

#### **J. Unemployment Compensation**

Unemployment Compensation serves as wage replacement for employees if they experience an eligible job loss. Pierpont contributes, on the employee's behalf, to the state of West Virginia unemployment fund.

### **K. Workers Compensation**

Pierpont Community & Technical College employees are protected against income loss from job-related injuries. BrickStreet Insurance Company administers Workers Compensation in West Virginia, and Pierpont Community & Technical College pays the premiums for all the employees. Employees injured on the job must report the injury to their supervisor before the end of the workday.

#### Reporting On-the-Job injuries

On-the-job injuries must be reported to the employee's supervisor as soon as possible after they occur, but no later than the end of the workday. The employee also must submit a written accident report form to the designated supervisor no later than 24 hours after the injury occurs. All accidents must be reported, regardless of whether they may result in a Worker's Compensation claim. Each employee's supervisor or designated person is responsible for having the appropriate form completed and submitted immediately to the Vice President, Finance and Administration office or Human Resources. For further information, employees should contact Human Resources.

### **L. Parking Permits**

All faculty and staff members are required to obtain a parking permit each year. The fees are paid either through automatic payroll deduction.

## **CHAPTER 7 HOLIDAYS**

Guidelines for Pierpont Community & Technical College holidays are provided in the Board of Governors Policy #4. The employee holiday calendar is posted online on the Pierpont website.

Holidays are intended to grant full-time regular employees the benefit of one (1) workday of paid time off. Persons employed at less than 1.00 FTE receive time off on a prorated basis.

There are 12 paid holidays per fiscal year, plus additional days for any statewide, primary, or general election. Specified holidays include:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Dr. Martin Luther King's Birthday

One-half day preceding Christmas or New Year's Day shall be a holiday when Christmas and New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday. These half days are in addition to the twelve. The remaining six holidays are designated at the discretion of the President according to operations. Proclamations of a legal holiday by the President of the United States, Governor, or any other authority are recognized at Pierpont only when they are communicated through the West Virginia Council for Community & Technical College Education. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday respectively will be observed as the legal holiday.

When operational needs require a full-time or part-time non-exempt classified employee to work on any of the observed College holidays, in addition to their regular pay, the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for actual hours worked on the holiday. The holiday CTO must be used within six (6) months following the holiday.

If an observed holiday occurs on an employee's scheduled annual leave, the day will not be charged to annual leave unless the employee is in a terminal leave period.

Any specific adjustment concerning a day of observation will be announced by the President's office or designated authority.

In accordance with the law, Pierpont Community & Technical College will consider granting reasonable time off to employees who may observe religious holidays not included on the list of College observed holidays, as long as this causes no undue operational problems and hardships within the department. Such time off requires prior supervisory approval and will be charged to accrued annual leave or compensatory time off, if any is available.

Half time employees (.53 FTE) receive holiday pay if the holiday falls on a day they are regularly scheduled to work and during the hours they are regularly scheduled to work.

## **Chapter 8 ANNUAL LEAVE (Vacation)**

### **A. Eligibility**

All full-time employees in classified, non-classified, and 12-month faculty positions shall be eligible for annual leave with pay on the following basis:

Less than 5 years' service (classified):	1.25 days accrual per month
5 but less than 10 years' service (classified):	1.50 days accrual per month
10 but less than 15 years' service (classified):	1.75 days accrual per month
15 or more years' service (classified):	2.00 days accrual per month
Non-Classified and 12-month faculty:	2.00 days accrual per month

NOTE: Full-time regular employees, except faculty, working between 1,040 hours and 1,950 hours over at least nine (9) months of a twelve (12) month period shall accumulate annual leave on a prorated basis.

Annual leave shall not be granted to casual (225 hr.) or part-time (1,039 hr.) employees.

**B. Accumulation Limits**

Accumulated annual leave for continuing employees may not exceed twice the amount earned in any twelve (12) month period. An employee is entitled to compensation for accumulated leave at termination of service, but in no case may this exceed twice the amount earned in any twelve (12) month period. Any questions concerning how much time an employee has accrued, or how close to the limit they may be, can be directed to Payroll.

**C. Calculation Based on Years of Service to the State of West Virginia**

Annual leave accrual rate shall be based on years of service to the recognized agencies of the State of West Virginia. An annual appointment period of nine (9) months or more shall be credited for one year of service for annual accrual rate determination. Up to fifteen (15) days of accumulated annual leave may be transferred from other agencies of the West Virginia State Government to institutions of Higher Education. Certification of the employee's annual leave balance, which existed at the state agency, must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within six months from the last day of employment with the other state agency.

**D. Scheduling and Use of Annual Leave**

Annual leave must be approved in advance by the supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration shall be given to an employee's request. Illness which occurs during scheduled annual leave is counted as annual leave.

**E. Unused Annual Leave**

Upon termination of active employment through resignation, retirement, or otherwise, an employee may opt to be paid a lump sum amount of accrued and unused annual. In the event of an employee's death, accumulated annual leave will be credited to the employee's estate.

**CHAPTER 9 INFORMATION TECHNOLOGY**

**A. General**

Responsible and acceptable use of Pierpont Information Technology does not extend to whatever an individual is technologically capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to, authorized users of Pierpont sponsored resources who are those individuals that have been granted employee access identification and password. The ID

and password combination is an individual's identity and license to access and use the components of the information system for which they are specifically authorized. Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations. The technological resources of Pierpont are finite and shared. The technology systems may NOT be used for commercial or profit-making purposes. Pierpont reserves the right to limit access to the systems when investigating cases of suspected abuse or when violations have occurred. Use of the systems is intended for work-related purposes and not to serve as a public forum. Pierpont reserves the right to restrict or deny usage of the systems in those situations where it is determined that a specific usage is not work-related, supportive of the institution's mission, or does not abide by institutional policies, local, state and federal laws or regulations. Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.

The technological resources of Pierpont are for work related use only and there is no guarantee of privacy when using email, phones, internet, or other devices or software. Pierpont reserves the right to access employee accounts at any time.

For further details on this policy, please go to the Information Technology policy at [https://www.pierpont.edu/sites/default/files/BOG/policies/BOG\\_P53.pdf](https://www.pierpont.edu/sites/default/files/BOG/policies/BOG_P53.pdf)

## **CHAPTER 10 LEAVE COVERAGE**

### **A. General**

Annual and sick leave may not be taken before it is accrued. If an employee works less than a full month, annual and sick leave shall be accumulated on a pro-rata basis. During a terminal leave period, no type of leave may be accrued. Terminal leave is defined as the period following the last day of scheduled work from employment such as resignation, retirement, or other similar circumstance.

A recognized institutional holiday occurring during an employee's leave period shall not be considered as a day of leave, provided the employee is not in a terminal leave period.

The College reserves the right to seek a second medical opinion from an independent provider in all cases where reasonable circumstances warrant.

### **B. The Family and Medical Leave Act ("FMLA")**

Employees are eligible for FMLA if they have worked for their employer for at least 12 months and have worked for at least 1,250 hours during the previous 12 months\* (military leave period counts toward 12 months /1250 hours worked). FMLA provides employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave (employee and the employer must continue their share of the cost). FMLA leave will run concurrent with any workers compensation, paid sick, or annual leave. Thus, the 12 weeks would include any paid leave that is used by

the employee during this period. The leave request must be made through the Benefits office.

\*A twelve-month period is measured backward from the date an employee uses FMLA, also called a rolling calendar year.

Reasons for taking FMLA leave:

- To care for the employee's child after birth or placement of a child with the employee for adoption or foster care, or
- To care for an immediate family member (the employee's spouse, son, daughter, or parent) with a serious health condition, or
- For a serious health condition that makes the employee unable to perform his/her job, or
- Because of any qualifying exigency arising from the employee's spouse, son, daughter or parent being on active military duty or active duty for National Guard or Reserves (reasons: short term deployment (7 days or less); military events & related activities; counseling; childcare and school arrangements; financial and legal arrangements; post-employment activities.
- To allow the employee to care for a "spouse, son, daughter, parent, or next of kin, who is a member of the Armed Forces, including the National Guard or Reserves, and who has a serious injury or illness (26 weeks during special "single 12 month period").

### **C. Sick Leave**

All full-time employees, except faculty, in classified, non-classified, and 12-month faculty positions accumulate sick leave at the rate of 1.5 days per month of active employment.

#### Procedures for Reporting Unscheduled Absences

Notification of an unscheduled absence, prior to an employee's scheduled start time, is of the utmost importance. If for any reason an employee is unable to report to work as scheduled, the employee must notify their supervisor prior to their scheduled start time with the reason and expected duration of the absence. Continued failure to notify an immediate supervisor concerning an absence may result in discipline to the employee, up to and including termination.

#### Accumulation of Sick Leave

Sick leave is accumulated without limit. Eligible employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate sick leave on a prorated basis.

An employee may use sick leave if ill or injured or when in need of medical attention.



An employee may also use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be member of the household and living under the same roof.

#### Sick Leave for more than Three (3) Consecutive Days

If an employee is on sick leave for more than three consecutive days, they may have to submit satisfactory proof of illness or injury, as evidenced by a statement of the attending physician, licensed practitioner, or by other proof satisfactory to the institution. An employee having an extended illness or serious injury shall, before returning to duty, obtain satisfactory medical clearance to help ensure adequate protection and shall indicate the employee's ability to perform their duties. Such medical clearance shall be in writing. Also refer to page 25, *Medical Leave Verification*.

#### Transfer of Sick Leave

Accumulated sick leave may be transferred to Pierpont Community & Technical College for employees coming to Pierpont Community & Technical College from other agencies of West Virginia State Government. Certification of the employee's sick leave balance which existed at the state agency must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within six months from the last day of employment with the other state agency.

#### Reinstatement of Sick Leave Upon Reemployment

When an employee terminates employment for reasons other than retirement, all sick leave credited to that employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. If an employee resigns in good standing and is later reemployed, he/she may have his/her accumulated sick leave reinstated if the date of termination is less than six months from reemployment.

#### Sick Leave Conversion Upon Retirement

Upon meeting certain requirements, individuals retiring from Pierpont Community & Technical College may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused annual leave for this purpose. This option is not available to employees hired after July 1, 2001.

### Medical Leave Verification

Medical leave verification/assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. The health care provider signing the medical assessment must have a current and appropriate license. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, functional limitations, including duration and treatment plan, if any. Based upon the medical assessment, employability and/or accommodation determinations will be made by Pierpont Community & Technical College. Medical leave verification/assessment is required:

- To validate a sick leave absence of more than three (3) consecutive workdays under the terms of the sick leave policy;
- To return to work following a sick leave absence of more than five (5) consecutive workdays, or a medical leave of absence;
- To apply for and sustain catastrophic leave eligibility;
- To apply for and sustain a medical leave of absence; and/or
- To assure continued access to benefit coverage while on medical leave of absence.

It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider and present the completed evaluation to the College in a timely manner. Provision of incomplete, unacceptable, or untimely medical information may result in:

- Prohibition to charge time absent from work to accrued sick leave;
- Prohibition to return to work if one's capacity to perform essential duties is in question;
- Ineligibility for catastrophic leave;
- Disallowed or discontinued medical leave of absence;
- Discontinuation of benefit access; and/or
- Disciplinary action, up to and including termination.

For additional information, contact the Benefits Coordinator at (304) 534-7887.

#### **D. Emergency Leave**

Emergency leave of up to five (5) days within any fiscal year, with pay, may be granted by the President of Pierpont Community & Technical College, or designee, in the event of extreme misfortune to the employee or his/her immediate family, provided that all accrued annual leave has been exhausted.

Typical events, which may qualify an employee for such leave, include fire, flood, or other occurrences (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

#### **E. Funeral Leave**

When a death occurs in the immediate family, a reasonable amount of time may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. For the purpose of administering this leave policy, the immediate family is defined as father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, aunt, uncle, niece, nephew or others considered to be members of the household and living under the same roof. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, workload, and other relevant factors.

#### **F. Pregnancy-Related Illness or Disability**

Disabilities related to caused by pregnancy shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. Pregnancy-related illness shall include pregnancy, miscarriage, childbirth, and recovery.

#### **G. Catastrophic Leave**

A classified, non-classified, or 12-month faculty employee experiencing a catastrophic illness or injury, as defined by the West Virginia Code and Pierpont Community & Technical College policy, may request approval to receive paid leave time donated by other employees. Within established limits, employees may voluntarily donate accumulated sick or annual leave directly to an approved recipient. For information, contact the office of Human Resources. Upon approval of catastrophic leave, an employee's status will immediately be changed to hourly and arrears payment will be in effect upon returning to work.

#### **H. Medical Leave of Absence without Pay**

An employee requesting a medical leave of absence without pay must provide the Benefits office satisfactory medical evidence, such as a statement from the attending physician that they are unable to work. If the evidence is satisfactory, the medical leave of absence may be authorized without pay only for the period of disability specified by the attending physician. The employee is expected to report to work on the first workday following expiration of the disability period. Failure to do so, except for satisfactory reasons submitted in advance, is a reason for termination of employment by the College. An employee, prior to return to duty, needs to obtain satisfactory written medical clearance to help ensure adequate protection and the medical clearance also needs to indicate the employee's ability to perform their duties. A medical leave of absence without pay may be granted for no more than 12 months (the FMLA 12-week leave will be included in a medical leave without pay). An employee must exhaust all sick leave but may choose to maintain

accumulated annual leave. If both sick and annual leave are exhausted, the employee will be changed to hourly upon return to work until 10 days of sick and 10 days of annual leave have accrued, An employee must pay the employee portion of health insurance and other benefits (disability, life insurances, etc.) during the leave of absence. Also, an employee enrolled in the short-term disability plan sponsored by the institution must contact the Benefits office for claim forms and complete the STD claim process.

### **I. Military Leave**

An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of 30 working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increases, and experience with the institution. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.

Benefits of this section shall accrue to individuals ordered or called to active duty by the President of the United States for 30 working days after they report for active service.

### **J. Parental Leave**

A full-time employee who has worked at least 12 consecutive weeks for the state may request up to 12 weeks unpaid parental leave. The request may be due to birth or adoption by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent or dependent that has a serious health condition. The employee must provide his/her supervisor with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial. The employee must provide the Benefits office with certification of the need for medical treatment by the treating physician and documentation regarding dependent status. All annual leave must be exhausted before the parental leave begins. No more than a total of 12 weeks of parental leave may be taken in any 12 consecutive month period. The institution shall continue group health insurance coverage provided that the employee pays the full premium cost (both the employer and employee share) of the health insurance. If the Parental Leave qualifies for FMLA, the FMLA leave will run concurrently with the Parental Leave.

### **K. Personal Leave of Absence without Pay**

An employee must provide a written request for a personal leave to the Benefits office. Upon written approval, the employee may be granted a continuous leave of absence without pay for a period not to exceed 12 consecutive months, provided all accrued annual

leave has been exhausted. The President, or the President's designee, at their discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay. The institution shall continue group health insurance coverage provided the employee pays the full premium cost (employee and employer share).

#### **L. Witness and Jury Leave**

Upon application in writing, an employee of Pierpont Community & Technical College may be granted leave as indicated in this section provided the employee is not a party to the action. Annual leave will not be charged under the provisions of this section.

When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.

When an employee serves upon a jury or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence. The employee will receive payment in the amount of their regular base pay.

The employee shall report to work if they are excused by the court before the end of their regular workday. Provisions for employees who work a shift other than day shift may be made according to College policy.

## **CHAPTER 11 EMERGENCY INFORMATION**

### **A. Declared Emergency**

At the discretion of the President of Pierpont Community & Technical College, or designee, in consultation with local or state public safety officials, College operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, including inclement weather. The President will later declare when emergency conditions no longer exist.

Full-time regular classified employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement that the time be made up. Under WVCCTC, Series 38, when extended power and utility interruptions occur, administrators should arrange for employees' usual work routine to be accomplished at alternate work locations or make affected employees available to other administrators for work in other areas. If an administrator deems it

advisable, and the employee agrees, time off during the utility service interruption may be granted and charged against an employee's accumulated annual leave.

When operational needs require a full-time regular classified employee to work during a College declared emergency period, the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for the actual hours worked during the College declared emergency period.

There are blue emergency kiosks located throughout the campus in case of emergency. You can also call Police/Fire/Rescue 911, or local campus security.

### **B. Absence Due to Inclement Weather**

Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave. Sick leave may not be charged for absence due to weather. Time without pay lost from work may be made up if in the same work week at the discretion of the employee's supervisor.

## **CHAPTER 12 STAFF DEVELOPMENT AND TRAINING**

### **A. Educational Activities**

Employees are encouraged to utilize College educational opportunities for career development and self-improvement. An employee, at the discretion of their immediate supervisor, based on operational need, may receive time off during scheduled work hours for the purpose of attending educational activities. Work release time may be subject to the prior approval of the employee's executive officer or director. Occasional in-service training may be required as a term of employment. Supervisors have discretion over whether they require employees to attend specified training activities, however some training activities may be mandated.

For convenient and accessible training and development, Pierpont has provided all employees with a full access account with LinkedIn Learning. Each year, managers, staff, and faculty will be required to complete course work on specific subjects chosen to advance the employees skills and reach Pierpont's strategic goals. In addition, employees may access any of LinkedIn Learning's over 14,000 courses that they may find interesting or that adds to their skill set.

### **B. Employee Class Attendance**

Given the rapidly changing nature of higher education and the need for greater productivity from its workforce, the primary goal of the Pierpont Community & Technical College Board of Governors, Policy No. 40, is to improve the preparation of its employees. Therefore, it is actively encouraged that all employees obtain as a minimum an associate degree or an equivalent level of post-secondary education.

A full-time Pierpont Community & Technical College employee may be allowed time off during scheduled work hours to attend class, provided the employee's absence will not

interfere with their work unit's operation. Each unit head has the responsibility to approve or reject requests. This policy is applicable to both exempt and non-exempt employees.

For details relating to this policy, please refer to the Pierpont Community & Technical College *Board of Governors Employee Class Attendance Policy # 40*.

### **C. Tuition and Fee Waivers**

Limited tuition waivers are available for employees and their eligible dependents who wish to take courses at the institution. Contact Student Services for more information on how to apply.

## **CHAPTER 13 CLASSIFIED EMPLOYEES COUNCIL**

The Classified Employees Council is an advisory council to the President of the College and a means for all classified employees to express their opinions about job conditions, fringe benefits, employee-employer relations, or other areas that affect their jobs. The Classified Employees Council is composed of elected members from the six major occupational categories. The Council also has employee representatives to the Pierpont Board of Governors and the Advisory Council of Classified Employees.

The Classified Employees Council has created a Staff Development Committee (SDC) to oversee the funds provided to classified staff for training and development. Requests for staff development funds should go to the chair of the SDC. The SDC, Classified Employees Council, or Human Resources can provide information regarding staff development.

## **CHAPTER 14 TERMINATION OF EMPLOYMENT**

### **A. Voluntary Termination**

Employees who intend to resign from their positions are expected to give their supervisors at least two weeks advanced written notice. For faculty, managers, and executive positions, the notice should be at least 30 days. Prior to their resignation, employees are required to return all College property such as keys, equipment, IDs, uniforms, and documents; and settle any monetary or other obligations with the College. An employee is expected to work throughout the notice period, unless waived by the immediate supervisor.

### **B. Dismissal for Cause**

When it is determined by the supervisor that an employee is not meeting performance or conduct standards, or fails to comply with legal or policy requirements, termination for cause may occur consistent with the current disciplinary procedures. (See *Personal Conduct Policy in the Human Resources Policy Manual* on the Pierpont website)

### **C. Automatic Termination**

Absence from work for three consecutive workdays without notice, shall be result in an automatic resignation from employment with the College.

#### **D. Reduction in Force**

The elimination of any full-time regular classified position requires the prior written approval of the President. In the event a full-time regular classified position is eliminated because of lack of funds or work, the College will comply with the requirements of WV Code 18B-7-1. Supervisors must consult with Human Resources for proper layoff management prior to notification of layoff to any employee. (See *Board of Governors Policy # 59 Furlough and Reduction in Employee Workforce*)

#### **E. Employee Health Insurance Continuation**

The Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA mandates employers to offer continuation of group health insurance to certain employees and dependents who lose coverage. In the case of employee terminations, the law requires the employer to notify the plan administrator within 30 days after the employee's termination of employment. The West Virginia Public Employees Insurance Agency (PEIA), will then notify the terminating employees of their COBRA rights.

### **FINALE**

If you have any questions or comments about the contents of this Staff Handbook, you should discuss them with your supervisor or contact Human Resources staff. The Staff Handbook is not an implied or expressed employment contract. The provisions of the Staff Handbook are guidelines rather than policies, and Pierpont Community & Technical College reserves the right to depart from such guidelines where reasonable circumstances warrant. Existing policy and law will prevail over any inadvertent errors in the Staff Handbook text or in case of conflict. The term "existing policy and law" also includes the provisions of all rules of the West Virginia Higher Education Policy Council, the West Virginia Council for Community & Technical College Education, and the Pierpont Community & Technical College Board of Governors' Policies. Guidelines outlined in the Staff Handbook may be changed at any time at the sole discretion of Pierpont Community & Technical College.

The duration of employment for any employee is unspecified and is at the discretion of Pierpont Community & Technical College within appropriate parameters established by applicable rules, policies, and laws. This edition of the Staff Handbook supersedes and replaces all previous handbooks.

Employees referring to this Handbook in print form are encouraged to refer to the online version on the Pierpont website to check for any recent changes.